

09 June 2020

Dear parents/carers,

Re: Re-opening to students in years 10 and 12

Further to my previous letter dated 4th June about the reopening of schools, I am writing to let you know the arrangements for our year 10 and year 12 students.

The 25th May DFE guidance allows Colleges to open for a maximum of 25% of students in year 10 and 25% in year 12 at any one time from Monday 15 June. The Department for Education updated Guidance to Parents can be found here: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-forparents-and-carers>.

We have worked on plans to ensure we are operating in a way that minimises the risks for staff and students. To ensure the College reopens in a safe way, we have taken a number of additional steps to reduce the risk of transmission of infection as follows:

- Students will be organised into smaller groups (up to a maximum of 10)
- Classrooms and other learning environments will be arranged to allow for 2 metre distancing
- Student arrival and dismissal times will be staggered to avoid large gatherings and volumes of movement around the College
- Student temperatures will be taken on arrival. Students with high temperatures or who develop symptoms will need to return home
- Children in the existing priority groups, (i.e. children of critical workers and vulnerable students) may continue to arrive from 8.40am
- We will mark out the 2 metre distancing in the area immediately outside the College and there will be staff supervision for students arriving
- In the learning sessions, students will be in their classrooms for 3 hours and have a supervised break
- Lunch will be available for purchase from the Rookery (students eligible for free school meals will have the usual allowance)
- Windows will be kept open as far as possible to ensure good ventilation
- External visitors will only be allowed on site for essential work, e.g. essential building maintenance work, to provide essential support for a student
- If parents need to drop off or collect their children we ask that parents do not wait for their children outside the College gates
- Parents will not have access onto the College site unless it is essential
- All students will be required to follow social distancing guidelines and our updated behaviour rules including remaining **only** with their allocated group
- Assemblies will continue virtually. You may access previous assemblies via our Twitter (<https://twitter.com/RHCollege>) and Facebook (<https://www.facebook.com/rooksheathcollege/>) pages as well as through Canvas
- External toilet doors will remain open, avoiding the need for these to be touched
- Additional mobile hand sanitising facilities will be provided on College grounds
- A one-way system will be followed throughout the site

Due to the success of our remote learning we are moving towards delivering more online lessons. We feel confident that your child will be able to continue with our new blended learning approach and this has been factored into the plan below. I would like to thank you for your support in ensuring that learning continues at home. Please find below details of the plan for students in years 10 and year 12.

Year 10 arrangements Head of Year – Ms Grover	
Monday 15th June	Remote learning at home
Monday 22nd June	students invited in for a 30-minute one-to-one conversation with a member of staff (East half of year group)
Tuesday 23rd June	Students invited in for a 30-minute one-to-one conversation with a member of staff (West half of year group)
Wednesday 24th June – Friday 26th June	Remote learning continues at home
Monday 29th June – Friday 3rd July	Remote learning continues at home
Monday 6th and Tuesday 7th July	Year 10 students invited into College for one of three learning sessions in groups of 10 – (East half of year group)
Thursday 9th and Friday 10th July	Year 10 invited into College for one of three learning sessions in groups of 10 (West half of year group)

Year 10 Learning sessions: 9:00am – 1:00pm, 9:30am – 1:30pm or 10:00 – 2:00pm

Punctual arrival is very important. Please do not send your child in earlier than their session time as they will not be allowed to socialise on the College site at the start of the day. The gate will close at 10:15am.

Year 12 arrangements	Head of Year – Mrs Todd	Head of 6 th Form - Mr Wright
Monday 15th – Friday 19th June	30-minute face to face meetings with subject specialists for each of a students' subjects. (see below for further details)	
Monday 22nd – Friday 26th June	Remote learning	
29th June - Friday 3rd July	Year 12 invited to College for face to face lessons with subject specialists focused on preparing students for up-coming assessments and year 13 courses.	
Friday 3 rd July is the end of term for year 12 students. AS/A level results day is Thursday 13 th August – you will receive further information on the structure of this day in due course.		

The face to face meetings provide some much needed one-to-one time to support students' remote learning, provide them with an opportunity to update staff on their wellbeing and set them up well for learning tasks to complete over the summer holidays. For year 12, September-assessed work will be important for university applications. Your support in encouraging your child to attend is highly appreciated. Therefore, in order to help with our planning, we require you to tell us if your child will be attending. Please click this link to complete our [Survey for Year 10 and 12](#) by Thursday 11th June. Your child will receive a message via Canvas with the exact appointment time for them to attend their initial face-to-face contact meeting.

We hope that all students will make the most of the. Any student that remains at home will still benefit from online communication from staff and the remote learning platform.

Please do not send your child to the College if they display any of these symptoms: a high temperature, persistent cough, loss of taste, loss of smell.

How can you help us?

- Your child will be allowed to bring a packed lunch / snack and a named bottle of water to last the day. Access to shared water dispensers is unavailable.
- Your child should bring tissues into College and it would be helpful if they had their own antibacterial wipes and / or hand sanitizer.
- Your child should bring all of their own pens and paper/book and other resources to the lessons as they will not be able to share.
- Uniform expectations: year 10 students will be required to wear the College uniform. Blazers and ties are optional for the remainder of this term. Please ensure that all clothes worn are cleaned

We know that many will be looking forward to seeing the staff and students once again. Whilst we understand that children may find social distancing hard, we expect students to follow the rules. I am confident that we can count on you to discuss with your children the importance of following the protocols and inform them that the new College experience will feel different and that they will not be able to sit close to their friends or staff.

Should a student disregard the requirement to socially distance, under health and safety, we would need to review whether they can attend. We have a duty to protect not only all the children but also the staff and their families as well. By sending your child to College you are agreeing to the rules which are in place to safeguard every member of our College community.

Important information about travelling to and from the College

Students should avoid public transport if possible by cycling or walking. They should also adhere to social distancing when travelling to and from College and not gather in groups in the vicinity of the College. If parents collect students we ask that you park safely, remember the traffic parking zones will be in effect and please respect social distancing protocols. Free travel on TFL has been suspended until further notice. Your child may still be eligible for free travel if they meet certain conditions. More detail can be found here: <https://www.gov.uk/free-school-transport>. From Monday 15 June, face coverings will become mandatory on public transport. Students are not required to wear face masks whilst on the College site.

We miss the students and it will be lovely to see some of them on site with us again. If you haven't already seen our latest offering on social media, please take 5 minutes watch a video which illustrates beautifully the ethos and spirit of our College (and the hidden talents of the staff!). The video was put together specially for our students and to keep everyone's spirits up at this time '[With a Little Help From My Friends](#)'.

Warm regards



Miriam Manderson
Headteacher