

16 July 2020

Dear parents/carers,

Re: End of Summer Term and Autumn Term Arrangements – September 2020

We hope that this letter finds you and your families well. I am delighted to inform you that we will be welcoming all our students back to Rooks Heath College in September. I would also like to send a warm welcome to our new Year 7 joining us in September. At this time of year, it is usual to have some staff changes. This year we will be saying farewell to a few members of staff including Ms Williams who has been at Rooks Heath for 42 years. I am sure you will join me to wish her well.

I wanted to provide you with some details of the end of term arrangements and take this opportunity to outline to you what we have planned for your child’s health and safety, learning, behaviour and uniform expectations from September.

End of term arrangements:

Friday 17th July End of term for students, 11:30am

September Return:

Date	Y7	Y8	Y9	Y10	Y11	Y12	Y13
Wednesday 2 nd September	Staff Professional Development day, College closed to students.						
Thursday 3 rd September	8:40am-11:40am	Remote learning at home (years 8, 9, 10, 11)				8:40am-11:40am	
Friday 4 th September	Staff Professional Development day, College closed to students.						
Monday 7 th September	8:40am – 11:40am			12:10pm – 3:30pm			
Tuesday 8 th September	8:40am–3:10pm	Remote learning at home (years 8, 9, 10, 11)				9:00am- 3:30pm	
Wednesday 9 th September	8:40am – 3:10pm		Remote learning at home (years 9 and 10)		9:00am – 3:10pm		

Year groups	Y7 and Y11	Y8	Y9 and Y10	6 th form
Entrance points	Main entrance	J Block entrance	E block entrance left	E block entrance right

The College day for the rest of the year will end at 3:10pm for Years 10, 11 and 6th form - 3:30pm or 4:10pm where years 11 or 6th form have a period 6.

Returning to school is vital for children and young people’s education and wellbeing. The longer children and young people spend out of an education setting, the greater the impact will be across all areas of their learning and development. The government has stated:

“Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus.... We are, therefore, asking schools to prepare to welcome all children back this autumn...”
([DFE: Guidance for Full Opening](#))

We are aware of the significant length of time that students have been away from school. Although the return to the College will feel a little different as we still need to adhere to the DFE guidance, we have a detailed risk assessment and will need to adjust the timetable to ensure students and staff are safe while attending.

Your child will receive further information on the details on their first day of term and we will share these with you. Please note that the government mandate on compulsory student attendance to school resumes from September. This means that the usual DFE rules on attendance will now apply including the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. We hope that none of our families will need to have these applied.

What is changing?

- Students will have a staggered start to the day. It is important your child arrives at the designated times.
- Students will need to line up for form time in a designated area.
- Students in years 10 and 11 will have form time at the end of the day.
- Breakfast club will be provided for only one select group of students until further notice.
- Assemblies will be delivered virtually to classrooms and not in a large gathering in the hall.
- Students in years 7 and 8 will have limited movement around the College to meet government guidance. We will operate a one-way system around the site.
- Students will have separated lunch and breaks.
- Students will be in year group 'bubbles' to encourage a social distance from other year groups onsite and when travelling to and from the College.
- Students must wash or sanitise their hands upon entry. We have installed new mobile hand sanitising units in various locations around the site.
- On the days where students have PE, they must attend in full PE kit. Students will remain in their PE kit for the day as we there will be no access to the changing rooms. This is a precautionary measure.
- Students will only be allowed to use the toilets in their designated zone at breaks and lunch under the direction of staff or as authorised by staff at any other times of the day notwithstanding emergencies.
- There will be no after school activities for at least two weeks and we will review this as the term progresses.
- Visitors will not be allowed on site without prior approval. Please contact us to arrange a meeting if you need to speak with a member of staff. This can be a telephone or virtual meeting where possible.

What remains the same?

- The Behaviour for Learning policy and expectations of excellent attendance, punctuality and attitudes to learning. We have however, amended our sanctions to treat any behaviour which impacts on the health and safety of others more severely.
- Our high expectations for attendance – we expect students to have at least 96% attendance.
- Our uniform expectations – students must be in complete full uniform including school shoes. Trainers will not be allowed. Please see our updated uniform rules.
- Student equipment requirements - students need to come to the College equipped with the following equipment: their books, a pencil case, a maths set including a scientific calculator, wired headphones (not Bluetooth), water and healthy snacks.
- The high standard of teaching, learning and pastoral care that we always commit to delivering.

- Our excellent provision of online learning we will continue using Canvas but will begin to use Microsoft Teams which will support the delivery of our curriculum in the event of a further lockdown. More details on this will follow.

Travel to and from the College:

At the end of each day, students must make their way straight home. The use of public transport is not encouraged unless this is unavoidable. We are advised to encourage all our students to walk or cycle to the College. Students will not be allowed to loiter at the bus stops. Staff will be on duty at bus stops as normal to support your child in getting onto the bus safely. Students must wear a mask if travelling on public transport however masks will not be allowed to be worn on College premises.

Please ensure that your child completes the survey by clicking here: [How will you travel to school?](#)

Health and safety:

If your child is self-isolating, or has any symptoms of coronavirus, or if you, or a household family member display any symptoms of coronavirus: a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste they should not return to school and should continue learning at home. Please access testing online or by calling 119 as soon as symptoms develop and follow the [Stay at Home guidelines](#). Please inform us by calling the College. If you are unsure, you should follow medical advice to decide if they should come back to school. Please refer to [government guidance](#) for further details. If a child develops symptoms whilst on site, you will be asked to collect your child.

Please be mindful that these plans may change during the summer break in line with any new government guidance or localised outbreaks of the coronavirus. We will keep you informed.

Future communication:

An exciting development as part of our change is the move to SIMS Parent App for our parent communication. From September, we will no longer use My Child at School (MCAS). It is important that you use the details sent to you to log in and connect to this new app so you are kept informed. If you have not received the details or have queries, please contact Ms Haines via the contactus@rooksheath.harrow.sch.uk email.

We appreciate that many parents will still be anxious about coronavirus and we need to work together to reduce the risk of further infection. It will be important that your child adheres to all the precautionary measures and protocols once they are at the College.

I would like to thank all our parents and carers for their cooperation during this very challenging time. I do hope you will all take some time to read some of the positive news in our final summer Newsletter. We know we can count on your continued support to ensure we keep everyone safe, happy and thriving.

Please stay safe and enjoy the summer holidays. We look forward to seeing your children in September.



Miriam Manderson
Headteacher