



Friday 28<sup>th</sup> August 2020

Dear Parent/Carer,

## Re: Your child's return to school from September 2020

We are extremely excited about being able to welcome back all learners to Rayner Stephens High School from September 2020. We have been working tirelessly to ensure that the school's buildings, policies and operations comply with the guidance from the Department for Education on the re-opening of schools and that all steps have been taken to ensure the safe return of all learners.

Attached to this letter is guidance on safe travel to school, a detailed parent handbook on the school's re-opening plans alongside important information on how the school will, and how parents should, respond to suspected and confirmed cases of coronavirus. This information is also on the letters page of the school website.

If you require a hard copy of any of this documentation please contact school from Tuesday 1<sup>st</sup> September.

We will send a text to all families in the coming days, asking families to confirm that they have read and understood this information. It is vital you reply to the information within the text.

On their return to school all learners will receive a briefing from a member of staff on the changes to school life.

Below, however, I want to outline some of the key information related to your child's return to school.

### Phased return to school

To aid learners return to school, we will be staggering the return to school of different Year Groups.

Year Group	Date of return
7	Thursday 3 <sup>rd</sup> September 2020
8	Tuesday 8 <sup>th</sup> September 2020
9	Wednesday 9 <sup>th</sup> September 2020
10	Monday 7 <sup>th</sup> September 2020
11	Thursday 3 <sup>rd</sup> September 2020 (following assessments on Tuesday 1 <sup>st</sup> and Wednesday 2 <sup>nd</sup> September)

**A**chievement **S**uccess **P**rofessionalism **I**ntegrity **R**espect **E**ndeavour

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## Learning Zones:

Each year group will be assigned a different learning zone in school where they will have all of their lessons. The learning zones are as follows:

<b>Year Group</b>	<b>Date of return</b>
7	Upper North Wing (MFL/Music/Drama corridor)
8	Lower North Wing (English corridor)
9	Science Block
10	Lower South Wing (Maths corridor, with access to ICT/DT/Science)
11	Upper South Wing (Humanities corridor, with access to ICT/DT/Science)

## Allocated Bubble

### **Years 7, 8 and 9:**

Previously, learners would travel around school to their different lessons and would be in different teaching groups for these lessons. However, from September all learners will be assigned to a "bubble" and a classroom. Each bubble will have a maximum of 30 learners and learners will have all their lessons in the same classroom with their bubble. Your child will be given a set seat in the classroom for all their lessons. Learners will receive their personalised timetable on their return to school. Details of your child's bubble will be emailed to you on Tuesday 1<sup>st</sup> September.

### **Year 10:**

Whilst school will look and feel very different for all other Year Groups, our Year 10 learners will notice few changes to their school experience, the only exception being their inability to travel around the whole school site. Year 10 will move between different classrooms for all their lessons, but class groups will remain as consistent as possible. This is to ensure learners can have access to specialist teaching. Your child will be given a set seat in the classroom for all their lessons. Learners will receive their personalised timetable on their return to school. The details of your child's form will be emailed to you on Tuesday 1<sup>st</sup> September.

### **Year 11:**

Previously, learners would travel around school to their different lessons and would be in different teaching groups for these lessons. However, from September all learners will be assigned to a "bubble" for their core subjects (English, Maths and Science). Each bubble will have a maximum of 30 learners and learners will have all their core subject lessons in the same classroom with their bubble. For non-core subjects (e.g. Option subjects), learners will be in different classes and classrooms, but class groups will remain as consistent as possible. This is to ensure learners can have access to specialist teaching. Your child will be given a set seat in the classroom for all their lessons. Learners will receive their personalised timetable on their return to school. Details of your child's bubble will be emailed to you on Tuesday 1<sup>st</sup> September.

## The school day

School will open from 8:40 am for all learners. Unfortunately, no learners will be allowed access to the school site prior to 8:40 am.

Each year group will enter and leave the school site via different areas and will have a central point to line up at prior to being collected by staff for their first lesson. Entry and central points are as follows:

Year Group	Entry Point	Central Point
7	Main School Reception	Yard
8	Side gate at Astley Sports Village	Crush hall
9	Side gate at Astley Sports Village	Outside the Science Block
10	Student reception	Quad (in front of catering facilities)
11	Student reception	Quad (in front of ASPIRE)

We have had to make some changes to the school day so that we could stagger break and lunch times for learners. Learners will have their breaks and lunch with their bubble. The most notable change is that the school day will now begin with Lesson 1 and form time will be held later in the morning. It is therefore imperative your child is not late to school. Below is an overview of the school's new timetable.

	Arrival & Central point	Lesson 1 8:45-9:45	Lesson 2 9:45-10:45	Break 10:45-11:15		L3 11:15-12:15	P4 & Lunch 12:15-1:45			P5 1:45-2:45	P6 2:45-3:45 Enrichment
Yr 7	8:40-reception-Canteen	L1	L2	Break Canteen Hall side	Form	L3	L Canteen	4	4	P5	
Yr 8	8:40 ASV to crush hall	L1	L2	Form	Canteen Window side	L3	4	4	L Canteen	P5	
Yr 9	8:40 ASV to Science block	L1	L2	Break HALL	Form	L3	4	L Hall	4	P5	
Yr 10	8:40-S entrance straight Quad)	L1	L2	Break QUAD & social area	Form	L3	L Hall	4	4	P5	
yr 11	8:40 S Entrance (QUAD)	L1	L2	Form	Break/ QUAD & social area	L3	4	4	L Hall	P5	

Learners will be escorted back to their central point between lessons and breaks times by their previous teacher, ready to be collected for their next lesson by their next teacher. Learners, as ever, will be supervised at all times throughout the school day.

Learners' central point in school will be outside so we would advise learners to come to school with a waterproof coat/umbrella when the weather is forecast to be poor.

Learners will have access to toilets at break and lunch time. There are separate Key Stage 3 and Key Stage 4 toilets which will be used by boys and girls.

## Break and lunchtimes

Learners will continue to have access to a range of hot and cold food in school at break and lunch. Food will be served in the hall and canteen at lunch, and also in the Quad (for Key Stage 4) at break time.

Learners will enjoy their break and lunchtimes with the learners from their bubble.

Learners will no longer be able to bring cash into school to top up their school meal account. Parents will need to top up their child's account via Parent Pay. Learners will pay for their meal by giving staff their name (the usual biometric ("thumb print") payment method will not be in operation).

## Travel to and from school

We would advise all learners to walk to school, ensuring social distancing is maintained at all times. Where this isn't possible and learners need to travel to school via public transport, learners should strictly follow the government's advice. Attached to this letter is a leaflet about safe travel on public transport. If your child is being brought to school via car can I please remind you that the school site is closed to all but staff vehicles and you will therefore need to drop your child off at an appropriate and safe place outside of the school grounds.

If travelling by public transport, learners should wear a face covering. Learners should not touch the front of their face covering whilst wearing it. Learners should remove these coverings on arrival at school, ensuring they do not touch the front of the face covering when removing it and then immediately wash their hands. Learners should dispose of temporary face coverings in a covered bin. If a learner has a re-usable mask, they should ensure they seal this in a plastic bag. Learners who require face coverings will be able to purchase these from school.

## Hygiene

Handwashing facilities and antibacterial stations will be available throughout the school and in every classroom. Learners are expected to sanitise their hands on entry and exit to the building and on entry and exit to each classroom.

## **Face coverings**

**On their return to school, learners will be expected to wear a face covering in all communal areas of the school building. The wearing of face coverings is optional in classrooms. If your child is exempt from wearing a face covering please contact your child's Learning Leader at school prior to their return to school. You can find the government's guidance on face coverings [here](#). A letter with further detailed information about face coverings is attached to this letter.**

## Equipment

Learners will be required to have the following equipment with them at all times:

- Pen (black/blue and green)
- Pencil
- Ruler
- Rubber

- Highlighter
- Planner
- Whiteboard pen/rubber
- Tissues
- Colour pencils
- Scientific calculator

All equipment must be stored in a pencil case.

Learners will be issued with a green pen, highlighter and whiteboard pen and rubber on their first day. The onus will be on them to replace them as they run out.

Learners can purchase all equipment items from school if they choose, but these items must be paid for via Parent Pay; learners will be unable to pay for anything in school using cash.

### Uniform

Learners are expected to return to school in full uniform, including blazers.

**Learners will be expected to attend school in their PE kit on the days when they have Health and Wellbeing lessons.**

### Behaviour expectations

We have had to make a number of changes to the school's behaviour policy. I would encourage parents to familiarise themselves with these changes. You can find a copy of the updated behaviour policy on the school's website.

Learners will have the new behaviour expectations explained to them as part of their induction.

We have introduced a number of new Covid related behaviours to ensure all members of the school community are adhering to the new procedures in place in school. There will be consequences for any learners found to be in breach of these.

I have outlined some of the more pertinent information from the school's behaviour policy below:

#### **Phone calls home**

Due to Covid, we are limiting the movement of staff and learners around school. As the first port of call, please expect a phone call home if a learner is making poor behavior choices within lessons. This step will be taken to avoid the use of detentions wherever possible.

#### **Classroom Teachers**

Detentions can be issued for poor behaviour choices. Normally, a class teacher would issue detentions at breaktime, lunchtime or after school to discuss these behavior choices with a learner in their classroom. Due to Covid and the limited movement of learners within school all classroom teacher detentions will instead be held after school in a central location. Each classroom teacher detention will be 20 minutes long and learners can receive up to 3 per day meaning they may be in detention for 1 hour after school. If your child has a/multiple classroom detentions you will receive a text message in the afternoon to inform you of this. Detention will be used as an opportunity for staff and learners to build relationships or catch up on any academic work that may have been missed due to poor behaviour choices. If a learner is

placed in a class teacher detention, the member of staff will attend the detention to have a restorative conversation with the learner. If a learner fails to attend a classroom teacher detention this will then be referred for the learner to be placed in whole school detention. If a learner receives more than 3 classroom teacher detentions within a day, it is likely they will be placed in Reflect (internal exclusion) the following day.

### **Whole School Detention (DTW)**

Whole school detentions are held at 2.45pm Monday to Friday. Detentions are of 1 hour duration. If your child has a whole school detention you will receive a text message in the afternoon to inform you of this.

Repeated failure to attend a Whole School Detention may result in the learner being considered for reflect or exclusion.

### **DTE/U (detention for equipment and uniform)**

Teachers will issue detentions for the length of 10 minutes for learners who fail to be appropriately dressed or prepared for their learning. This will take place after school in the period 5 classroom with the period 5 teacher. All learners who have a DTE/U will leave school via main entrance. You will not receive a text message to inform you of these 10 minute detentions.

### **DTR (detention for respect)**

Lunchtime detentions will be issued for learners who are making poor choices during social times. Learners will be directed to be supervised by a member of staff. If learners fail to attend, they will be issued with a DTW. In some circumstances additional consequences may be required. This will be reviewed by the inclusion team.

### **Return to school meetings / Parental meetings**

Return to school meetings are meetings between senior staff, parents and learners. All of these meetings will take place remotely during Covid. Within this meeting all parties can discuss behaviour choices and ensure plans are in place for positive outcomes.

### **REFLECT (Internal Exclusion)**

Reflect will have a different start and end time to the rest of the school; learners will take their lunch separately to the rest of the learners 11:30-3:45. All learners in reflect should enter school via student entrance.

### Attendance expectations

During the period of partial re-opening from June 2020, attendance at school for eligible learners was optional. From September 2020 attendance at school will be mandatory for all learners. Whilst regular attendance at school has always been important, it is especially crucial given the amount of time learners have been away from school.

It is, however, vital that all learners and families follow the attached advice on COVID-19 related illnesses (whether suspect or confirmed). Learners should not attend school if they, are a member of their household, are displaying symptoms of coronavirus. We would encourage all families to liaise closely with school when coronavirus is suspected. Learners will not be

penalised for COVID-related absences. Learners will be provided with work to complete at home when they are required to self-isolate.

The school will liaise closely with Public Health England's Local Health Protection Team in the event of a positive case of coronavirus or a spike in student absence and stringently follow their guidance.

We appreciate, after such a long period away from school, that some learners and families may have worries/concerns/questions about their child's return to school. I would encourage you to carefully read the information contained herein. If you still have concerns then please do not hesitate to contact Dr Potter at school who will endeavour to answer any questions or signpost you to the relevant member of staff.

Families and learners should visit the school website where they will find further information on our plans for re-opening, alongside guidance videos.

We look forward to welcoming the whole school community back to school very soon.

Yours sincerely,



Ms F Beach  
Head Teacher

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