



17<sup>th</sup> July 2020

Dear Parent / Carer,

As outlined in my previous correspondence, the government has now made full-time education compulsory again for school-age children. You can access the full guidance [here](#). We are really looking forward to welcoming your son/daughter back in September.

I do appreciate that this may be an anxious time for everyone, however, we hope the induction plans we have for Monday 7th September will be a chance to ease concerns and eradicate any misconceptions students may have. I am of course aware that a number of students and families have embraced this opportunity to spend time together at home and lots of students have developed some brilliant independent learning skills and adjusted well to the 'new normal.' There are also lots of successes to be celebrated on our return.

On Monday 7th September Yr11 students should arrive at Brook Road gate entrance for 10 am. Students will line up in their tutor groups - they will be directed and supported to do this, to know which group they belong to. The induction will run from 10 am until 12 pm, when students will be sent home. Students must attend in full school uniform.

Every year, to create additional time for the English and Maths curriculum, as Year 10 transition into Year 11, we change their form tutor to an English or Maths tutor. This remains flexible throughout the year and will change according to assessment and feedback from class teachers. The new tutors for the year group are as follows:

Tutor Group	Form Tutor	Tutor Group	Form Tutor
Q	Miss Bleakley	U	Miss Smith
R	Ms Di Ilio	V	Mr Rahman
S	Miss Bates	W	Mr Rahman
T	Mr Jennings	X	Mr Qureshi

Your child will start their full time 'normal timetable' from Tuesday 8th September in full school uniform.

We have spent a lot of time during the summer term adapting our site to create one way systems and zones to create Year group 'bubbles.' Further details of this can be found in my previous letter [here](#).

Your child returning to full time education at Roding Valley will indicate that you have read, understood and accepted our [Student Behaviour and Expectations Policy](#) the [Addendum to the Student Behaviour and Expectations Policy](#).

Advice on travel to and from school can be seen here: [Government Advice - Student Travel](#)  
We appreciate that many students will need to wear PPE to travel on public transport, but

there is currently no requirement for it to be worn in school. We will expect students to remove PPE once on the school site but, recognise that clinically vulnerable students may need to wear PPE in the classroom as part of a personal risk assessment. If you feel that your child is in this category then please contact Mr Ryan, their Year Progress Leader as soon as possible.

For September we will have put in place a number of COVID-19 related changes to the way in which we operate on our school site in order to keep students in Year group ‘bubbles,’ which are deemed to be safer for the whole school community. We do of course recognise that siblings will be indifferent ‘bubbles’ but we are currently following government guidelines. Students have staggered start times and have been given specific gates to use when they arrive:

Year Group	Gate entrance	Arrival time
7	Sports facilities gate	8.20 am
8	Top Brook Road gate (next to driveway)	8.30 am
9	Bottom Brook Road gate (nearest Brook Building)	8.30 am
10	Top Brook Road gate (next to driveway)	8.50 am
11	Bottom Brook Road gate (nearest Brook Building)	8.50 am
12/13	Front car park entrance <i>(please note that the car park will be shut at this time to allow students to enter safely)</i>	8.50 am

All students will be greeted by members of staff and will line up in their allocated zone where their Period Two teachers will collect them and lead them to their classroom for lessons to begin promptly. **Gates will not open until 5 minutes before their expected arrival time.** Under government guidelines, we can no longer accommodate students on-site earlier than their appointed start time. Please can I remind you that students should not be congregating in the local community before arrival at school. I would specifically like to mention Sainsbury’s, as they offer morning slots to the vulnerable and it would not be appropriate for our students to be there especially in a group. I would also expect that students go straight home at their departure time.

The timings of the school day can be seen below.

13			9.00 Arrival	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30 Departure	Period 6 Online				
12			9.00 Arrival	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30 Departure	Period 6 online				
11			8.50 Arrival	8.55 Line Up	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30-13.55 Break	13.55 Line up	14.00-15.00 Period 6	15.00-16.00 Period 7 Intervention/ C&C as appropriate	
10			8.50 Arrival	8.55 Line Up	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30-13.55 Break	13.55 Line up	14.00-15.00 Period 6	15.00-15.20 Reg/C&C	15.20 Departure
9			8.30 Arrival	8.35 Line Up	8.40-9.00 Period 1	9.00-10.00 Period 2	10.00-10.25 Break	10.25 Line up	10.30-11.30 Period 3	11.30-12.30 Period 4	12.30-12.55 Break	12.55 Line up	13.00-14.00 Period 5	14.00-14.50 Period 6	14.50 Departure
8			8.30 Arrival	8.35 Line Up	8.40-9.00 Period 1	9.00-10.00 Period 2	10.00-10.25 Break	10.25 Line up	10.30-11.30 Period 3	11.30-12.30 Period 4	12.30-12.55 Break	12.55 Line up	13.00-14.00 Period 5	14.00-14.40 Period 6	14.40 Departure
7			8.20 Arrival	8.35 Line Up	8.40-9.00 Period 1	9.00-10.00 Period 2	10.00-10.25 Break	10.25 Line up	10.30-11.30 Period 3	11.30-12.30 Period 4	12.30-12.55 Break	12.55 Line up	13.00-14.00 Period 5	14.00-14.40 Period 6	14.40 Departure

As you can see students will have two breaks throughout the day, these breaks will be taken in clearly identified zones, staying in Year group bubbles. They must remain in their designated zone to ensure the safety and wellbeing of the whole school community. Each zone will have toilet facilities and a food outlet which will provide hot and cold food during both breaks. As part of our measures to keep both staff and students safe, we will no longer be accepting cash payments in school, this includes using the Revaluation Machine to top up school meal accounts. This should be done remotely through ParentPay. All payments must be made online. If you have not activated your ParentPay Account or are experiencing any difficulty using it, please contact the Finance Office - [finance@rodingvalley.net](mailto:finance@rodingvalley.net) , who will be happy to help you.

As there is currently no breakfast facility available, students eligible for Free School Meals will be able to purchase the equivalent to their breakfast allowance at the first break and lunch at the second break. We will not be operating the usual lend card system which requires our admin team to call home and distribute 'lend cards.' Students will not be permitted to go over their account balance, so please ensure there are always sufficient funds in their ParentPay account.

Due to the staggered times and enhanced safety procedures on the school site, it is even more important than ever that your child attends on time every day. In light of the current circumstances, we have adopted an Addendum to the [School's Attendance Policy](#), which can be seen [here](#).

**It is essential that parents and carers:**

Check that your child/children do not have any coronavirus symptoms before sending them to school each day. This includes checking for the following key symptoms:

- 1. High temperature:** This means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 2. New, continuous cough:** This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- 3. Loss or change to your sense of smell or taste:** This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You can find the advice from the NHS [here](#).

- Keep your child/children off school if they are unwell with these symptoms and arrange for them to have a COVID-19 test as soon as possible. The school has a duty to inform the year group bubble and staff with whom they may have come into contact with if a student is having a test as they have exhibited COVID-19 symptoms. Ensure you follow the government guidance about self-isolating all members of your household if one of your household has coronavirus symptoms.
- Your child cannot return to school until a negative test result has been received. It is an expectation that anyone showing symptoms should now take a test as required by the track and trace program. It would not be appropriate to self isolate at home without a test. Obviously, if the test was positive the school MUST be informed immediately as we have a duty to the rest of the bubble and to inform Public Health England.

If you have any concerns about your child's return to full-time education, it is really important that you contact your child's Progress Leader or Mrs Low, our Attendance and Welfare Manager for support.

To ensure that we build upon the excellent routines that our students have established since March, we are going to continue to use **Google Classroom** to set home learning, your child will need to complete this after the school day. Your child will be able to see their

assignments posted by their subject teachers and they will need to submit their work through this platform. **Please note**; all parents will be receiving an updated 'Home Learning' booklet. This booklet will contain all of the updated Google Classroom codes for each subject area, step by step guidance on how to access assignments, feedback, and submission instructions. You will receive this booklet via email in September.

In regards to Teaching & Learning, I want to stress that our teachers will be focusing on engaging our students with their learning and ensuring that progress is made. I want to assure parents that we will not be completely repeating all of the subject content from March, but instead continuing to deliver our rich curriculum and address any misconceptions as we move forward. This will ensure that all students are engaged and challenged and will mean that any student who needs support with any knowledge/skill gaps, will get the help that they need.

It is important that students take ownership of their own equipment. Students will be given a classroom pack on their induction day. This pack will contain the key 'Assessment for learning tools' to ensure that we retain our high assessment standards in the classroom without sharing equipment as a group. This pack, alongside exercise books for subjects that day, will need to be brought to school every day. Borrowing equipment from other students or staff is not going to be acceptable in the current climate. Alongside this, all students must have a reading book with them at all times. Students will engage in 'Drop Everything And Read' for five minutes in between every lesson.

In the event of the school being forced into a further lockdown period or on the advice of Public Health England to isolate a Year group bubble, our contingency plan will be the continued use of Google Classroom as our virtual learning platform. It must also be recognised that our provision may also be adversely affected by staff availability and any other external factors that may arise as a result of COVID-19. Individual students who are having to self-isolate will also continue to be able to access home learning through google classroom.

These comprehensive plans are correct and in response to the current government guidelines. We will be monitoring the situation very closely over the summer break and will update you with any changes.

Once again I would like to thank you for your continued support. I am incredibly grateful to those of you who have communicated your thanks and support of my staff. I am incredibly proud of the way everyone in our community has adapted and developed to continue to thrive in these unprecedented times.

Please take time to relax over the summer, take a break for the school work and I look forward to welcoming everyone back in September.

Yours sincerely



Sharon Jenner  
Headteacher