



17th July 2020

Dear Parent/Guardian,

As you have probably heard in the media, the government has announced a full return to school in September for all Year groups. However, a range of COVID-19 secure measures will need to be put in place to keep our students and staff as safe as possible. These measures will include enhanced cleaning and hygiene measures, a staggered start and finish time, staggered breaks times, classroom seating set to forward facing, minimised contact between individuals, maintain social distancing will be in place wherever possible and restricted movement for students around the school site. Students will need to remain in their Sixth Form bubble which will restrict groups from mixing on the school site. Social distancing between teachers and students will be expected as far as feasibly possible but especially in the classroom environment. Parents and visitors will not be allowed on the school site, except by prior appointment.

I have attached the link to the government guidance for your perusal. [Government guidance](#)

I would like to bring to your attention some important information regarding your child's start dates and times of their final year of their '7 Year Journey' at Roding Valley High School:

Thursday 3rd September 2020: Induction Day 1

- Students should arrive at **8.30am** and enter via the Brook Road Gate (Zone 1).
- Students will be expected to be in full Sixth Form dress code.
- Students should bring their bag and equipment for the day (noting any lessons that they will have).

The schedule for the day will be:

- **8.40am - 10.00am:** Induction to the new arrangements on-site and key messages
- **10.40am - 12.20pm:** Those who study a subject in Block E will have lessons
- **12.40pm - 14.20pm:** Those who study a subject in Block A will have lessons

If a student doesn't have lessons, then they will be free to leave the site.

Friday 4th September 2020: Induction Day 2

Students will only attend for their timetabled lessons - they will need to enter the school site via the door on the front of the building next to Miss Dyer's office, further details will be provided on Induction Day 1.

- **8.40am - 10.20am:** Those who study a subject in Block B will have lessons
- **10.40am - 12.20pm:** Those who study a subject in Block D will have lessons
- **12.40pm - 14.20pm:** Those who study a subject in Block C will have lessons



As a reminder, the subjects in each block are below:

A	B	C	D	E
Drama Geography History Physics Psychology Photography CTEC Sport (Double)	Economics Spanish Further Maths CTEC Sport Philosophy and Ethics French* PE (A Level)*	Maths Sociology BTEC IT	Business Studies Computer Science Politics Biology Media	Art Chemistry English Lit Maths Psychology

Monday 7th September 2020: Home Learning Day

Whilst we acclimatise the rest of the Roding Valley High School community and introduce them to our new safety protocols and procedures, Year 13 will have a home learning day.

Year 13 students will **NOT** be expected in school on this day. They should spend their time preparing for the Pre-Public Exams that start on **Tuesday 8th September**.

Tuesday 8th September 2020 PPEs

Year 13 should attend the school for their Pre-Public Exams only, these will take place in the Sports Hall. The students should enter the site via the Alderton Hill gate onto the Sports Hall side.

- It is imperative that the government guidelines on symptoms of Covid19 are adhered to and that no student comes to school if they or a member of their household has any symptoms the latest guidance can be found by clicking here: [Stay at home Government guidance](#)
- 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 their year progress leader as soon as possible.
- Please also note that there is no requirement for the use of PPE whilst on the school site. Please see the latest government guidance here: [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#). If you feel it is necessary for your child to wear PPE on the school site then it is imperative that you contact ahollis@rodingvalley.net as soon as possible.

Please view our existing School Behaviour Policy in the [Policies](#) section on the school website. We have also made some amendments to our school Behaviour Policy due to Covid-19 which you can view [here](#).

Below is our amended timetable structure for September 2020. Please note that Year 13 students will need to be in school to attend their lessons as appropriate. There will not be any capacity for private study on site, so when the students do not have lessons, they should be studying at home. Furthermore, lessons timetabled for the afternoon (Period 6) will be via a Google Meet.

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/Sixth Form 'bubbles,' which are deemed to be safer for the whole school community. We do of course recognise that siblings will be in different '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

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. Can I specifically mention Sainsburys 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 timetable will operate as 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

Year 13 students will have most of their lessons taught in the same room on the English corridors for the first few weeks of the Autumn Term, this will then be reviewed. As you can see students will have two breaks throughout the day, these breaks will be taken in clearly identified zones. 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, who will be happy to help you. Sixth form students will not be able to walk around the building and will enter and leave the site via the door by the entrance to the front car park. The students will continue to have access to the Sixth Form toilets.

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.

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. 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 the Sixth Form Office or Mrs Low, our Attendance and Welfare Manager for support.

As part of our measure to ensure that both our staff and students are kept safe, we will no longer be accepting cash payments in School. All payments must be made online via ParentPay. If you have not activated your ParentPay Account or are experiencing any difficulty using it, please contact the Finance Office who will be happy to help you.

In regards to Teaching and Learning, we also want to stress that our teachers will be focusing on engaging our students with their learning and ensuring that progress is made. We want to assure parents that we will not be completely repeating all of the subject content from March, but will address any misconceptions as we move forward. This will ensure that all students are engaged and will mean that any student who needs support with any knowledge/skill gaps will get the help that they need. Our primary focus will be to ensure that your child is fully prepared for their upcoming A Levels and Post 18 future.

If you have any further questions or queries regarding any of these days then please contact sixthformoffice@rodingvalley.net

We hope you all have a great summer and we look forward to seeing and working with you all in September.

Kind Regards

A handwritten signature in blue ink, appearing to read 'Mrs Jenner', written in a cursive style.

Mrs Jenner
Headteacher