



17<sup>th</sup> July 2020

Dear Parent/Guardian,

I hope you have watched our Year 6 Transition Video and found it useful and informative. I also hope that your children are making their way through the Transition Work booklet. Both of these can be found on the Roding Valley High School website in the '[Transition to Year 7](#)' section.

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 times, staggered breaks times, classroom seating set to forward-facing, minimised contact between individuals, social distancing will be in place wherever possible and restricted movement for students around the school site. Students will need to remain in their Year group bubble which will restrict Year groups from mixing on the school site. Social distancing between teachers and students will be expected as far as feasibly possible, especially in the classroom environment. Parents and visitors will not be allowed onto the school site, except by prior appointment.

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

- It is imperative that the government guidelines on the symptoms of Covid-19 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](#)

#### **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:

- High temperature:** This means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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 that 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 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.
- 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, Miss Reed [hreed@rodingvalley.net](mailto:hreed@rodingvalley.net) as soon as possible. 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 \(PPE\)](#). 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](#). Included within this document is our updated Home School agreement, we would recommend that you read this.

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

#### **Thursday 3rd September 2020: Induction Day 1**

- Students should arrive at the Sports Facilities entrance (opposite the main school) on Alderton Hill at **8.20am** (Zone 3)
- Students will be expected to be in full school uniform.
- Students should bring a school bag with a pencil case.

We ask that parents do not come on to the school site and keep their distance from the school gates, this is so that we can observe social distancing guidelines at all times. We understand that this is a big event for your family, but we ask that you please take any pictures and wave farewell before your child reaches the entrance to the school site. Please can you also be aware that there is no parking available in this area.

During their first day, your child will have the opportunity to meet their Form Tutor, learn about their House group, have a tour of the school and start to understand some of our home learning protocols. They will also be able to familiarise themselves with some of the safety measures we have in place, such as our one way systems and the different zones for break times and most of importantly, they will be able to make new friends.

Students will finish school at **2.40pm** from the Brook Road exit. Parking on this road is very limited. We strongly encourage parents to meet their child on one of the surrounding roads, a short distance from the school if they are not making their own way home.

#### **Friday 4th September 2020 - Induction Day 2**

- Students should arrive at the Sports Facilities entrance (opposite the main school) on Alderton Hill at **8.20am** (Zone 3)
- Students will be expected to be in full school uniform.
- Students should bring a school bag with a pencil case and a **reading book**.

Once again, we request parents stay away from the school site entrances.

During Day 2, your child will get to know their Form Tutor better, experience some subject-specific lessons, receive details of their first home learning tasks, and of course, continue to meet new people and make friends. We will also instruct them on the use of Google classroom, which is our remote learning platform. This platform has been used extensively by our students during school closure and will be an essential part of our contingency plan should the school be required to re-enter a local lockdown.

Students will leave school at **2.40pm** from the Brook Road exit.

### 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 7 will have a home learning day.

Year 7 students will **NOT** be expected in school on this day. They will have a number of home learning tasks that they will need to complete. They can access their home learning tasks via Google Classroom; of which they will be fully familiar with after their induction section during the previous day.

### Tuesday 8th September 2020 - 'Normal' School Day

Year 7 students should at the Sports Facilities entrance (opposite the main school) on Alderton Hill at **8.20am** (Zone 3)

**From this date forwards**, all students will be on school site being educated in their 'Year group bubbles'

Below is our timetable structure for September. Please note that Year 7 students will need to be in school by **8.20 am** and will depart from school at **2.40 pm**. This is different to that previously published but is to reflect our adapted COVID-19 plan in response to government guidelines.

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		

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.

Year 7's **MUST** enter school by 'Zone 3' (the sports area by the AstroTurf pitch) when they arrive at school in the morning. They must not enter by the main school reception entrance or the gate in Brook Road. This is an essential part of our safety plan, as each 'Year group bubble' will have a separate entrance and exit gate, students must not mix or join other Year group bubbles. **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.

In line with the government guidelines, we must minimise the movement of students around the school site. In the first term, your child will **not** be moving to a new classroom at the end of every lesson. This is not the initial secondary experience I would have wanted for them, but hopefully, we can make adjustments as time progresses. They will move for PE lessons and they will still study the full breadth of creative subjects; albeit a little differently.

With the nature of physical activity in PE lessons, there are a number of health and safety considerations. In order to minimise these risks, the school asks that you ensure that your son/daughter is fully equipped with the correct kit for all of their Physical Education lessons. Your son/daughter will study four different sports in the autumn term; Tennis, Athletics, Orienteering and Fitness. All students will have to adhere to the government's social distancing guidelines. All students will be expected to wear P.E kit on the days they have PE, in line with the current [RVHS PE kit expectations](#) as well as their blazer, which is a compulsory item of clothing. If any pupil has not acquired the school tracksuit, a plain black or blue tracksuit is allowed to be worn. Hoodies are **not** permitted and will be confiscated if seen. Students should travel to and from school in their tracksuit bottoms or leggings. The blazer should be worn at all times, not least of all to disguise the name badge lots of children have had embroidered on their PE top. We have relaxed the expectation on footwear for the days students have PE to allow them to wear plain black, white, dark blue or grey trainers with their PE kit during their classroom-based lessons. If your child does not have plain black, white, dark blue or grey trainers, they should wear their school shoes and change into their sports shoes for the PE lesson. For the purpose of health and safety, it is important that appropriate sports footwear must be worn for PE lessons. When your son/daughter takes part in tennis, they can bring and use their own tennis racket if they choose.

#### **Food**

Year 7's will have access to different eateries at each break and we will be rotating the on-site catering option, but please do note that at each break, food will be available for purchase.

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.

#### **Home Learning / Teaching and Learning**

At Roding Valley High School, students will receive Home Learning Tasks from all subjects. (Formerly known as homework). We use **Google Classroom** to set home learning and your child will need to complete this after the school day. Your child will receive further information about this on their Induction Day 1. Your child will 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 the meantime, you can familiarise yourself with this excellent platform by accessing our [Google Classroom Guide \(for students and parents\)](#).

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.

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 deliver our rich curriculum and address any misconceptions and gaps 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. We will be providing your child with a classroom kit, which includes their own whiteboard and green pen; key tools for assessment in the classroom,

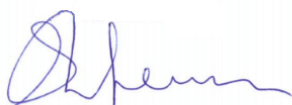
Please ensure that your child arrives to school each day properly equipped, as we cannot lend equipment to students. Your child must have a **reading book** with them every day, as reading will be an integral part of the lesson changeover routine. Students will also be taking their **exercise books home** with them at the end of each day; they must bring them in for the lessons that they have each day, by checking their timetable regularly.

If you have any further questions or queries regarding any of these days then please contact [hreed@rodingvalley.net](mailto:hreed@rodingvalley.net)

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.

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

Kind Regards



Mrs Jenner  
Headteacher