

Aspiration
Respect
Endeavour

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Headteacher: Mrs S Jenner
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Roding Valley
HIGH SCHOOL

17th July 2020

Dear <<Parent salutation>>

Re: <<student name>> <<form>>

Further to my previous correspondence last week, I would like to invite your son/daughter to attend an initial 'Progress and Welfare' meeting with school staff to support their return in September to full time education. As you know the government has now made full time education compulsory again for all school age children. You can access the full guidance [here](#).

I do appreciate that this is an anxious time for everyone and we hope these initial one to one meetings will be particularly helpful in terms of some "face to face" motivation, a chance to address any misconceptions and to discuss any welfare issues that may have arisen during this difficult time. I am aware that a number of students and families have however 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.

Staff and student safety remain our primary concern and the meetings will be conducted in a way that does not compromise the safety of staff or students. 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](#).

We would like your child to attend their 1:1 meeting on _____ at _____. It is important that they arrive promptly.

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](#).

Preparing for the meeting:

- Your son or daughter may be a little anxious about the return to school, so please talk through with them the benefits of taking this first step in returning to school and explain that teachers are there to listen to any concerns they have and will have strategies on offer to help them with any issues they raise.



- Please discuss the school's [addendum to the Behaviour Policy](#) with them and the revised Home/ School Agreement. This has been put in place to secure the safety of my staff and the students by ensuring the appropriate social distancing, any serious breaches will result in exclusion.
- Discuss as a family any questions your child would like to ask in advance of the meeting, so that they gain the most out of their time with their teacher. They may wish to make some notes on their own mobile phone which they can refer to in the meeting.
- 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](#)

The face to face meetings would be spread across three days and will be organised in the following safe way:

- Only students invited should attend.
- Students should return home straight after their interview. Students should not congregate in the local community.
- Parents/Carers should make appropriate provision for their child's safe journey to and from school
- Students are not expected to wear their school uniform for these interviews, but are expected to wear clean, appropriate clothing. All students will be required to be back in full school uniform for their formal return to school.
- Students do not need to bring any equipment or books with them for these initial meetings.
- Parents are not allowed to enter the school site. The meeting is for the **student only**.
- 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.
- Entry to the site for these meetings will be via the Sports Hall gate on Alderton Hill, a teacher will be on duty at the gate and only those who have a meeting will be allowed on site.
- Use of hand sanitisers are available at the entrance and students **must** use them before their meeting. We would advise students to bring their own hand sanitiser as part of their ongoing school equipment.
- The meetings will be held in the Sports Hall - students should remain socially distanced from members of staff.

- A one-way system will be in place and students will leave via the back gate, behind the Sports Hall into the underground alley path that connects to Roding Road.
- Students will be given a pack of stationary resources that they will need to have with them for **all** of their lessons.

As previously notified, the Progress and Welfare meetings for Years 8, 9 and 10 will take place Thursday 3rd, Friday 4th and Monday 7th September.

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

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 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 |

All students will be greeted by members of staff and will line up in their allocated zone where their Period Two teacher will collect them and lead them to their classroom for lessons to begin promptly. **Gates will not 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.

| | | | | | | | | | | | | | | | |
|----|--------------|--------------|-----------------------|------------------------|------------------------|----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|--------------------|
| 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 7, 8 and 9 students will have most of their lessons taught in the same room 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, 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 , 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.

Our Creative Arts department is working hard to ensure students can continue to enjoy the practical element of their subject. There will be some adaptations to the curriculum in order to ensure appropriate safety measures are in place, however, rest assured we are hoping students will still be able to engage in a full broad and balanced curriculum.

Food technology will be largely teacher demonstration, initially with students given home learning tasks to complete their practical work. Anyone, for whom the purchase of

ingredients or equipment is an issue should contact their form tutor or their food technology teacher. We want to help in order to ensure everyone has fair access to the whole curriculum.

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 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.

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. As mentioned previously, students will be given a classroom pack during their progress & welfare interview. 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