

Our Ref: HTSA:parental/POS/JOD

Date: 17th July 2020

Dear Parent/Carer

Arrangements for September 2020

I hope you are all safe and well. Following my letter last week, I am writing with details regarding school opening. It is great news that we are now able to open to **all** students in September. We have been open to vulnerable students and key worker children ever since the lockdown period began. More recently, we have welcomed back Year 9 and Year 10 students for face to face mentoring and some teaching time.

We have spent a lot of time planning for this return ensuring that we have followed the governments guidance regarding full reopening. The Governing Body approved our plans this week so that the new arrangements can now be implemented. The new arrangements will ensure we minimise the threat of spreading the virus while delivering a full curriculum for our students.

Our plans focus on making sure school is as safe as it can possibly be and we are now keen to welcome back **all** students again. If your child is classified as clinically vulnerable or clinically extremely vulnerable and you have any queries, please contact Mrs Harrison or Mrs Gale who can discuss this with you: parent-carer@ruskin.cheshire.sch.uk

The new arrangements will mean that school operates in a different way to normal. We all need to work together to ensure that the school is a safe place to work and study and that we minimise the risk of spreading the virus so that school remains open.

The key changes for students are as follows:

- All students will return to school and remote online provision will cease.
- Students will follow their normal timetable, mainly with their normal classes/sets.
- Students will be in year group 'bubbles' in separate areas of the school building.
- The 'bubbles' will be kept separate upon entering the school site, throughout the day, and when leaving the school site.
- Staff will move between 'bubbles' so that students have the correct teachers delivering to them.
- There will be slight changes to the timings of the school day.
- There will be minimal practical work except for Year 11.
- PE will take place for all year groups but may be adapted.
- Lunches will be staggered as well as breaks to avoid 'bubbles' mixing together.
- Form time will not take place to avoid extra movement and students will go straight to Period 1 in the morning.
- We will continually review arrangements and monitor DfE guidance in terms of any changes we may need to make.

IMPORTANT – Student illness / Student unwell

The main symptoms of Covid-19 are:

- A high temperature – this means that you are hot to touch.
- A new, continuous cough – this means coughing a lot for more than an hour or 3 or more episodes in 24 hours.
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything.

To help us remain open please do not send your child to school if they are unwell or especially if they have any of the symptoms listed above. If students begin to feel poorly at school we will contact parents/carers immediately to come into school to collect from our Covid-19 isolation room. If students show any of the main symptoms of Covid-19, they must be tested for the virus. Students who are symptomatic will not be allowed back into school until they have been tested, and school has been able to check with you, the outcomes of the test.

Students helping to prevent the spread of the virus

There are several areas that students will need to focus on when they return to help us to stop the virus spreading. Full co-operation will be required every day to support our school community:

1. Minimise contact with individuals who are unwell by ensuring that those who have (Covid-19) symptoms, or who have someone in their household who does, do not attend school.
2. Wash and clean hands thoroughly and more often than previously.
3. Ensure good respiratory hygiene by promoting the '*catch it, bin it, kill it*' approach.
4. More frequent cleaning of touch points and surfaces using standard cleaning products. Students to sanitise more often in classroom areas.
5. Minimise contact between individuals and adhere to social distancing with staff and peers (2m) where possible outside of the classroom.

Behaviour standards and expectations

It is crucial that students approach the 'new situation' with maturity. We expect students to behave responsibly and to help us run school safely by following new procedures correctly. We have amended the Behaviour Policy in line with guidelines and I would like to thank you in advance for your support. Please talk to your children regarding the seriousness of the situation and how important it is that they play their part in the full reopening of school.

Arrangements for the first week of term

Please see the table overleaf for details of your child's return to school. It is important to phase the return of students so that we can set out the new expectations and procedures as well as support students' wellbeing. Students have not been in school full-time for a long period and we want to support their return with a quality induction day/reorientation.

Full school will return on Monday 7th September with the phased return commencing on Wednesday 2nd September with Year 7 so that they can have an induction period as a sole year group.

Dates	Focus	Year Groups in Attendance
Mon 31 st Aug	Bank Holiday	closed/none
Tues 1 st Sept	Staff INSET: - Safeguarding updates - Remote learning - CAG feedback - new routines/procedures/expectations	none
Wed 2 nd Sept	Transition focus/Induction	Year 7
Thurs 3 rd Sept	Transition/expectations/new procedures/safety	Year 7/11/8
Fri 4 th Sept	Transition/expectations/new procedures/safety	Year 7/9/10
Mon 7 th Sept	- full school return - new procedures - students in year 'bubbles' - break/lunch procedures - lesson monitoring of new arrangements	All
Tues 8 th Sept	- full school return - new timetable/full lessons	All

Entrance to the school site

Students will enter the site from a different side of the school at their allotted time. They should not gather in large groups around the perimeter of the school but make their way to the entrance gate, wash their hands and make their way to Period 1.

We will establish procedures with students as part of their induction and on their first day of return they should enter via the gate below and instructions will be given. Entrance gates are as follows:

Year Group	Entrance Gate	Time
Year 7	Rook Street	8.40am
Year 8	Rook Street	8.55am
Year 9	Yates Street	8.40am
Year 10	Yates Street	8.55am
Year 11	Rook Street	9.10am

The school site will open at 8.30am and it will take some time for handwashing so we need a steady stream of students coming in between 8.30 – 8.40am in the first two groups and so on.

The school day

The new timetable/schedule is as follows:

Time of Day	Year 11	Year 10	Year 9	Year 8	Year 7
P1 begins			Arrive 8.40am		Arrive 8.40am
AM Reg in P1	Arrive 9.10am P1 – 110mins	Arrive 8.55am P1 – 110mins	P1 – 125mins (70 + 55)	Arrive 8.55am P1 – 125mins	P1 – 125mins (90+35)
			Break 09.50-10.05		Break 10.10-10.25
			Break 10.45-11.00		
End P1 11.00am					
P2 beg 11.00am	P2 – 120 mins (20 + 100)	P2 – 125mins (95+30)	P2 – 125mins (60+65)	Break 11.00-11.15	P2 – 125mins (60+65)
P2 to include PM reg + form activities supervised by P2 teacher.	Break 11.20-11.35			P2 – 110mins (80+30)	
			Dining Hall 12.00 – 12.20		Lunch Break 12.00 – 12.20
		FT/Assembly 12.35-12.50	Lunch Break 12.20 – 12.40	FT/Assembly 12.35-12.50	Dining Hall 12.20 – 12.40
		Dining Hall 12.50-1.10	PM Reg. P2 cont.	Lunch Break 12.50 – 1.10	PM Reg. P2 cont.
	FT/Assembly 1.15-1.30	Lunch Break 1.10 – 1.30		Dining Hall 1.10-1.30	
	Dining Hall 1.30-1.50	PM Reg. P2 cont.		PM Reg. P2 cont.	
	Lunch Break 1.50-2.10		FT/Assembly 1.45-2.00		FT/Assembly 1.45-2.00
Lunch En2.00pm					
P3 beg 2.00pm	PM Reg. P3 – 60mins (start 2.10)	P3 – 60mins	P3 – 50mins	P3 – 60mins	P3 - 50mins
End of Day	3.10pm	3.00pm	2.50pm	3.00pm	2.50pm

Friday	Year 11	Year 10	Year 9	Year 8	Year 7	
P1 begins			Arrive 8.40am		Arrive 8.40am	
P1 inc AM Reg	Arrive 9.10am P1 – 100mins	Arrive 8.55am P1 – 100mins	P1 – 115min (65+50)	Arrive 8.55am P1 – 115mins	P1 – 115mins (85+30)	
			Break 09.45-10.00			Break 10.05-10.20
			Break 10.35-10.50			
End P1 10.50am						
P2 beg 10.50am	P2 – 120mins (20+100)	P2 – 115mins (85+20)	P2 –115 mins (70+45)	Break 10.50-11.05	P2 –115 mins (70+45)	
P2 to include PM reg + form activities. Organised by P2 teacher.	Break 11.10-11.25					P2 – 100 mins (80+20)
	P2 cont.		Dining Hall 12.00 – 12.20		Lunch Break 12.00 – 12.20	
		FT/Assembly 12.25-12.40	FT/Assembly 12.25-12.40	Lunch Break 12.20 – 12.40	FT/Assembly 12.25-12.40	Dining Hall 12.20 – 12.40
		Dining Hall 12.40-1.00	PM Reg. P2 cont.	PM Reg. P2 cont.	Lunch Break 12.40 – 1.00	PM Reg. P2 cont.
	FT/Assembly 1.05-1.20	Lunch Break 1.00 – 1.20		Dining Hall 1.00-1.20		
	Dining Hall 1.20-1.40	PM Reg. P2 cont.		PM Reg. P2 cont.		
	Lunch Break 1.40-1.55			FT/Assembly 1.25-1.40	FT/Assembly 1.25-1.40	
Lunch En1.40pm						
P3 beg 1.40pm	PM Reg. P3 – 50mins (start 1.55)	P3 – 55mins	P3 – 45mins	P3 – 55mins	P3 - 45mins	
End of Day	2.45pm	2.35pm	2.25pm	2.35pm	2.25pm	

At the end of the school day, you can see we are staggering students exit in line with their entrance times. This again, will minimise mixing of students across year groups.

Break and lunchtimes are also staggered to avoid mixing in the Dining Room.

School Uniform

We expect all students to wear a full school uniform and purchase/ordering will be available as follows:

- **Current Year 7-10** online from the Uniforms Direct 2U shop which can be found at: <https://uniformsdirect2ushop.sumup.link/>
- **New Year 7** – please contact Ms Jones at the school for a ‘fitting’ appointment during the summer holidays on 01270 560514 or email: parent/carers@ruskin.cheshire.sch.uk.
Please note: we only have a set amount of dates to ensure uniform arrives in time for the of the new school year in September.

Equipment

Students should ensure that all required equipment is brought to school as students and staff cannot share essential equipment as they may have done previously. A full equipment list can be found on the school website: <http://www.ruskinhighschool.co.uk/uniform>

Throughout the summer holiday period there may be more guidance given to schools by the DfE. If there are things that I need to share with you, I will communicate further if required.

We are confident that our plans allow for a safe return as possible and I am sure our students will rise to the challenge of the new way of working.

Finally, thanks to all of our school community who have worked hard together to support our students during the past few months. I wish everybody a restful summer break and look forward to welcoming everybody back in September.

Best wishes.

Yours sincerely



D Postlethwaite
Headteacher (Acting)