



#### Introduction:

Following the extraordinary circumstances of the Covid-19 outbreak, the school has been closed to the majority of students since 20<sup>th</sup> March 2020. On the advice of the government, we are now opening full time from 7<sup>th</sup> September (details for each year group to follow). The aim of this guide is to provide a summary of the information you will need to ensure that we make the re-opening of Ralph Thoresby School a success for all concerned. This guide is supported by a number of more detailed documents and policies, including a full risk assessment, which have been agreed and underwritten by the school's Governing Body.

#### Transition back to school, week beginning 7<sup>th</sup> September:

The Covid-19 outbreak has been incredibly disruptive for the whole school community and we are aware that returning to school full time will create anxieties for many. With that in mind, we are returning to school in a careful, structured way to ensure that we have the time and space to explain new systems properly and focus on the well-being of all concerned. Students in Years 7-11 and Year 13 will only be expected in school once during this initial week. Year 12 students will be expected to attend twice – for an initial enrolment meeting and then for induction day. The initial transition week will allow students to adapt to new systems. Students will have their new school photographs taken during this week, which you will be able to purchase at a reduced rate.

Year 7 students will have the option of a set meal from the diner, free of charge. All other year groups will leave at lunchtime but there will be a grab-a-bag lunch available for free school meal students. Students can also bring packed lunches if they prefer. A full lunch service (altered according to guidance) will be offered from 14<sup>th</sup> September. Students will be expected to wear full uniform during transition week.

The schedule for the transition back to school is as follows:

Monday 7 <sup>th</sup> September	Staff training day. <b>No students in school.</b>
Tuesday 8 <sup>th</sup> September <b>Year 13 only.</b>	Staff training and Year 13 induction. Year 13 induction day will begin at 12.30 and end at 15.00. Sixth Form students should enter/exit via Main Reception.
Wednesday 9 <sup>th</sup> September <b>Years 7 and 12 only.</b>	Year 7 transition day (enter/exit via student reception/Library entrance), Year 12 enrolment meetings. School will begin at 8.45am for Year 7 and end at 14.30. Year 12 individual enrolment meetings (at pre-arranged times). Sixth Form students should enter/exit via Main Reception.
Thursday 10 <sup>th</sup> September <b>Years 8, 9 and 12 only.</b>	Year 8 and 9 only – re-engage with the curriculum, Year 12 individual enrolment meetings (at pre-arranged times). School will begin at 8.45am for Year 8 and end at 12.00 (enter/exit via Farrar Lane). School will begin at 10.00am for Year 9 and end at 12.30pm (enter/exit via student reception).
Friday 11 <sup>th</sup> September <b>Years 10, 11 and 12 only.</b>	Year 10 and 11 – re-engage with exam courses, Year 12 induction day. School will begin at 8.45am for Year 10 and end at 12.00 (enter/exit via Farrar Lane). School will begin at 10.00am for Year 11 and end at 12.30pm (enter/exit via Holtdale Approach).

Friday 11 <sup>th</sup> (continued)	Year 12 induction day will begin at 11.00 and end at 13.10. Sixth Form students should enter/exit via Main Reception.
<b>From Monday 14<sup>th</sup> September</b>	<b>ALL students back in school full time</b>

### The revised structure of the school day (from Monday 14<sup>th</sup> September):

The government guidance for all students returning to school advises that, where possible, students should remain in year group 'bubbles'. To make this possible, we have revised the structure of the school day on the basis of the following principles:

- Specific entrance and exit for each year group.
- A staggered start and end to the day.
- Staggered break and lunchtimes.
- All of the above allow us to run a normal school timetable with specialist teachers as we would normally do.

### Revised school day diagram:

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12/13
	Entry and exit: Student reception	Entry and exit: Farrar Lane	Entry and exit: Student reception	Entry and exit: Farrar Lane	Entry and exit: Holt Dale Approach	Entry and exit: Main reception
08:00	Breakfast available on street Inside/Outside zones for Y7&Y8		Assembly Hall zoned for early arrivals			Common room for early arrivals
08:30	Lesson 1 Mentor time		Breakfast available on the street Inside/Outside zones for Y9/10/11			
08:50	Lesson 2					
09:50	Extended lesson 3 with rotating breaks at the following times:					
	09:50	10:05	10:20	10:35	10:50	10:50
11:10	Lesson 4					
12:10	Extended lesson 5 with rotating 30-minute lunch at the following times:					
	12:10	12:25	12:40	12:55	13:10	13:10
13:40	Lesson 6					
14:40	End of school		Lesson 1 Mentor time			End of school/
15:00	Extra-curricular clubs and activities / revision and catch-up sessions					Twilight lessons

### Safety of students and staff:

We are well aware that returning to school after such a long absence will be an exciting but also daunting prospect for many young people. With that in mind, and following the guidance available, we have worked hard to make the school safe, clean and welcoming for students and staff. We have worked hard with Leeds City Council to produce a detailed Risk Assessment and Site Safety Plan which covers the following key areas:

- **Communication:** We will communicate our expectations and protocols around safety to students as soon as they return to school. Staff will undergo thorough training before we re-open to the full school.

- **Hygiene:** It is vitally important that all staff and students follow the clear guidance on hygiene, as laid out by Public Health England. Simplified versions of guidance on, for example, hand washing will be displayed around school.
- **Hand sanitising and cleaning of tables and chairs:** Hand sanitiser stations will be available in every classroom and at key points throughout the school. Students will be required to use these (or the wash basins) at regular intervals. Tables and chairs will be cleaned between lunch sittings and also at regular intervals in classrooms. Students and staff are welcome to bring their own hand sanitiser to school.
- **Social distancing and year group ‘bubbles’:** The government guidance is clear that all students should return to school. We are able to keep year groups in ‘bubbles’ with separate start/finish times, entrances/exits, breaks and lunchtimes. Years 7 and 8 will have a dedicated year group base. The complexity of the timetable for Years 9 and above mean that such an arrangement will not be practical for them. As per government guidance, class sizes will be as normal so students will still be sitting next to each other. Nevertheless, students should keep their distance from each other as far as possible and remain 2 metres away from staff where possible.
- **If a staff member or student develops symptoms related to Covid-19:** We will follow the clear guidance given by the government and respond quickly if this situation occurs. Measures will include the immediate isolation of anyone reporting symptoms, close liaison with families and engagement with the NHS test and trace process.
- **Students and staff who have been shielding:** Some staff and students have been classed as clinically vulnerable and, as a result, have not been attending school. This situation changed on 1<sup>st</sup> August and we are expecting almost all staff and students to return to school. Our advice is to seek medical advice and discuss your situation with us before returning.
- **Vulnerable groups:** We know that the evidence suggests that some groups (for example BAME people and the more elderly) are being disproportionately affected by the virus. We have referred to this issue in our risk assessment and made every effort to ensure that the school is as safe an environment as possible for all groups of people in our community. Please contact the school to discuss this further if you are particularly anxious and would like to talk things through.
- **Face masks and PPE in school:** In line with the latest guidance, we will continue our successful policy of allowing staff and students to wear face masks in school if they wish to (plain colours and properly designed masks only). It is not mandatory for anyone to wear a face mask in school. Staff / students choosing to wear face masks will need to follow clear guidance on how to do so safely and bring a plastic bag to store reusable masks when not being used. We do have PPE in stock for staff supporting students requiring intimate care and also for staff trained in first aid who may be required to support staff or students reporting symptoms of Covid-19.
- **Public Transport:** Those who do need to travel are being asked to pay by contactless and wear a face covering (this is mandatory), wash their hands before and after their journey and avoid peak times or consider cycling and walking as an alternative to using the car or public transport. We will make any relevant local information about public transport available on our website.
- **Outside of school:** School will be a highly regulated, safe and hygienic space for staff and students. It is important, however, that we all continue to observe social distancing guidance outside of school. Students should make their way to and from quickly and in isolation and avoid gathering in large groups.
- **Personal belongings, equipment and uniform:** In order to minimise the sharing / loaning of school equipment, it is vital that students arrive at school equipped with everything they need for the school day (pencil case, pens - including a green pen and a purple pen, pencils, eraser, sharpener, maths equipment and calculator). School uniform will be compulsory but we have relaxed the rule on blazers and these will be optional for the first term only – this is to support regular washing of clothes to maintain hygiene standards.
- **PE changing rooms and kit:** We intend to use the PE changing rooms and these will be cleaned regularly and subject to strict hygiene regulations. We plan to stagger entrance and exits to the changing areas to facilitate cleaning. We do not intend for the showers to be used. Students should bring PE kit as normal.
- **Breakfast and lunch:** Will operate on a staggered basis with some modifications to service to ensure health and safety standards are maintained. Students can still bring a packed lunch if they prefer.
- **Visiting school:** Parents / carers will only be able to enter school reception with an appointment and where a face to face visit is deemed absolutely necessary. Face masks must be worn by all visitors.
- **Toilets:** Students will not normally be allowed out of lessons to go to the toilet. In an emergency, students will have to be escorted by a member of staff on ‘Session Manager’ duty.

- **Up to date medical and well-being information:** If your child has had a change of circumstances with regards to their health, it is vital that school are informed before they return to school. Please communicate this to your Head of Year who will update the school. Likewise, if there has been a change in circumstances with regards to your child's welfare (death of a loved one, separation, serious illness etc.), we would appreciate being informed of this so that we can offer full support to that student as well. Staff will also be keeping the school informed about their circumstances.

#### **Student Well-being:**

We want to ensure we support all students to make a smooth transition back into school life. Our pastoral team and child protection team will be available to speak to students who feel they may want further support with the transition back into school. We are working hard to ensure that our curriculum supports students' mental health and well-being as they return to school. Each day students will have an opportunity to discuss well-being and we will be sharing techniques that students can use at home to support with mental health and well-being.

#### **Staff Well-being:**

We have been in regular contact with staff to ensure all staff feel consulted about the reopening of school in a safe way for both staff and students. We have arranged training days to ensure that all staff feel comfortable returning to school and have the necessary information and tools to do so in a safe way. We have Mental Health First Aid trained staff as well as support from the Leeds HR team, who we can direct staff to if they need to talk to someone.

#### **Climate for learning:**

It is especially important in these unprecedented times that we continue to offer students the highest standards of pastoral care while recognising that we are operating in unusual circumstances. We will continue to operate within the spirit of our established behaviour management policy. We have developed an appendix to the full behaviour policy which outlines how we will manage specific incidents related to Covid-19. This includes the following important paragraph:

*We hope that all students understand and appreciate the seriousness of COVID-19 and the implications this virus can have on a person. Therefore, any student that cannot cooperate with our expectations will be managed as per our normal procedures. However, if a student continues to make wrong decisions and presents unacceptable behaviour that puts the safety of themselves or others at risk, then we reserve the right to have the student collected by parents or carers and will continue with home-learning until further notice. This period will be recorded as a formal exclusion and will last until the Headteacher decides they can return to face-to-face sessions.*

#### **Attendance:**

We are expecting all students to be in school from September. If there is a reason that your child cannot attend, it is important that normal attendance procedures are followed which includes contacting school and providing a reason for absence. Please contact the school if you have any concerns about full time attendance.

#### **Further information:**

The information in this guide is intended as a summary only. Further information including the full risk assessment, policies, staff contacts and detailed information on areas such as online learning can be found on our website [www.ralphthoresby.co.uk](http://www.ralphthoresby.co.uk)

If you are keen to read the full government guidance on re-opening, you can find it by following the link below. The Department for Education website has a wealth of other useful information.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

#### **Keeping in touch:**

Although we have attempted to include all the key points about re-opening, I know you will still have a number of important questions and, if this is the case, I would encourage you to get in touch via the following email:

[headteacher@ralphthoresby.com](mailto:headteacher@ralphthoresby.com)

As we have done throughout this situation, we want to work with you to ensure that we get this right. The community of Ralph Thoresby School have been brilliant throughout these extraordinary times and it's important that we continue to work together to support the education of our young people.

Best wishes,

**Will Carr (Headteacher)**