



#### Introduction:

We are all looking forward to welcoming students back to school after the summer break. The aim of this guide is to provide a summary of the information you will need to ensure that we make the start of term a success for all concerned. Although we are hopeful that this year will not be disrupted to the extent that the last two years have been, it is important to remember that Covid-19 is still a risk and we have planned accordingly. This guide is supported by a number of more detailed documents and policies, including a full risk assessment, which has been agreed and underwritten by the school's Governing Body.

#### Transition back to school, from 6<sup>th</sup> September:

As we did in March, we have planned a careful, phased return with the aim of minimising disruption and keeping the whole school community as safe as possible.

As you can see in the table below, all students will be offered 2 lateral flow tests on designated days between 6<sup>th</sup> and 10<sup>th</sup> September. Home test kits will be made available after this initial period. On a 'testing day', students will not attend lessons but will be invited to attend our on-site Test Centre at a designated appointment time (details have been emailed to you).

The schedule for the transition back to school is below. Each mentor group will have a 10-minute slot to take their test. This has been emailed to you and the specific mentor group rotas will also appear on social media each evening, as a reminder for the following day. **Students should arrive in full school uniform**

Date	Y7	Y8	Y9	Y10	Y11	6 <sup>th</sup> form
<b>MON</b> 6 <sup>th</sup>	<b>Test 1</b> 12:00-13:10	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>	<b>Test 1</b> 13:45-15:00
<b>TUES</b> 7 <sup>th</sup>	<i>Not in school</i>	<b>Test 1</b> 13:40-14:50	<b>Test 1</b> 12:00-13:10	<b>Test 1</b> 10:30-11:40	<b>Test 1</b> 09:00-10:10	<i>Not in school</i>
<b>WEDS</b> 8 <sup>th</sup>	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>
<b>THU</b> 9 <sup>th</sup>	<b>Test 2</b> 09:00 onward: <b>Induction</b> School ends at 12:30.	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>	<i>Not in school</i>	<b>Test 2</b> 11:00-12:20 <b>Induction</b> Students leave school at 15:00.
<b>FRI</b> 10 <sup>th</sup>	<b>Y7 timetable begins in full.</b> Students should arrive at 08:30 for an 08:50 start	<b>Test 2</b> 13:40-14:50 <b>Induction</b> Students leave between 15:20 - 15:50 (depending on mentor group)	<b>Test 2</b> 12:00-13:10 <b>Induction</b> Students leave between 14:05 - 15:00 (depending on mentor group)	<b>Test 2</b> 10:30-11:40 <b>Induction</b> Students leave school between 12:35 and 13:30 (depending on mentor group)	<b>Test 2</b> 09:00-10:10 <b>Induction</b> Students leave between 11:05 - 11:45 (depending on mentor group)	<b>Progress meetings</b> Progress meetings throughout the day (specific time slot).
<b>MON</b> 13 <sup>th</sup>	Full timetable for all year groups					

## How will the testing work?

Schools have been asked to offer 2 Lateral Flow Tests to all students and staff. Details about these tests are available at <https://www.gov.uk/guidance/understanding-lateral-flow-antigen-testing-for-people-without-symptoms> Offering these tests to the whole school community will give us the best chance of creating an environment that is as free of the virus as possible. We have already requested parental consent for the tests and, if you haven't already responded, this can be via the parent portal on the website.

Students should attend the Test Centre at school, **in full school uniform** on your designated testing day at the specific time you are given (further details have been emailed to you). Entry to the Test Centre is via the Farrar Lane entrance. On arrival, students will complete registration for the tests and the simple, self-administered procedure will be clearly explained to them. Please be aware that the tests are not mandatory and can only be carried out with the explicit consent of parents and students.

## Revised school day:

Please note that the timings of the school day have changed since last year. Year 7 have a slightly different day compared to other year groups to incorporate the new coaching initiative. The new day includes 5 hour-long lessons (in blue), time for support and personal development (in yellow) and opportunities for extra curricular activities, homework and social time (in green).

	Mon	Tues	Weds	Thurs	Fri
<b>School open to all: 08:10</b>	Breakfast available from 08:10 Homework/Independent study zone				
<b>8:30 – 8:50: Mentor time (for Y8-Y11 only)</b>					
<b>8:50 – 9:50 Period 1 (start of the school day for Year 7)</b>					
<b>9:50 – 10:50 Period 2</b>					
<b>Break (10:50-11:07)</b>					
<b>11:10 -12:10 Period 3</b>					
<b>12:10 – 13:10 Period 4</b>					
<b>Lunch (13:10-13:47)</b>					
<b>13:50 – 14:50 Period 5</b>					
<b>14:50 – 15:20: Coaching for Year 7 only</b>	Coaching session 1		Assembly		Coaching session 2
Extra-Curricular Activities (ECA) from 14:50 onwards	All years				
Independent Learning Zone 14:50 – 16:00	All years: Homework/Independent study zone				

## In the event of a positive (or suspected) Covid case:

Schools are no longer responsible for contact tracing following a positive staff or student case. Please follow this advice if you have symptoms or test positive for Covid:

Scenario	Action
<b>A student or member of staff has a positive PCR test</b>	Do not come into school and self-isolate in line with PHE advice ( <i>see below for details</i> ). Inform school.
<b>A student or member of staff has a positive Lateral Flow Test (LFT) result.</b>	Self-isolate in line with with PHE advice ( <i>see below for details</i> ): Take a <a href="#">PCR test to check if they have COVID-19</a> . If your PCR Test is positive follow advice above. If your PCR test result is negative but you still have symptoms, you may have another viral illness such as a cold, flu or a stomach bug. You should stay at home until you feel well and for at least 2 more days if you have had <a href="#">diarrhoea</a>

Scenario	Action
	<p><a href="#">or vomiting</a>. Seek medical attention if you are concerned about your symptoms.</p> <p>You can stop isolating as long as:</p> <ul style="list-style-type: none"> <li>• you are well and have not had diarrhoea or vomiting for at least 2 days</li> <li>• no one else in your household has symptoms</li> <li>• no one else in your household has tested positive for COVID-19</li> <li>• you have not been advised by <a href="#">NHS Test and Trace that you are legally required to self-isolate</a></li> </ul> <p>Anyone in your household who is isolating because of your symptoms can also stop isolating.</p>
<b>If a student or member of staff develops COVID-19 symptoms</b>	<p>Do not come into school and take a PCR test as soon as possible. <i>This still applies even if you have received one or more doses of COVID-19 vaccine.</i></p>
<b>If anyone develops <a href="#">COVID-19 symptoms</a>, however mild, whilst in school.</b>	<p>They must:</p> <ul style="list-style-type: none"> <li>• go home</li> <li>• arrange to have a PCR test as soon as possible. <i>This still applies even if you have received one or more doses of COVID-19 vaccine.</i></li> <li>• avoid using public transport</li> <li>• if this is a student they must be collected by a member of their family or household.</li> </ul>
<b>If you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</b>	<p><a href="#">You are not required to self-isolate and</a> can go to work/school as normal.</p> <p>People who live in the same household as someone with COVID-19 can also take a PCR test, as they are at higher risk of being infected even if they do not have symptoms.</p> <p>We would encourage all individuals to take a PCR test if advised to do so.</p>
<ul style="list-style-type: none"> <li>• you are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul>	
<b>If you live in the same household as someone with COVID-19 and <i>have only received one dose of COVID-19 vaccine</i></b>	<p>You will be required to self-isolate.</p> <p>Your isolation period includes the day the first person in your household's <a href="#">symptoms</a> started (or the day their test was taken if they did not have symptoms) and the next 10 full days</p>
<b>Staff and students who have been identified as a close contact</b>	<p>Continue to attend school as normal unless otherwise advised, in which case we would require proof of this.</p>

### Safety of students and staff:

We are well aware that the Covid virus still presents a risk. 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 alongside Leeds City Council to produce a detailed Risk Assessment which covers the following key areas:

- **Attendance:** School attendance is mandatory for all students, and the usual rules on school attendance will apply. All clinically extremely vulnerable (CEV) students must attend school unless they are one of the very small

number of people under specialist care who have been advised by their clinician or other specialist not to attend. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#) . If you fall into this category you will be expected to provide evidence of this to the school.

- **Face coverings and PPE in school:** In line with the latest guidance, face coverings are not recommended in school for lessons and communal areas but we will continue to allow staff and students to wear face coverings if they wish to do so. 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. We would also advise staff to wear face coverings in particularly crowded areas such as busy duty points and full staff meetings when distancing is not possible.
- **Hygiene:** It is vitally important that all staff and students continue to follow the guidance on hygiene, as laid out by Public Health England. Simplified versions of the guidance 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 regularly in classrooms. Students and staff are welcome to bring their own hand sanitiser to school.
- **Social distancing and year group 'bubbles':** There is no longer a requirement for social distancing or year group 'bubbles'. Nevertheless, students and staff are encouraged to keep their distance from each other as far as possible.
- **Ventilation:** We will continue to open external windows and any internal doors to create a throughput of air where possible. If necessary, and where safe, external doors may also be opened. As the autumn and winter approach, we will balance the need for increased ventilation with maintaining a comfortable temperature.
- **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 symptom and close liaison with families.
- **Public Transport:** Those who do need to travel are being asked to pay by contactless and wear a face covering, 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.
- **Personal belongings and equipment:** 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 including the wearing of school blazers. Coats and additional layers will not be allowed inside. Please contact your Year Manager if you require support with uniform.
- **Visiting school:** Face to face visits to school will only take place when absolutely necessary. Parents / carers should always make an appointment if they wish to meet a member of staff face to face. We continue to advise face coverings for 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. Students with specific medical conditions will be issued with a 'toilet pass' and will not require a staff escort.
- **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 Year Manager 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.

#### **Mobile Phones (NEW information):**

We are making a slight alteration to our mobile phone policy from September. It remains the case that mobile phones are not allowed around school and will be confiscated if seen or heard (and returned at the end of the day). If requested by the teacher, phones may be allowed for specific tasks within a lesson. This now includes the opportunity for students to briefly check timetables on Arbor ahead of the next lesson.

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

This remains a priority for staff and students. 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. 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. We have also retained the services of our Staff Coach.

**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.*

**Further information:**

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

If you are keen to read the latest government guidance for schools, you can find it by following the link below:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?>

**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**