



A Mathematics and Language School, Barking Road, London E16 4DD **Headteacher**. Charlotte Robinson
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26th August 2020

Dear parents/carers,

The government has announced that schools should fully reopen from the start of the upcoming autumn term, September 2020. They've decided this on the basis of:

- The prevalence of coronavirus decreasing
- Time out of school being detrimental to children's development
- The low risk to children of becoming severely ill from coronavirus

This means we're planning to open to all of our students in September 2020. We're looking forward to welcoming everyone back and we're working hard to make the school a safe, enjoyable environment for all. You will find enclosed with this letter, two important documents for you to read, **summary Rokeby risk assessment** parent information and **timings of the school day**. Outlined below are some key changes that you will need to be aware of and the expectations we have of all our parents and carers in helping everyone return safely.

Attendance

Attendance will be mandatory in September, as the government expects all students to attend school. This includes students who have, up to this point, been advised to shield at home.

The usual rules will apply, meaning we'll be recording attendance and following up on any absences. If your child cannot attend then you must contact the school on the day and provide a reason, which needs to be evidenced on their return to school.

If we do not have your up-to-date contact details, please contact the school office as soon as possible to notify us of any changes - it is imperative that we can contact you at all times.

Please contact the school office via telephone before 8:30am to notify us that your child will not be attending. We also ask that you notify the school office as soon as possible with the results of any coronavirus tests your child has undertaken.

Where possible students should walk, cycle or have a parental lift to school but if they must use public transport then they must adhere to the government guidelines to keep themselves safe. <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

The new school day

The school will be making alterations to the start and end of day routines until further notice, to allow for effective social distancing and infection control. The full timings of the day for each year group are attached. Below are highlighted the start and finish times for your convenience.



Arrival time and gate	Leaving time and gate
08:30 Yr 7 front gate and Yr 11 back gate, Alexandra Street	14:30 Yr 7 front gate and Yr 11 back gate, Alexandra Street
08:45 Yr 8 front gate and Yr 10 back gate, Alexandra Street	14:45 Yr 8 front gate and Yr 10 back gate, Alexandra Street
09:00 Yr 9 front gate	15:00 Yr 9 front gate

Please ensure your child(ren) is not late, to avoid unnecessary 'bubble mixing' and ensure all lessons can start promptly with minimal interruptions - this is absolutely necessary for children to catch up on missed learning.

We kindly request that parents do not congregate in groups outside the school gates. All visits to the school will need to have an appointment agreed in advance.

From September, students will be grouped within their year until further notice. Groups will not be permitted to mix any other year groups at this time, including during break and lunch. We will continually review the effectiveness of enforcing these groups, and notify you if any changes are made.

We understand that some students may find this transition back into school and a new routine challenging or stressful; however, we are committed to supporting each individual throughout this period.

Curriculum

Although some changes will be required to reflect the teaching time that was lost during the lockdown, we will continue to teach a broad and balanced curriculum.

Please note that all school extracurricular activities will currently be suspended and reviewed alongside government advice. Intervention sessions will continue on line after school hours and the timetable can be located on the school website.

Pastoral support and behaviour

We're aware that the lockdown has been a difficult time for many of us, including our students. Please let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they're experiencing bereavement.

Behaviour at Rokeby is expected to be outstanding and all students will need to follow the school rules. Parents will be contacted immediately if their child is not following the school protocols, in place to keep everyone safe and risk free.

Thank you for your continued support.

Yours sincerely



Charlotte Robinson
Headteacher



Summary Risk Assessment (SRA) for Wider Opening of Schools September 2020


Academy / School	Rokeby School	Trust	Newham Community Schools Trust
Headteacher	Charlotte Robinson	Location	Barking Road, Canning Town, E16 4DD


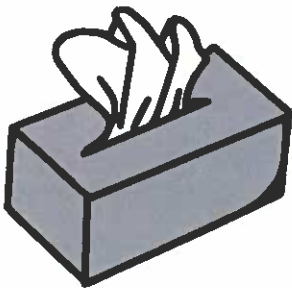

The government has announced that all schools will reopen fully from September 2020. As part of this wider opening we have completed a risk assessment to ensure that we keep our school community as safe as possible. The risk assessment is based on the public health advice that schools should use the 'systems of control'. By following these 'controls' the risk of transmission will be significantly reduced. The systems of control are:



1. Minimising contact with individuals who are unwell - anyone with COVID-19 symptoms (or a member of their household) should not attend school.
2. Clean hands thoroughly and more than usual.
3. Ensure good respiratory hygiene 'catch it, kill it, bin it'.
4. Enhanced cleaning, particularly frequently touched surfaces.
5. Minimise contact between individuals and keep socially distanced.
6. If necessary wear appropriate PPE (e.g. First Aiders).
7. Engage with NHS Test and Trace process.
8. Manage confirmed cases of COVID-19 in the school community.
9. Contain any outbreak by following local health protection team advice.

Rokeby School is taking the following actions to follow the 'systems of control' and reduce the risk of transmission of COVID-19. We are confident that by taking these actions we will significantly reduce the risk of any transmission within school. We will be thoroughly briefing all students and staff on these measures in the first few days of term and we will be regularly reviewing our practice to make sure that everybody understands what is expected of them.

Actions:

<p>Minimising contact with individuals who are unwell</p> 	Nobody should enter the school site if they have Coronavirus symptoms.
	Parents and visitors will not be allowed onto the school site without a prior appointment.
	All visitors will be asked at reception if they have coronavirus symptoms or have been in contact with anyone who has symptoms. If they do then they will not be permitted onto the school site.
	Visitors to the school site are welcomed strictly by appointment only and only where necessary.
	Parental meetings will take place by telephone or online where possible. If face to face meetings must take place it will be in well-ventilated rooms with social distancing.

	<p>Children with COVID-19 symptoms must not come to school. They must self-isolate at home and book a test. If a child tests positively for COVID-19 they should remain at home for at least 10 days. If a member of the child's household has tested positively for COVID-19 then they should self-isolate at home for 14 days. The school attendance team will advise you. Parents can book a test here: https://self-referral.test-for-coronavirus.service.gov.uk</p>
<p>Cleaning hands more often than usual</p> 	<p>Hand sanitising stations will be available at the school entrances for students to sanitise their hands at the start of each day.</p> <p>Hand sanitising units and handwashing facilities are located throughout the school and at key entry points to the building.</p> <p>Students will be encouraged to sanitise their hands frequently throughout the school day.</p>
<p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> 	<p>There will be boxes of tissues in every classroom so that students can 'catch it, bin it, kill it'.</p> <p>Students will be briefed on this as part of the student training at the start of term and will receive regular reminders at the start of each day..</p> <p>Classroom windows will be opened to ensure good air circulation and ventilation.</p> <p>Posters displaying this information are displayed throughout the building.</p>
<p>Cleaning frequently touched surfaces</p> 	<p>The school has daily cleaning staff to clean frequently touched surfaces throughout the school day.</p> <p>Each classroom will be equipped with spray detergent so that furniture can be cleaned between classes.</p> <p>Classroom doors will be held open at the start and end of lessons so that students do not need to touch door handles / touch points.</p> <p>Classrooms will be thoroughly cleaned at the end of each day.</p> <p>All rooms will be equipped with a bottle of hand sanitiser</p>
<p>Minimising contact and mixing and maintaining social distancing wherever possible.</p>	<p>Each year group will remain in their year group 'bubble':</p> <p>Students will start and finish school at the following times in order to keep them in their separate bubbles:</p> <ul style="list-style-type: none"> ■ Year 7 - start: 8:30am / finish: 2:30pm ■ Year 8 - start: 8:45am / finish: 2:45pm ■ Year 9 - start: 9:00am / finish: 3:00pm ■ Year 10 -start: 8:45am / finish: 2:45pm ■ Year 11 - start: 8:30am / finish: 2:30pm

	<p>All students will be required to use separate gates to enter and leave the school site: years 7, 8 and 9 will enter and exit the school via the Morgan Street gate. Years 10 and 11 will enter and exit the school via the Alexandra Street gate.</p> <p>Students will have break and lunch at the times set out below in order to keep them in separate year group bubbles:</p> <ul style="list-style-type: none"> ■ Year 7 and 11 - break: 10:00am / lunch: 12:00pm ■ Year 8 and 10 - break:10:25am / lunch: 1:00pm ■ Year 9 - break: 10:45am / lunch: 1:00pm <p>The playground is divided into zoned areas for different year groups so that students can remain in year group bubbles.</p> <p>The dining hall will serve a bagged sandwich lunch. This is to minimise contact and speed up service so there will be less queuing.</p> <p>Students will move around the school using the one way system.</p> <p>In classrooms students will sit side by side and facing the front, where possible. Students will sit according to their seating plan.</p> <p>Students will not share equipment and will be provided with their own plastic wallet, board pen and mini whiteboard.</p> <p>We will adapt the curriculum in certain subjects to ensure better social distancing (e.g. PE will teach basketball to ensure outside teaching this term).</p> <p>After school intervention and year 11 revision sessions will take place online through remote learning.</p>
<p>Where <u>necessary</u>, wear Personal Protective Equipment (PPE) (i.e. First Aiders)</p> 	<p>First Aiders will use PPE when appropriate.</p> <p>All staff will be provided with a face visor</p> <p>Students and staff are encouraged to use a face covering in communal spaces (corridors etc) where it is less possible to maintain a 1m + distance.</p> <p>Wearing a face covering in classrooms when lessons are taking place is not required.</p> <p>Guidance on how to use/remove and store/dispose of face coverings will be shared with students and staff.</p>
<p>Response to any infection:</p>	<p>Information for all staff and students regarding NHS Track and Trace is available on the school website.</p>
<p>Engage with NHS Test and Trace process</p>	<p>Information for all staff and students regarding NHS Track and Trace is available on the school website.</p>
<p>Manage confirmed cases of COVID-19</p>	<p>Staff and students should NOT attend school if they or a member of their household have a confirmed case of COVID-19.</p>
<p>Contain any outbreak by following local health protection team advice</p>	<p>Parents must inform the attendance team if a student or a member of their household has a confirmed case of COVID-19. The school is in regular contact with the local public health protection team.</p>

Timings of the school day September 2020

		7	8	9	10	11	
Groupings		Tutor groups	Tutor groups & sets	Tutor groups & sets	Options & sets	Options & sets	
Outside area		East quad	Cricket nets and table tennis	West quad	Outside dining	Muga	
Toilets		changing rooms	reception	library	science	dining room	
08:30 - 08:45	Period 1 + 15 mins registration	Arrive 08:30 at front gate & 15 min registration activity				Arrive 08:30 at back gate & 15 min registration activity	
08:45 - 09:00		period 1	Arrive 08:45 at front gate & 15 min registration activity		Arrive 08:45 at back gate & 15 min registration activity	period 1	
09:00 - 09:15			period 1	Arrive 09:00 at front gate & 15 min registration activity	period 1		
09:15 - 09:45			period 1	period 1	period 1		
09:45 - 11:00	Period 2 + break	period 2	period 2	period 2	period 2	period 2	
		break 10:00 - 10:15				break 10:25 - 10:40	break 10:25 - 10:40
		period 2	period 2		break 10:45 - 11:00	period 2	period 2
		period 2	period 2		period 2	period 2	
11:00 - 12:00	Period 3	period 3	period 3	period 3	period 3	period 3	
12:00 - 12:30	Period 4 + lunch	Yr 7 collect lunch from dining room and go to West half of playground	period 4	period 4	period 4	Yr 11 collect lunch from outside dining and stay in East half of playground	
12:30 - 12:45		period 4				Yr 8 collect lunch from the hall west half of playground	Yr 9 collect lunch from dining room and go to east quad
12:45 - 13:00			period 4		period 4	period 4	
13:00 - 13:30			period 4		period 4	period 4	
13:30 - 13:45							
13:45 - 14:00	Period 5	period 5 and leave at front gate, 14:30	period 5 and leave at front gate, 14:45	period 5 and leave at front gate, 15:00	period 5 and leave at back gate, 14:45	period 5 and leave at back gate, 14:30	
14:00 - 14:30		period 5				period 5	
14:30 - 14:45		period 5	period 5				
14:45 - 15:00		period 5	period 5				