

Dear Parent/Carer,

I hope that you have managed to get a break at some point during the school holidays, and that you and your families are well. We are very much looking forward to seeing your children back in school next week.

I know that some of you may be nervous about sending your child back into school, but I would like to assure you that we have done as much as we can to make the school site as Covid-secure as possible. I thought that it would be useful, as we prepare to return to school full time, to go over the things that all of us – parents, carers, students and staff – will be doing to make sure we keep everybody as safe as possible.

**I would be very grateful if you could read the information below and ensure that your son/daughter is aware of his/her role in ensuring that everybody at RMGS is kept safe.**

We will need to ensure that:

- Anybody who is ill with Covid-19 symptoms **stays at home** and that the school is informed
- We stick to a **robust hand and respiratory hygiene regime**
- We **communicate effectively** with one another if there are any issues or concerns
- We **reduce contact** with one another as much as we can when we are on site
- Students **take responsibility** for looking after themselves **and others** when in lessons and when moving around the site.

### **How you can help us**

In order to help us keep RMGS as safe as possible, **for everybody**, please can you make sure that:

- Your son/daughter does **not** come into school if he/she has [coronavirus \(COVID-19\) symptoms](#), or has tested positive in at least the last 10 days
- Complete the **14-day mandatory quarantine period** before returning to school if he/she has returned from a country **not on the safe list** since August 20<sup>th</sup> 2020
- Follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that individuals should self-isolate for **at least 10 days** and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).
- Other members of your household (including any siblings) self-isolate **for 14 days** from when the symptomatic person first had symptoms.

Likewise, we will ensure that if anyone in school becomes unwell with **a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)**, they will be sent home and told to self-isolate and to have a Covid-19 test.

If a student or staff member has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they develop symptoms.

### **Our response to any infection in school**

If we become concerned about a case or multiple cases of Covid-19 at RMGS we will contact our local [Public Health England health protection team](#).

All of us need to understand that we will need to be ready and willing to:

- [book a test](#) if we display or a child displays symptoms. Staff and pupils **must not come into the school if they have symptoms and** will be sent home to self-isolate if they develop them in school
- Provide details of anyone with whom we or a child have been in close contact if either were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if we have or a child has been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in our household develops symptoms of coronavirus (COVID-19).

Please note that:

- **If you or your child tests negative**, if you/they feel well and no longer have symptoms similar to coronavirus (COVID-19), you/they can stop self-isolating. However, you or they could still have another virus, such as a cold or 'flu – in which case it is still best to avoid contact with other people until feeling better. Other members of their household can stop self-isolating.
- **If you or your child tests positive**, you must make sure you follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for **at least 10 days** from the onset of symptoms. Students must only return to school if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. **The 10-day period starts from the day when they first became ill.** If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### **How we will manage confirmed cases of Coronavirus (COVID-19) at RMGS**

RMGS will take swift action if we become aware that someone who has been on site has tested positive for coronavirus (COVID-19). We will contact the local health protection team (HPT). This team will also contact RMGS directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attend our school, as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with RMGS in such a situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- **direct close contacts** - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- **proximity contacts** - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will tell us who must be sent home. Anybody who needs to be informed, will be informed by the quickest available means.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- **If the test delivers a negative result**, students/staff must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days
- **If the test result is positive**, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

### **How RMGS will contain any outbreak of Covid-19**

If RMGS has **two or more confirmed cases within 14 days**, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will continue to work with our local health protection team who will be able to advise us if additional action is required.

In some cases, our health protection team may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. With the other measures we are putting in place at RMGS, whole school closure based on cases within the school will not generally be necessary and will only occur on the advice of health protection teams or following instructions issued by the local authority or central government.

Face masks

The current guidance on face coverings is that they are not necessary in a school. If this advice changes, we will follow the new advice. If, however, any member of staff or student prefers to wear a face covering we will not prevent them from doing so.

### **Start of term**

**Wednesday 2<sup>nd</sup> September** – Year 7 and Year 12 only in school

**Thursday 3<sup>rd</sup> September** – all Year Groups back in school

### **Arrangements to reduce mixing between groups (by keeping each year group in a separate bubble)**

1. The majority of the lessons for each Year Group will take place in a zone within the school. As a general rule, the students stay in one place and the staff members move around
  - a. For Years 7 to 9 almost all of their lessons will be in the same room with their tutor group. For example the eight Year 7 tutor groups will occupy the 6 rooms in L block and the 2 normal classrooms in R block. That Zone (L block / R block) will be the Year 7 Zone. Each tutor group will have almost all of their lessons in a fixed room – which

will also be their form room. Teachers will move to that room to deliver their lesson, following the “normal” timetable

- b. For Years 10 to 13 students will need to change groups between lessons to allow for their different option subjects and sets. The majority of their lessons will be in one Zone however, so they will not mix with other year groups. An example is Year 10 who will be based in H block. That Zone (H block) will be the Year 10 Zone. Almost all of the lessons for Y10 will be in rooms in the H block, so teachers will move to the H block to teach their Year 10 lessons. All Year 10 form rooms will also be in H block
2. Some movement by classes out of their Zone will happen to allow limited access to some specialist rooms. It will not be possible to facilitate all lessons which normally require specialist rooms, but priority will be given to Years 13, 11, 12 and 10 (in that order) in attempting to give some access to specialist rooms in Design Technology, Art, Music, Computing, Science and PE.
3. There will not be any one way systems within any zone, since that would potentially create more mixing. It is clear that, since movement will be largely within a single zone, using the most logical and direct route minimises mixing
4. The full details of the Year Group Zones and Form Rooms will appear on revised timetables which students will be able to access via Edulink at the end of August. Year 7 students will receive their timetables on their first day in school
5. Students will be issued with lanyards (a different colour for each Year Group) both to hold their cashless catering card (to remove the need to use fingerprint scanners) and to make it easier to check that students are in the correct zones

**Timings of the school day, and other changes to provision**

1. There will be some staggered timings to the start and end of the school day, to minimise congestion and mixing. The length of the school day is therefore unchanged for students. Limited space on site means that Year 12 and Year 13 will largely be on home study when they do not have a lesson. F3 and the library will remain available for those with “trapped” study time in the middle of the day

Year group	Start	Finish
Year 7	08:25	15:00
Year 8	08:30	15:05
Year 9	08:35	15:10
Year 10	08:40	15:15
Year 11	08:45	15:20
Years 12 and 13	08:50	after 15:20

2. Teaching staff will escort their classes off site at the end of the day. There will be no access through the Thamesview Primary School site
3. We would ask that you try to avoid your children arriving significantly earlier than these times. Students who do arrive early will have to proceed directly to their zones. A breakfast service will be provided, but only students using this service will be permitted in the hall. The hall will be permanently set up with its own year zones utilising the whole of the hall, not just the refectory area – which will be used for this breakfast service and again at lunchtime
4. Very few extra-curricular activities will be able to run. Some extra-curricular activities involving only one year group may be possible, but details will not be available until the start of term

5. The after-school homework club will be available only for Year 7, since we cannot have more than one year group present
6. After the October half-term we will provide some supervised after-school study for Year 11 and Year 13 students
7. There will be no common time for mid-morning break. Instead, period 2 will run for 70 minutes and each year group will take a break during period 2. There will be no outside “play” during mid-morning break. Students not purchasing food must remain in their zone. Students choosing to purchase food must do so and then leave as quickly as possible to minimise the chance of them meeting students from other year groups. Students will be allowed to eat in their zone or form room if necessary

	Year 7	Year 8	Year 9	Year 10	Year 11	Years 12/13
09:50	may queue 09:50 may purchase 09:55 back in zone	period 2	period 2 may queue 10:00 may purchase 10:05 back in zone	period 2	period 2 may queue 10:10 may purchase 10:15 back in zone	period 2
	period 2	may queue may purchase back in zone	period 2	may queue 10:30 may purchase 10:35 back in zone	period 2	may queue 10:40 may purchase 10:45 back in zone
11:00		period 2		period 2		

8. Three year groups will have lunch during the “normal” period 4, and then will have their period 4 lesson during the normal lunch time. Students will be allowed to “play” outside during their lunch time, but must stay in certain separate areas. In wet weather, students will need to stay in their form rooms. The timings for lunch for each year group are:

	Year 7	Year 8	Year 9	Year 10	Year 11	Years 12/13
11:50	may purchase food from 11:55	period 4	may purchase food from 12:05	period 4	may purchase food from 12:15	period 4
12:40	period 4	may purchase food from 12:45	period 4	may purchase food from 12:55	period 4	may purchase food from 13:05
13:35						

9. Assemblies will be delivered through Microsoft Teams, with students staying in their form rooms. There will be no large gatherings of students
10. A reminder of uniform, equipment and PE kit can be found here - <https://www.rainhammark.com/page/?title=Information+pack+for+new+year+7+parents&p id=600>

11. A list of textbooks that the new Years 8, 9 and 10 students need to bring in and return on their first day back can be found at the bottom of this letter

I would like again to thank you for your continued support and understanding of our current situation and of the fact that our plans are, by necessity, likely to change as new guidance and information becomes available.

I wish you and your family well.

Yours faithfully,

Alan Moore

Headteacher

Dear Student

Below are the books that you will need to bring in on 3 September. The year groups refer to the year you will be going into so if you are currently in Y7 you will be Y8 on the list below. N/A means “not applicable” meaning there aren’t any materials to return for that subject. Make sure you pack them for your first day. Thank you.

Subject	KS3 books/materials
Art	N/A except that Year 7 going into 8 should bring in their ‘Creative Journals’ which we will continue to use in Year 8.
Computing	N/A - unless you have borrowed a textbook
Design & Tech	N/A
Drama	N/A
English	Year 8 - ‘The Diary of Anne Frank’ and ‘A Midsummer Night’s Dream’ (plus any outstanding copies of ‘Animal Farm’). Year 9 - ‘Romeo and Juliet’ (plus any outstanding copies of ‘A Monster Calls’). Year 10 - ‘An Inspector Calls’ (plus any outstanding copies of Silas Marner).
French	F8, L8 and N8- Mission Français 1 B9, P9 and R9- Mission Français 1 F9, L9 and N9- Mission Français 2 A10, P10 and R10- Mission Français 2 N10- Expo 3
Geography	N/A - unless you have borrowed a textbook
German	P8, R8 and S8 – Echo 1 A9, F9 and L9 – Echo Express 1 P9, R9 and S9 – Echo 2 B10 and N10 – Echo Express 2 R10 and S10 – Echo 3
History	N/A
Maths	N/A
Music	You will need to bring in your Music exercise book from last year and keep it in your locker ready.
Religious Studies	N/A - unless you have borrowed a book
Science	Year 8– AQA KS3 Science student book part 1

	Year 9 – AQA KS3 Science student book part 2
Spanish	A8 & B8 – Mira 1 N9 & S9 – Mira 1 Express A9 & B9 – Mira 2 F10 & S10 – Mira 2 Express A10, B10 & P10 – Mira 3