

Dear Families,

We are really looking forward to welcoming our students back in March and following the announcement by the Prime Minister on Monday, I can now confirm the following:

Monday 8th March 2021

The return to school will be staggered by year group with Year 10, 11 and the Sixth Form coming into school to test first on Monday 8th March and Year 7 – 9 coming in to test on Tuesday 9th March. Students will come in for their first test at an allocated time and return home after they've tested.

Face to face lessons will resume for all on Wednesday 10th March at the usual time and further LFTs will happen in school until Tuesday 16th March. Therefore, for the week commencing Monday 8th there will be a blend of on-site and remote provision via Satchel (further details below). The last day of live lessons will be on Friday 5th March.

Reopening phase

- During the reopening phase all students will be required to have 3 Lateral Flow Tests (LFTs) on-site in our Asymptomatic Testing Centre in the Sports Hall; all students require new consent forms to be completed and we would ask that you complete the following survey by 9am on Tuesday 2nd March to provide consent even if you have previously completed a similar survey: <https://www.surveymonkey.co.uk/r/Q65PT9Y>
- After having 3 LFTs on site, students will be required to undertake two tests per week at home and will receive the testing kits for use the week commencing 15th March

Safety (as of September 2020)

We will continue to operate a slightly staggered start and finish to minimise mixing and once students are in school, they will sanitise their hands regularly, including before and after they eat, when they arrive and leave, and at other key times. They will also be placed in a protective 'bubble' with the rest of the students in their year group. Bubbles will not come into close contact with each other, which will help keep the school safe.

Additional safety precautions (From 8th March 2021)

- From 8th March 2021, face coverings are recommended in all indoor areas in school, including classrooms; this extra precaution will be reviewed by the government at Easter
- Face masks may be purchased from the school via your child's SCOPay account and we advise that students have at least one spare face mask with them at all times

- The school's Reopening Plan and Risk Assessment are currently being updated in line with the updated requirements for reopening on 8th March [What parents and carers need to know about early years providers, schools and colleges](#)

Attendance

Apart from the health-related exceptions shown below, all students must attend school from Monday 8th March.

Exceptions

- *Any student or member of staff displaying Covid-19 symptoms should not attend until tested receive a confirmed negative result*
- *Similarly, any student, parent, visitor or member of staff who lives with anyone displaying Covid- 19 symptoms, or tested as positive, will not be allowed on site*

Returning to school from Monday 8th March 2021

Date	Years 7 to 9	Years 10 to 13
Monday 8 th March	Work will be uploaded to Satchel for students to complete at home	Students will come in for their first test and then go straight home.* Work will be uploaded to Satchel for students to complete at home when not testing.
Tuesday 9 th March	Students will come in for their first test and then go straight home.* Work will be uploaded to Satchel for students to complete at home when not testing.	Work will be uploaded to Satchel for students to complete at home
Wednesday 10 th March	In school Lesson 1 – Tutor Time Lesson 2 onwards – usual lessons	In school Lesson 1 – Tutor Time Lesson 2 onwards – usual lessons
Thursday 11 th March	In school – usual lessons	In school – usual lessons Students will take their 2 nd test during lessons
Friday 12 th March	In school – usual lessons Students will take their 2 nd test during lessons	In school – usual lessons

Monday 15 th March	In school – usual lessons	In school – usual lessons Students will take their 3 rd test during lessons
Tuesday 16 th March	In school – usual lessons Students will take their 3 rd test during lessons	In school – usual lessons

* further details about test times will be issued next week

Entrance to the school site

- The start of the school day will be at 8.30am (for Registration at 8.40am) for Years 7, 9 & 11 and 8.50am (for Period 1 at 9am) for Year 8, 10 & 6th Form; a staggered start to the day will ensure that year groups do not mix with other year group bubbles
- Each year group will be assigned an entrance gate; students will not be able to enter the site until the gates open at 8.25am; this is to minimise social mixing

Year	Entrance gate	Gate open	Arrival times (for all years) & Line up (for KS3 only)	Activity:
7	Bushey Road	8.25am	8.30am Year 7 Playground	Registration (8.40am) or Period 1
8	Bushey Road	8.45am	8.50am Tennis Courts	Period 1
9	West Barnes Lane (Bushey)	8.25am	8.30am Bushey car park	Registration
10	West Barnes Lane (DT)	8.45am	8.50am	Period 1

11	West Barnes Lane (DT)	8.25am	8.30am	Registration
6 th Form	West Barnes Lane (Bushey)	8.45am	8.50am	Period 1

Dismissal

Year groups will be dismissed from school at 5 minute intervals from 2.50pm (Years 7, 9 & 11) and 3.20pm (Years 8,10 & 6th Form) to minimise social mixing (*see below*)

Year	Dismissal gate	Dismissal times	Activity: Registration (3.00pm) or Dismissal
7	Bushey Road	2.55pm	Dismissal
8	Bushey Road	3.20pm	Registration
9	West Barnes Lane (Bushey)	3.00pm	Dismissal
10	West Barnes Lane (DT)	3.20pm	Registration
11	West Barnes Lane (DT)	3.00pm	Dismissal
6 th Form	West Barnes Lane (Bushey)	3.20pm	Registration

School operating systems (as of September 2020)

Break & lunchtimes

- Each year group will have two 30 minute breaks; one to eat in a canteen and one to spend time outside in their Year Group bubbles – both breaks will be taken in assigned areas to minimise social mixing
- Students are encouraged to bring in a packed lunch (including water not fizzy drinks) and a healthy snack although the canteen will be open for a limited hot and cold service that may be pre-ordered at the start of each week (*please note; we will continue to provide a hot meal for students in receipt of FSM*)
- Following government guidelines, students will not be able to use the top-up machines so please ensure your child's account has been topped-up in advance
- Following government guidelines, the drinking fountains will remain out of use so students should bring sufficient bottled water with them (however, water will be available in each canteen during breaks)

Toilets

- Toilet facilities will be available for use by each Year group bubble to avoid social mixing
- Students will not normally be allowed out of lessons unless they have a confirmed* medical need (**Doctor's note or certificate*)

Uniform

- Students must wear full school uniform including school shoes
- If students have a PE or Dance lesson on any given day, they should arrive in RPHS PE kit + blazer and remain in this for the rest of the day to avoid having to change (*PE changing rooms will remain locked until further notice*)
- Whilst entire uniforms do not need to be washed every night, regular washing of uniform is encouraged

Visitors on site

We apologise in advance that, when the school begins to reopen from the Monday 8th March, no visitors (including parents) will be allowed on site. These meetings will be by video call or phone call only. If there are any issues, please contact the Form Tutor or Head of Year for your child's year group and they will get back to you as soon as possible.

School events

All school events will be held remotely until further notice.

I do hope this letter has gone some way to reassure you before we return in March and you will receive further information about the testing schedule next week. The safety of all remains my number one priority and I would be very grateful if you could discuss these details with your child, support the regular testing programme and keep us informed of Covid symptoms so that we can keep our school open and keep transmission rates in our community low. I also want to assure you that we are committed to the emotional wellbeing of your child and our Pastoral Team are on hand to support the students with the return to school.

As always, please don't hesitate to contact the school should you need to school@raynespark.merton.sch.uk

Best wishes,

K. Heard

Mrs K Heard

Headteacher