



Royal
Russell

Headmaster's Weekly Newsletter

24 April 2020

Dear Parents and Friends,

I hope that this Newsletter finds you, your children and your loved ones safe and well at the end of the first week of the Summer Term. I know that COVID-19 has had a direct impact on the health and wellbeing of a number of Royal Russell families and I am very aware of challenges that we are all facing with the continued restrictions on our daily lives.

I'd like to thank you for your feedback over the Easter holiday and for the many conversations that I have had, which have helped me and the staff to respond, review and improve our virtual offer. Please do continue to contact us through your tutor and Housemaster or Housemistress, as your primary point of contact with the School. They will be able to pass on any issues that may arise.

If you need to contact one of our Senior School Leadership Team their specific responsibilities for the first half of this term are as below:

Member of Staff	Responsibility	Contact
Dan Botting	overall provision of our remote learning	dbotting@royalrussell.co.uk
Nathalie Hart	leading on family wellbeing and safeguarding	nhart@royalrussell.co.uk
David Selby	leading the arrangements for the internal examinations and public examinations. David is also coordinating our provision for children of Key Workers in the Senior School.	dselby@royalrussell.co.uk
Clare Tovey	leading the organisation of the Year 12 curriculum and the planning for our Year 11 and Year 13 programme.	ctovey@royalrussell.co.uk
Graham Moseley	lead contact for matters relating to our international students.	gmoseley@royalrussell.co.uk

The **Heads of Year** are also available to resolve academic matters and will be overseeing the remote learning experience for each year group.

Year Group	Member of Staff	Contact
Year 7	Mrs Hart (until 07.05.20)	nhart@royalrussell.co.uk
Year 8	Ms Walton	cwalton@royalrussell.co.uk
Year 9	Ms Scott	mscott@royalrussell.co.uk
Year 10	Mr Major	jmajor@royalrussell.co.uk
Year 12	Ms Wheeler-Quinnell	Cwheeler-quinnell@royalrussell.co.uk

Study Programme

As set out in my letter of Friday 17 May, our new programme for Year 7 starts on Monday 27 April and we will be also be introducing changes for Year 8 and Year 9 as soon as we are able and possibly in the week commencing Monday 4 May.

We will be writing to parents in Year 8 and Year 9 early next week to confirm this.

A letter will be sent to Year 10 pupils and parents early next week, setting out the arrangements for their internal examination week starting on Monday 18 May.

Year 12 should be preparing for their internal examinations which begin next week.

We will be writing separately today to Year 11 and Year 13 parents and pupils setting out the process for determining the Centre Assessed Grades which we are required to submit to the Examination Boards by the end of May.

Week Commencing	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
20 April	Current Timetable	Current Timetable	Current Timetable	Current Timetable	Current Timetable	Current Timetable	Current Timetable
27 April	Amended Study Programme	Current Timetable	Current Timetable	Amended Study Programme	Current Timetable	Exam Week	Current Timetable
04 May	Amended Study Programme	Current Timetable	Current Timetable	Amended Study Programme	Current Timetable	Exam Week	Current Timetable
11 May	Amended Study Programme	Amended Study Programme	Amended Study Programme	Study Leave	Year 11 Plan	Amended Study Programme	Year 13 Plan
18 May	Amended Study Programme	Amended Study Programme	Amended Study Programme	Exam Week	Year 11 Plan	Amended Study Programme	Year 13 Plan

Safeguarding Update from Nathalie Hart

Every day in the news you are made aware of the rise in Safeguarding issues around the UK. They can take various forms ranging from mental health to e-safety.

It is important that we continue to work together in order to keep your children safe, happy and motivated during this confinement period.

If you are concerned, there are ways for you to reach out and I wanted to take this opportunity to remind you about our Safeguarding Team. Please feel free to contact any of us, if you would like to discuss any concerns or worries.

Designated Safeguarding Lead

Staff Name	Contact
Nathalie Hart	nhart@royalrussell.co.uk

Junior School

Staff Name	Contact
Alys Netherway	anetherway@royalrussell.co.uk
Siobhan Fox	sfox@royalrussell.co.uk

Senior School

Staff Name	Contact
Elayne Cripps	ecripps@royalrussell.co.uk
Adam Tansley	atansley@royalrussell.co.uk
Sarah Clarke	sclarke@royalrussell.co.uk

With families now living together constantly, alongside the stress of working from home and looking after our children, it is fair to say that we all have our hands full. It is therefore crucial that your [home internet firewall](#) is up to date and at the [right level](#) depending on the age of your children.

[Vodafone](#) produce a very useful document informing parents on how to protect their children whilst at home. If needed the IT department at Royal Russell will also be able to help you with this matter (IT@royalrussell.co.uk).

ADDENDUM TO CHILD PROTECTION POLICY

This document is to supplement [Keeping Children Safe in Education September 2019](#) (KCSIE) and has been added as an addendum to the safeguarding policy following the publication of [Guidance for Schools and other Educational Settings](#) on 27 March 2020.

Royal Russell is currently operating in response to coronavirus (COVID-19) which means that the school is operating fundamentally different to business as usual; however, many of the important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first
- If you have a safeguarding concern about any child, you must continue to act immediately and report the concern on the safeguarding platform: [MyConcern](#)
- Nathalie Hart, the Designated Safeguarding Lead will be available for any queries or guidance. Email: nhart@royalrussell.co.uk or Mobile number 07850 518 642.
- It is essential that unsuitable people are not allowed to enter the children's workplace and/or gain access to children. Staff should be extra vigilant when working online remotely with children to ensure that they continue to be protected when they are online.

Royal Russell should, as far as is reasonably possible, take a Whole School approach to safeguarding. This will allow us to be confident that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining our child protection policy.

Vulnerable Children

Vulnerable children include those who have a social worker and those children and young people who have an EHCP plan. Please click the link above to read more about vulnerable children.

Attendance

Pupils are asked to register via Firefly, our online platform.

The DfE has introduced a [daily online attendance](#) form to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and enables the school to provide accurate, up to date data to the department on the number of children taking up places.

Staff Training and Safeguarding Induction

Where new staff are recruited, or new volunteers enter the Royal Russell Community, they will continue to be provided with a safeguarding induction, which may be online. They will also be given access to an up to date Safeguarding and Child Protection Policy, to part 1 of KCSIE 2019 as well as be shown how to use MyConcern.

Children moving Schools and Colleges

It will be important for any school or college whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. The receiving institution should be aware of the reason that the child is considered vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHCP plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL level, and likewise between special educational needs co-ordinators, Ms Kate El Asmar (Senior School) and Ms Henriette Smith (Junior School). However, it is acknowledged this may not always be possible within the shortest timescale.

Safer recruitment/ Volunteers and movement of staff

Where Royal Russell is recruiting new staff, the School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact to verify identity but the documents used will be checked face-to-face once the School is able to do so.

Mental Health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home. Please click on Mental Health for the most recent Government advice.

Nathalie Hart Designated Safeguarding Lead - 30 March 2020



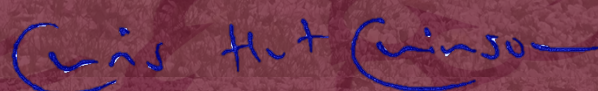
 **STAY AT HOME**

PROTECT THE NHS

 **save lives**



With best wishes,



Chris Hutchinson
Headmaster