

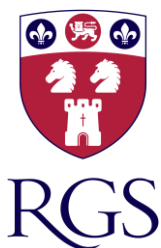


**SENIOR SCHOOL
RETURN TO
SCHOOL
LOGISTICS**

SEPTEMBER 2020



RGS



SENIOR SCHOOL RETURN TO SCHOOL LOGISTICS - SEPTEMBER 2020

The following paragraphs cover each phase of the school day in turn:

ARRIVAL

This will be staggered and via different access points

We would ask that starting Tuesday 8th September students are to arrive as follows, please:

Year 7 – via Main Reception: 8am – 08.15am
Year 8 – via Main Reception: 8.15am – 08.30am
Year 9 – via Main Reception: 8.30am – 8.45am
Year 10 – via Church Gate: 8am – 8.15am
Year 11 – via Church Gate: 8.15am – 8.30am
Lower Sixth – via Church Gate: 8.30am – 8.45am
Upper Sixth – via Brandling Entrance: 8.30am – 8.45am

There will need to be some exceptions to this, of course:

For families with children in more than one year group who arrive together, the whole group may enter school at the earlier of the times listed above.

School will be open and supervised from 7.45am, and arrivals between 7.45am and 8am are fine (via Main Reception), in the circumstance that children cannot be dropped off at the later specified time. *No arrivals before 7.45am though.*

On arrival, all site users will pass through a temperature check station and be asked to sanitise their hands.

PRE-SCHOOL PROVISION

School will be open and supervised from 7.45am.

On arrival, all students will be asked to move to an allocated fixed base ('bubble'). They have access to classroom spaces in that base to prepare themselves for the day ahead. The fixed bases are:

Year 7 – Main Hall (downstairs)
Year 8 – Section of Maths and a section of Main Hall (upstairs)
Year 9 – Rest of the Main Hall (upstairs)
Year 10 – Economics/Politics /Psychology area
Year 11 – MFL area
Lower Sixth – Downstairs Sixth Form Common Room (classrooms will be in sections of Science and Maths)
Upper Sixth – Upstairs Sixth Form Common Room and Library (classrooms will be in sections of Science and Maths)

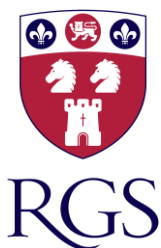
Please note that the Library will only be accessible to Upper Sixth students for the early part of the term but study spaces within fixed bases will be available and the library are putting in place arrangements for students to borrow books as usual.

Owing to the lockdown in March, many lockers still contain students' possessions from the last academic year. All students are asked to bring their keys back in and we will organise time for them to empty those lockers. Once this has been done students will be allocated lockers, as far as possible near to fixed bases. This may take a few days for us to organise but, as good practice anyway, students are asked to bring in as little non-essential equipment as possible.

PASTORAL TIME

We are making changes to normal arrangements.

Morning registration will continue at 8.45am, but students will continue immediately in to



lessons after this time, with Form periods and assemblies occurring at the end of the lunch break instead. The relationship between Form Supervisor/Head of Year and the children is a critical function in supporting welfare so we were very mindful in prioritising its positioning to best continue to facilitate that.

On assemblies, we are very conscious of limiting large gatherings, so we will use technology that will allow all our main assemblies to be broadcast to the whole Senior School, to students and teachers in their Form rooms via Teams. This will also happen routinely for the regular Year Group assemblies, but we do have the option to bring these students together in a socially distanced manner in one of our larger spaces at times where need arises.

Unfortunately, we will not be in a position to run Tutor set meetings or House assemblies whilst maintaining the 'bubble' system, which means that we are putting these on hold for September until we can establish a new meeting structure using technology that is accessible in school. In the meantime, Tutors and House leads will be using Teams to communicate with their groups, and to stay in touch.

LESSONS

These will be operating in line with our normal timetable, but at the same time upholding the following priorities (set out for us in the government guidance):

- Each year group operates in year group 'bubbles'.
- Apart from transitory contact in corridors, those 'bubbles' must be maintained.
- With the exception of corridor spaces/toilets, any equipment or spaces used by one 'bubble' will be cleaned or quarantined before use by another 'bubble'.
- Within a 'bubble', where social distancing cannot be maintained, then seating will be forward facing or screens will be in place to protect students and staff.
- Staff are to maintain a 2m social distancing between all other people on site.

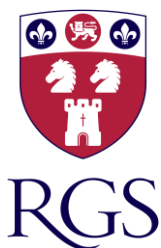
This means that the majority of lessons for students will take place within the rooms in their allocated fixed base, with teachers moving between classes rather than students moving.

However, in setting this up we were very mindful that there are many subjects where specialist equipment is needed at times, including: Art/Computer Science/Drama/EDT/MFL / Music/Science/Sport. For some of these lessons, students will be asked to leave their fixed base to attend classes in these department bases to make use of this equipment. This will be quite common for most students, and so, when this happens, students will be asked to following travel patterns to minimise transitory contact with other year group 'bubbles'.

So you are aware, we are adjusting our lesson times to accommodate various changes to school routine. The new times are as follows:

08.45 – 09.55	P1 (to include 10min registration of class)
09.55 – 10.15	Break
10.20 – 11.15	P2
11.20 – 12.15	P3
12.15 – 13.25	Lunch (including pastoral time/assemblies)
13.30 – 14.25	P4
14.30 – 15.25	P5
15.30 – 16.30	Extra-curricular time/departure

Clear expectations on general, and in particular hand, hygiene are very important, and within each 'bubble', students and staff will be expected to sanitise hands at the beginning/end of each lesson, and should wash their hands thoroughly throughout the day. Teachers will advise on this regularly, and facility adjustments have been made to accommodate this. Where a class is working outside their 'bubble' (e.g. in a specialist space) the teacher will additionally direct the students to clean their work station at the beginning and end of each lesson using materials provided in the room. This will be in addition to the extra cleaning routine that we have established in school and supported by a team of domestics working around the school throughout the day.



We will be expecting students to wear normal school uniform in school, with the exception of Games days, where we will ask that students come in to school in school games kit with a school tracksuit. PE/swimming lessons and sports practices / fixtures will however continue and we are establishing a changing room plan to ensure that students can safely change on non-Games days whilst maintaining social distancing and good hygiene procedures. Sports teachers will direct their groups on this on arrival at sessions. Please note that this may have some impact on the length of activity in lessons.

Individual music lessons in school will restart in school, subject to the same constraints as academic lessons, and the Head of Performing Arts, Mr Zlatan Fazlic, will be separately contacting all those students that this impacts with further details on the process and changes necessary to accommodate this. If parents have any questions on this in the meantime they can contact Mrs Jill Graham (j.graham@rgs.newcastle.sch.uk), as usual.

Please note, Sixth Form students will no longer be able to leave the site during the working day, I am afraid, and must now stay in school until the end of their last taught lesson or pastoral time (whichever is later). Once they leave the site they will not be able to return that day.

BREAK/LUNCH TIME

This is the most challenging period of the day for the school to manage safely, and so we have had to make some significant adjustments here

The key points are:

- Students will have a break between Period 1 and Period 2, but there will be restrictions on movement at this time restricting them to their fixed base/set toilet areas. Supervision allowing, we are still looking at options for outdoor space access too at this time. No access to vending machines or coffee bars is possible, so students will need to bring in their own fruit/snacks for this time.
- All lunchtime extra-curricular activity will be moved to the end of the day to reduce movement of students.
- Each year group will use the Dining Hall twice a week for a hot or cold lunch, with packed meals delivered to fixed bases on the other days. Any students who prefer to bring their own packed lunch may do so, though we are keen to minimise food waste. Normal lunch fees will be charged unless the family has opted out of school provided lunches for the whole term.
- The lunchtime routine for each year group will be a rotation of: lunch/outdoor play or indoor time in their fixed base, followed by formal pastoral time.
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For planning purposes, the Dining Hall days for each Year Group are as follows:

Year 7	Year 8	Year 9	Year 10	Year 11	Lower Sixth	Upper Sixth
Wed	Mon	Tue	Mon	Tue	Mon	Tue
Fri	Thu	Wed	Thu	Fri	Fri	Thu

EXTRA-CURRICULAR/CO-CURRICULAR TIME

This will be restricted to groups within 'bubbles'.

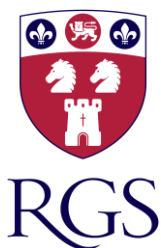
To help organisation of the lunch period and to facilitate a more ordered departure, we have made the decision to move lunch time activity of this nature to the end of the day and we expect to establish an activity programme to run from 3.30pm. This will run using the same priorities set out earlier in the section on Lessons.

DEPARTURE TIME

This will be staggered for all.

At end of timetabled lessons students will have three options open to them each day:

- Extra-curricular activity attendance.



- Leave school and head home.
- Stay in their Fixed Base for quiet study.

For those going home immediately there will be fixed exit points and times as follows:

Exit window 1: 3.30pm – 3.40pm

- Lower Sixth via Main Reception.
- Upper Sixth via Front Gate near the Sixth Form Area or the Church Gate.

Exit window 2: 3.40pm – 3.50pm

- Year 7 via Main Reception (will be released class by class).
- Year 9 via Front Gate near the Sixth Form Area (will be released class by class).
- Year 10 via Church Gate (will be released class by class).

Exit window 3: 3.50pm – 4pm

- Year 8 via Main Reception (will be released class by class).
- Year 11 via Church Gate (will be released class by class).

For any student missing their departure time, they will need to wait in their fixed base area until 4pm, after which departure will be via Main Reception until 4.30pm.

LATE ROOM FACILITY

We will continue to offer supervised care until 5.45pm, *but no later*.

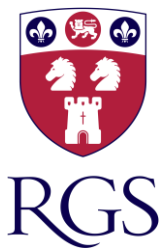
At 4.30pm, all remaining students not in activities will be moved to the Dining Hall and will sit in their 'bubbles'. Departure will be through Brandling Reception on Lambton Road after this time. We will, however, cover Main Reception until 5pm to continue to manage queries that come in.

For activities finishing after 5.45pm, the member of staff running this activity will make specific arrangements for safe departure.

The table at the foot of this letter summarises the arrangements as they currently stand.

ADDITIONAL SAFETY INFORMATION

- We have made additional adjustments across the site to prepare for the safe return of the whole school community. These include social distance markings, temperature sensors, safety screens and new hand sanitising stations.
- We have put in place increased domestic capacity and new routines to support higher standards of cleaning around the site.
- Departments have purchased additional equipment to ensure Covid-19 safe sharing of resources, e.g. safety spectacles in EDT/lab coats in Science.
- Clear medical protocols have been established by our medical team to deal with any suspected case of Covid-19 on site, and to manage the other day to day medical concerns for members of the community.
- Covid-19 risk assessments have been carried out and all actions will be implemented in time for the return of students. These remain under continuous review as the situation continues to develop.



FINAL THOUGHT

Unfortunately, we do need to ask that parents/guardians do not come in to school at any time during the school day without an appointment unless absolutely necessary. Instead please call or email for help/advice on matters. Your understanding on this would be much appreciated.

Following the trial of an online parents' conference with the Lower Sixth last term, we anticipate continuing to make use of this technology for forthcoming academic and pastoral conversations with parents.