

Dear Parents,

I hope you are enjoying a wonderful summer. I am writing with detailed information about the ways in which the Junior School will operate from the start of the autumn term. I am confident that we have found a new set of procedures that strike the right balance between the safety of the RGS community and the delivery of a broad curriculum. As lucky as we are here, there is now significant pressure on the use of facilities due to spacing and the need to avoid cross bubble contamination.

Intro Clip: <https://clickv.ie/w/QToo>

How will school look when all children return?

The school has been split into 4 bubbles, one for each year group. Each class will be situated in their normal room and each bubble will have its own play space. Play and clubs for children in each bubble (year group) are permitted.

The Bubbles

Year 3 Lambton House
Year 4 Lambton House
Year 5 Brandling House
Year 6 Brandling House

What will the curriculum look like?

We have not made significant changes to our curriculum but the year group that will require the most fluidity will be Year 3. As the new intake, we have had no control over what they learnt during lockdown so we are ready, with adaptable plans, to deliver a recovery curriculum. We have a very close eye on Year 5 and 6 as well – 15 welcome new comers to work with. All year groups will receive some baseline testing in September which requires no revision. This will help us shape our schemes of work. For all students, the computing curriculum will be front loaded with the skills and knowledge required for remote learning should it be required.

How often will we wash hands?

Along with distancing, regular handwashing is the cornerstone of our plan to mitigate the risk of infection. **Everyone** will wash (or sanitise) their hands when entering or leaving school, before and after eating and after using the toilet. Hand sanitiser will be available within each classroom, at every entry and exit point and within the main corridor in each bubble.

Who is wearing a face covering?

We are asking that any face covering worn on the way to school are removed and safely secured before you enter school. If a child opts to use one in school, they will be shown how to handle them safely.

How do we get into school?

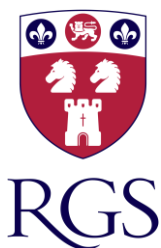
You will be allocated an arrival window, which is to be used as the default. On a morning when a club is to be attended it is fine to arrive at the appropriate start time. For families with children in more than one year group who arrive together, the whole group may enter school at the earlier of the times listed above.

The Arrival Windows:

7.45 – 8.00, 8.00 – 8.20, 8.20 – 8.35

Dry Morning

All Junior School children should arrive at Zone 1 outside Brandling House and follow the markers to the portico. At this point a temperature will be taken by the contactless temperature sensor* and assuming it reads below 37.8 degrees, Y3 and 4 will peel off to the alleyway (with bags) and around to Zone 3 and Y5 and 6 will continue into the



building and through Fenwick Hall (with bags) to the ATP. Each bubble has their own outdoor play space. Those arriving at or after 8.20 report straight to Lambton House (Y3 and 4) or Brandling House (Y5 and 6).

Wet (or risk of wet) Morning

From 7.45, **Y3 and 4** enter Lambton House and at reception, each student will be asked to cleanse their hands and have their temperature taken using a contactless temperature sensor. Children will then process straight to their classroom.

Year 5 and 6 will enter school via Brandling House during the arrival window allocated, using the markers to queue during busier periods. At reception, each student will be asked to cleanse their hands and have their temperature taken using a contactless temperature sensor. The children will then make their way straight to supervised classrooms.

We ask parents, where possible, not to leave their vehicle, not to linger and to practise social distancing. If you need to get a message to reception, phone or email are best and if you need to venture in, please make an appointment. **We certainly still want to hear from you!**

**The temperature sensor looks like a camera on a tripod, you stand a couple of metres away from it and it instantly (well, it takes 1 second!) takes your temperature. It only beeps if you are registering above the threshold.*

Clip: <https://clickv.ie/w/UToo>

How do we leave school? (15:25 – 16:00)

Sadly, parents cannot enter school in order to collect children – this is a safety based, temporary departure from our usual protocol.

You will be allocated a departure window, which is to be used as the default. On an afternoon when a club is being attended, collection will be at its conclusion (if a child is not collected, they will be taken to Late Room).

The Departure Windows:

15:25 – 15:40, 15:40 – 16:00

For all year groups, **on arrival outside school**, parents/trusted adults are asked to email the relevant year group with a message (like below) in the *subject* box. Your email will be acknowledged. Your child will only be released with the correct password:

"3C Jenny Frost – password"

y3@rgs.newcastle.sch.uk

y4@rgs.newcastle.sch.uk

y5@rgs.newcastle.sch.uk

y6@rgs.newcastle.sch.uk

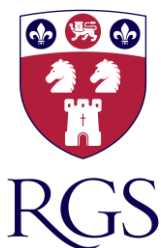
Each inbox is accessed by multiple relevant staff, who will release your child to make their way to the front door. A member of staff will be on hand at the door to connect parent and student. **Please only send the email when you are a maximum of 1 minute away or simply when you arrive, as we must avoid a congregation.** (If you have a technology meltdown, don't panic as the buzzer is still in use. We simply must minimise the number of people using it.)

Year 3 and 4 will leave Lambton House – parents please allow children to come to you rather than you encroach on the entrance (I loathed having to type that!).

Year 5 and 6 will leave via Zone 1 outside Brandling House. Parents please make yourself obvious (star jumps, frantic waving etc) from the railings and leave space at the gate.

How Do We Leave School After 4pm? (Late Room)

Late Room will be available to all children, but the plea is to only use it if you have no other option. On arrival after 4pm, please buzz the intercom at Brandling House and Mrs Evans will initiate the process of getting your child to you. Between 4pm and 4.45pm, even though you have buzzed Brandling House, Year 3 and 4 will emerge from Lambton House!



What should we wear?

School uniform is to be worn please. On days when you have **PE or games**, please wear your sports kit for the whole day. If your sports clubs don't coincide with your games or PE day, please bring your sports kit in a bag and safe changing will be facilitated. On a swimming day, please attend school in uniform with kit in bag. **Year 3 ONLY** may also come to school in PE kit on their swim day (Tuesday).

Sports lessons will take place on the first day of term (8th September), so Year 3 have swimming, Year 5 have games and Year 6 have PE.

What about Extra Curricular Clubs?

Clip: <https://clickv.ie/w/SToo>

There will be no clubs in the first week of term. There are a number of new procedures for staff, children and parents to get used to before we add clubs into the mix. Clubs are an essential part of what we do here but as leader of the Junior School, I need a high level of confidence that we have the right logistics in place before we launch them.

Individual Music 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.

What about playtimes?

Each bubble will have a dedicated outdoor play space and set of equipment (in wet weather play will be in classrooms). **There will be no play with children from other year group bubbles.**

Should we bring a device into school?

No thank you, but don't forget those named, non-Bluetooth, inexpensive, indestructible, reasonably good quality earphones/headphones! A mic function would be very handy too. These will live at school.

What about lunch?

Clip: <https://clickv.ie/w/cUoo>

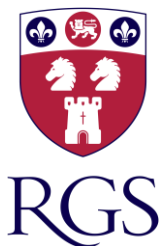
During week 1 (w/c 7th September), Years 3 and 4 will eat a hot lunch in the dining hall and Years 5 and 6 will have packed lunches delivered to their classrooms. Details of our new and improved packed lunches will be forthcoming. In week 2, Years 5 and 6 will eat a hot lunch in the dining hall and Years 3 and 4 will have a packed lunch delivered to their class. This alternating pattern will continue.

What do we do about books birthday cakes and stationery?

As per the guidance, classroom based resources like books and games can be shared within the bubble. Bringing your own stationery as per the Family Handbook is still plan A. Much as it pains me, we are not going to permit the bringing on birthday treats for the class. We will still celebrate and make the birthday boy/girl feel good but no cakes or sweets please.

What if a child has symptoms?

If anyone in school become unwell with a new continuous cough, a high temperature or notices a change to their sense of smell or taste, they will be asked to go home and self-isolate for at least 7 days and have a test. Even if you feel that a high temperature is attributable to another illness, we will still request that the student leave the school site.



How often will rooms be cleaned?

Hard surfaces such as desk tops, chair backs and door handles will be cleaned twice per day. Any room that is shared across bubbles (e.g. computer suite) will be cleaned fully after every use.

What can parents do to prepare?

It would be really helpful if parents talked to children about 2 main issues, reinforcing the importance of hand washing and social distancing. Here is a clip about hand washing: <https://www.youtube.com/watch?v=GyFWbwgf-2Q>. We would also like you to talk through the Student Charter and read the document on preparing for school.

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.
- 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.

Action from you!

In order to plan to a high level of detail, please complete the survey below. I will then get back to you and let you know which arrival and departure window you have been allocated. The deadline for this **is Monday 31st August at 6pm; we cannot proceed until we have all returns.**

https://forms.office.com/Pages/ResponsePage.aspx?id=9c5Mt1ATOkY_9fn6gQjdfm0YFn9mrl9OvdCpR4i3IIRUQzQzN0FXT09KMUVGV1IRMFVIUFZNSIYwVS4u

It is vital that every family feels confident in the measures we are taking. You will know from your own conversations that opinions on Covid safety differ from house to house, and from professor to doctor, so we have used a combination of Government advice and pragmatism to arrive at this current plan. Thank you for your support of our school.

Clip: <https://clickv.ie/w/NToo>

With kind regards,

James Miller