



RUTLISH SCHOOL

Watery Lane, Merton, SW20 9AD

Phone: 020 8542 1212

Fax: 020 8544 0580

Student Absence: 020 8540 3134

E-mail: administration@rutlish.merton.sch.uk

Website: <http://www.rutlish.merton.sch.uk>

Headteacher: Ms L. Howarth

13th November 2020

Dear Parents/Carers,

I writing to inform you that our Governors and the London Borough of Merton have supported my decision to educate Year 9 and Year 10 students remotely from Monday 16th November for two weeks due to rising staff absence. These year groups have been selected as there are already a number of students working at home. Year 9 and Year 10 students will return to school on Monday 30th November.

I also want to reassure you that I have sought advice from the Local Authority and Merton Public Health England regarding the positive cases within our school. The school community remains safe as the incidence is extremely low which equates to less than half a percent.

The school will remain open as usual and all other year groups, Year 7, 8, 11, 12 and 13, are expected to attend school every day.

If you are a parent or carer for a student in Year 9 or Year 10 please read below, thank you.

1. Children who have an EHCP, who are vulnerable or have parents who are key workers may continue to attend school:

- If your son has an EHCP, you will be contacted by a member of the SEN department.
- If you are a key worker and want your son to attend school, please let us know by emailing our attendance office: sue.carruthers@rutlish.merton.sch.uk
- Students should arrive via Mostyn Road entrance at 8.30am in full school uniform, every day.
- Year 9 students should register in **IT1**; Year 10 students should register in **IT3**.
- Students should bring their school books as per their timetable, equipment, packed lunch, water bottle, etc
- Students will need to bring headphones with them as they will be joining the remote lessons delivered for their class.
- Students may buy lunch from the canteen should they wish to.

2. Information for Parents of Year 9 and Year 10 students working remotely

- Students will be working at home from Monday 16th November for two weeks.
- Students should return to school on Monday 30th November.
- Parents must give their permission for your child to access Teams lessons. This has been sent to you via previous school communication.
- **All information about the school Remote Learning Plan and Parent Guide, Teams and Fronter instructions and how to videos can be found on the school website front page in the Home Learning box: <https://www.rutlish.merton.sch.uk/news/home-learning/>.**
- Monday morning will be the first time we are running the system with a large volume of students, please ask your son to be patient if he experiences difficulty with accessing this from home. Please read the Broadband guidance on our website which might be helpful to you.



3. Information for students in Year 9 and Year 10 working remotely

- You must log in to Teams each morning. You will follow your usual timetable. Go to the Teams calendar to access your lesson.
- Please remember to blur your background and mute your microphone.
- You must be working in an appropriate space and be dressed appropriately but this does not need to be school uniform.
- Please read the [Remote Learning Protocol](#) on the website.
- Teachers will register their tutor group and each class on Teams, please be punctual.
 - 8.30am Registration
 - 8.50am Period 1
 - 9.50am Period 2
 - 10.50am Break
 - 11.15am Period 3
 - 12.15pm Period 4
 - 1.15pm Lunch
 - 1.50pm Period 5
- The lesson will start within 10 minutes of these times as teachers have to move around the site.
- Your teacher will either teach the whole lesson on Teams or explain how to complete the work set on Fronter.
- You will be informed how to submit work and the deadline date.
- If you cannot log in or have forgotten your password, please let your Tutor know.

If you have any other queries, contact can be made directly to staff or through the school email admininstration@rutlish.merton.sch.uk. Please make sure you indicate who the message is for as well as your son's name and tutor group.

Thank you very much in advance for your support. We look forward to seeing all Year 9 and Year 10 students on Monday 30th November.

Yours sincerely,



Ms L Howarth
Headteacher

