



# 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](mailto:administration@rutlish.merton.sch.uk)

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

**Headteacher: Ms L. Howarth**

8 June 2020

Dear Parents and Carers

I am writing to explain the plan for all year groups this half term as the Government's scientific advice indicates the transmission rate of coronavirus has decreased and the five key tests have now been met. I apologise for the length of this letter but feel it is important to give you as much information as possible.

The Government has announced a wider opening of schools from Monday 15<sup>th</sup> June, which means we are able to provide some face-to-face support for students in Year 10 and Year 12, however, the safety of young people and school staff will remain our top priority.

The school has followed the Government and Merton guidance on [implementing protective measures](#). There are controls in place to reduce the risk of Covid-19 transmission: to avoid contact with anyone with symptoms, frequent hand washing, good hygiene practices, regular cleaning of the school, minimising contact and mixing of groups. The **school risk assessment** has been approved by the school staff, the Governing Body, union representatives and Merton; this can be found on the school website.

**Year 12 students** will be working on Microsoft Teams participating in pilot lessons this week. From Monday 15<sup>th</sup> June students will receive one online lesson per subject per week. Students will be able to receive guidance from their teacher, ask questions via the chat or audio facilities and receive feedback via audio; student webcams are not allowed. Work will be set for the other lessons that week which students are expected to complete and submit. Each teacher will provide feedback the following week. **Please read the remote learning protocol.** During the online sessions, students must ensure they maintain the same professional and appropriate conduct they would if in school as normal. Students are not permitted to use their own personal devices to record or share any of the information or discussions from the meeting outside of the team. Both Ricards and Rutlish acceptable use policies will apply. Any student found in breach of these rules will be dealt with according to the behaviour policy and safeguarding policy addenda. If you have any issues with your son participating in online learning, please contact [Ashleigh.Cadman@rutlish.merton.sch.uk](mailto:Ashleigh.Cadman@rutlish.merton.sch.uk).

Students who have a lesson on the Ricards site will be taught via google classroom until face to face lessons begin Monday 22nd June. All Year 12 students will be issued with a login from their teachers a timetable will be sent by the end of this week.

**Year 10 students** are invited to attend school one day per week from 9.30 am – 12.30 pm. We are only allowed to have a quarter of the year group at school at any time therefore we have decided upon the best approach to support their learning.

Classrooms have been re-arranged to enable social distancing to be followed. Year 10 students will be split in to small groups (maximum class size of 15) and will receive an English, Maths and Science lesson on their allocated day (Monday to Thursday). Fridays will be used to invite students. Students might not be taught by their usual teacher.

Please reply to the Y10 survey by the **1.00pm on Tuesday** to confirm if your son is returning to school on Monday 15<sup>th</sup> June; the arrangements are below:

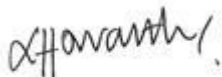
- Any student who is unwell or is displaying covid-19 symptoms should not attend school. Any student who has a pre-existing health condition which increases their risk of Covid-19 infection should follow the medical advice they have been given and should not attend school.



- Your son should arrive at school at 9.20 am to wash his hands before the lesson starts; hand sanitiser will also be available at school building entrances. Mobile phones need to be switched off and placed in their school bag whilst on site.
- We advise all students to walk or cycle to school and avoid public transport if possible. If your son is cycling to school, the bike should be locked up in the cycle racks behind the science building. The Manor House cycle rack has been designated for staff and Sixth Form students.
- If your son is wearing a face covering or gloves to school, these should be removed and put in his bag or put in a bag for disposal in a bin upon arrival.
- Students must arrive in full school uniform, shoes and bring writing equipment and books with them. Students should also bring a full water bottle as the fountains should not be used for hygiene reasons.
- Once your son has signed in, he should go to his allocated room and will be seated at an allocated desk.
- There will be food available to preorder at 9.20 am and collect at 12.30 pm. You will need to pay for this in advance via parent pay. The menu and order form can be found on the school website and will be available to complete when your son signs in that morning. For families eligible for free school meals, if your son orders lunch you will forfeit your eligibility for food vouchers; alternatively, you may pay for the lunch for the day your son is at school.
- At 12.30 pm, students will be dismissed and are expected to go straight home.
- All other learning activities will be posted on Fronter for your son to complete.
- The school continues to be cleaned at the end of each day and additional cleaning is carried out during the day.
- Students and staff are expected to adhere to social distancing guidance at all times. Please note that behaviour policy addendum will apply.
- Students should enter only through Mostyn Road gate. A member of staff will direct them to an allocated room.

We will write to all Year 10 parents and carers with confirmation of final arrangements once we know the number of students intending to return.

Yours sincerely,



Ms L Howarth  
Headteacher

Cc: all staff, all Governors, LB Merton

