

11th June 2020

Dear Parents and Carers,

We are writing to you to confirm arrangements for Year 12 students from week beginning 15th June. We have created an individual timetable for each student which you will find with this letter.

It is vital that each student carefully reads the instructions below that are specific to each school and must follow their timetable specifically.

Rutlish Classes:

Y12 students usually taught in the Rutlish site will now be taught via live online teaching from Monday 15th June. There are trial lessons in each subject taught in Rutlish this week from Tuesday 9th June. Rutlish has taken the step to move to live online teaching because the 6th form building is currently undergoing extensive refurbishment.

From the 15th June, students will receive one online lesson per subject per week, via Microsoft Teams. Logins and passwords have been provided. Students are expected to adhere to the online teaching protocol which requires students to 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.

In order for your son/daughter to participate in live lesson video streaming, in either Teams (Rutlish live online lessons) or Google Meet (Ricards live online lessons) please complete the following form:

Female: [Permission Form](#)

Male: [Permission Form](#)

Ricards Lodge High School Classes:

Year 12 subjects will continue their online work on Google Classroom, following the models established by each subject teacher since lockdown began, until the 22nd June.

From 22nd June to the 17th July, alongside continued work set via Google Classroom students will receive two lessons for each of their Yr12 subjects, either both lessons in person with their teacher on site at Ricards, or one lesson on site and one lesson live online using Google Meet: exact details for each student's sessions will be on their timetable.

It is vital that they ONLY attend the Ricards site for the timetable they have been allocated as we must ensure we follow the DfE guidelines for school reopening as we have agreed with our Governing Board and the staff to ensure we all stay safe and well.

Using Google Meet will be piloted by some specific Ricards staff with their students starting the week beginning 15th June and students will use the same login for this as they do for all their Google Classroom work currently. After the pilot, other subject teachers at Ricards may then also begin shifting their teaching more frequently on to Google Meet live, in addition to the specifics on each students' timetable.

Students are expected to adhere to the online teaching protocol which requires students to ensure they maintain the same professional and appropriate conduct they would if in school as normal. Students can access Google Meet on a computer, or via the dedicated app. 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 sessions. 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.

In order for your son/daughter to participate in live lesson video streaming, in either Teams (Rutlish live online lessons) or Google Meet (Ricards live online lessons) please complete the following form:

Female: [Permission Form](#)

Male: [Permission Form](#)

Any students who are shielding and unable to physically attend the on site classes need to inform their relevant teacher via Google Classroom in advance and they will then be sent a recording of the sessions or given the opportunity to join virtually. All other students should attend as per their individual timetable.

Preparation for coming to lessons on the Ricards site

It may be that your child is worried about attending school for the first time for many months. In order to support their return please can you discuss the content of this letter and our revised school rules in detail. [School Rules - June 2020 updated](#)

Students are to follow the RR6 dress code when attending all sessions and bring all their own equipment to school as it is not permitted to share any equipment. For Dance lessons, students should attend in their dance kit as no changing facilities will be available. Any additional resources will be provided by staff.

They must bring their own drinks as there is no access to the canteen. Any break will happen in the classroom supervised by the teacher. Although they will of course be able to wash their hands in school and have access to hand sanitisers we would ask that they have their own sanitizer with them in any case.

Journey to school

Please can you discuss the journey to school. We are all being advised to walk or cycle where we can and to avoid public transport unless absolutely necessary. If students are travelling on public transport they must have a face covering which is to be removed on arrival to school. As our sessions

start and end outside of rush hour we hope their journey will be less busy and quite straight forward. If they are walking up Lake Road please ask them to walk on the opposite side to Bishop Gilpin School to reduce any congestion. If you are dropping them off at school please note that you must not wait at the school gates in order to support social distancing. If you have any questions please can you contact the school by phone or email so we can minimise the number of people coming into reception at any one time. As you know our reception area is a very small space and we would rather not have to ask you to queue outside if we can help another way.

The start of the session

Year 12 sessions at Ricards run from **9.30 and finish at 12.00pm**. Students must arrive at the **main gate** on Lake Road at 9.30. We regret it will not be possible to admit students who are late. Students will then line up on the markings we have placed inside the grounds and further instructions for the day will be given.

They will then be escorted by staff into school to wash their hands and on to their allocated classroom for that session. Their lesson will take place in that same room and they will only leave it if they need to visit the toilet which will have been allocated to the class.

Class sizes are limited to ensure 2 metre social distancing is maintained at all times and the classrooms have been cleared of any unnecessary materials. Cleaning is happening throughout the day.

When they arrive home we would advise you to put any clothes worn that day through the wash in preparation for their next session.

If your child is unwell on the day of their session they must **not** attend school.

If you think they may be suffering from the Coronavirus you must make arrangements for them to have a Coronavirus test [Ask for a test to check if you have coronavirus \(COVID-19\) - NHS](#) and they must not attend school until that result comes through. If you are notified through the NHS track and trace programme [NHS Test and Trace: if you've been in contact with a person](#) that they have been in contact with anyone who has the Coronavirus they must self isolate at home for 14 days before they can attend school again. Please keep us informed at all times.

Should your child become unwell at school with coronavirus symptoms, staff have the necessary PPE to ensure they keep both the student and themselves safe until you can collect them. During the days when they are in school it is imperative that you make yourself available to us via phone in case of emergency at all times so we can keep everyone safe.

We have all been working hard to make the return to Ricards as smooth as possible but it is going to be different. There are 2 metre markings both in and outside the buildings and toilets. Students will not be able to move around the school freely as they are used to doing and any physical contact with friends is not possible.

Staff will take the time in class to go over the work set, answer questions and teach the lesson and we hope this will help the students continue their online learning which remains the main source of education for the remainder of this term.

