



Parental Handbook: Reopening of Rayner Stephens September 2020

During these unprecedented times I appreciate that families will have thoughts and questions linked to sending their child back to school. The Senior Leadership Team at Rayner Stephens have worked in conjunction with the Local Authority, following all the guidance from Government. This has resulted in a number of changes within school, to support learners receiving their educational provision at the same time as minimising the risk to everyone in the community through continued social distancing. The changes include:

- The school will work in zones and learners will be assigned to a consistent teaching group (bubble) in a specific year group zone. Learners will be taught in normal lesson sizes.
- Year groups will have staggered breaks and lunches and will be assigned to social areas for their year group.
- Learners in KS3 will remain in the same classroom and teaching group for all lessons.
- Learners in KS4 will remain in consistent teaching group for their core subjects and consistent teaching groups for their option subjects.
- Learners in KS3 will not be taught in other year groups zones and will have a central point where they meet their teacher at lesson change overs where required.
- A one-way system is in place within the KS4 zones.
- **There are changes to the behaviour policy** with clear expectations on uniform, equipment and behaviour to support social distancing requirements.
- The school building will only open at 8:40 with lesson 1 starting at 8:45. On arrival into school learners will go straight to their central point.

Attendance

From September 2020 it is mandatory that all learners return to school to minimise, as far as possible, the longer term impact of the pandemic on their education, wellbeing and wider development. Where a learner is unable to attend school because they or their family are complying with clinical and/or public health advice, including self and household isolation, absence will be authorised and will not be penalised. Learners will be expected to access remote education in this eventuality. For further information, please see the attendance policy.

Travelling to school

- We are being advised that as many learners that are able to, should walk or cycle to school. If walking or cycling to school, learners should ensure they maintain social distancing, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights.
- If cycling to school, learners should wash their hands for at least 20 seconds, or use hand sanitizer, before and after cycling.
- Only learners who have a significant physical disability will be able to access the site by car. Learners from different households should not travel together in a car.

Achievement **S**uccess **P**rofessionalism **I**ntegrity **R**espect **E**ndeavour

Rayner Stephens High School Yew Tree Lane, Dukinfield, Cheshire, SK16 5BL **Headteacher:** Ms F. Beach **CEO:** Mr M. Bowler
e: admin@rshs.aspireplus.org.uk **t:** 0161 338 2374 **f:** 0161 338 9200 **w:** www.raynerstephens.org.uk



- Learners should endeavour to pre-book their travel tickets online or to pay using a contactless method. On transport, learners should maintain a 2 metre distance with other people. It is the law that if you are over the age of 11 it is compulsory to wear a face covering when on public transport. Learners should politely adhere to all guidance given by transport staff. Try not to touch surfaces or your face and wash your hands as soon as possible after your journey.
- You can find a poster about travelling on public transport [here](#).

Uniform and equipment

- All learners are expected to wear full school uniform.
- Learners will be required to attend school in their PE kit on the days they have PE. Learners who have the PE kit hoody can wear this to school. Learners without the hoody must wear their PE kit with their school jumper and blazer.
- False nails are not to be worn, and nails should be kept short to lessen the risk of transmission on surfaces.
- Learners should wear no Jewellery, this includes watches.
- All learners should come to school with the appropriate equipment. Rayner Stephens are not allowed to provide stationery for learners to borrow during these times. If learners are unable to bring equipment we will have to charge a minimal fee. Learners will be provided initially with a green pen, yellow highlighter and board marker. After this point it is the learner's responsibility to have these items as part of their equipment.
- Learners will require a scientific calculator.
- Tissues are part of the school's equipment expectations therefore, please can we ask that all learners come prepared to school with tissues as the school will be following the NHS guidance on catch it, bin it kill it.
- Learners are required to wear face coverings in all communal areas of the school building. Face coverings must be plain in colour. If learners choose to wear a face covering in lessons it must be worn consistently throughout the school day. A letter on face coverings was sent to parents on Friday 28th August and will be available on the website.

Arrival and departure from school

- If your child is arriving to school by car, you will be unable to enter the school site. Please arrange a drop off/ collection point with your child at an appropriate place away from the school site.
- Learners will be expected to line up outside school using the social distancing markers at either ASV for years 8 and 9, student reception for years 10 and 11 and main reception for years 7. All learners will exit the building via their entry points.
- On entry to the building all learners must use the hygiene stations.
- On departure from the building, learners must use the hygiene stations.
- Learners are not allowed to loiter on the school site and therefore must leave immediately via the designated exit point given to the learner. Learners that are walking home must continue to follow the 2 metre social distancing expectations.
- School will close for all learners by 2:45 unless learners are remaining on site for planned extra-curricular activities or detentions.

Movement around the school and in classrooms

- The school will have a one way system for KS4 learners. All learners will have this system explained to them on the first lesson they have in school. Learners will only be able to go up or down specific staircases. Learners will have to go outside, within the school building to access the opposite side of school for their option subjects.
- Learners in KS3 will have year group zones that they must remain in.

- Learners will be expected to move around school in single file and keeping to the left of the corridors.
- Learners will have central points where they line up for their next lesson and meet their teacher. The central points are outside so learners will benefit from having a coat or umbrella with them.
- There are hygiene stations in all classrooms and all learners must use these as they enter and exit classrooms.
- Learners will be sat in rows. The tables allow for learners to sit side by side at each table. Learners desks will be labelled.
- If a learner is taking part in ICT they will be required to clean the equipment prior to and after using it to ensure it is appropriately sanitised.
- The class teacher will be required to keep a 2 metre distance from learners.
- It is an expectation that during social time all learners wash their hands and continue to follow the two-metre social distancing measure. There will be supportive posters and guidance visible for all learners.
- Learners will be expected to wash their hands before and after lunch.
- There will be no water fountains in school, all learners are recommended to bring water with them.
- Learners will have staggered lunch breaks and there will be grab bags and a limited hot food selection available. All parents will be required to use parent pay as the canteen is a cashless system.
- During social time all learners are required to be seated, facing forward and side by side whilst in the dining areas.

The learning zones

- Year 7 – Upper North (MFL/Music/Drama corridor)
- Year 8 – Lower North (English Corridor)
- Year 9 – Science block
- Year 10 – Lower South (Maths corridor with access to ICT/D&T/Science)
- Year 11 – Upper South (Humanities with access to ICT/D&T/Science)
- Aspire Centre KS4 – Current Aspire centre
- Aspire Centre KS3 – Next chapter

Form time

- To allow for staggered social times form time will take place prior to lesson 3. Therefore, on arrival at school all learners will go straight to their central points to meet their lesson 1 teacher.
- Learners in year 8 and 9, their form groups will be their consistent teaching groups(bubble)
- Year 11 learners will be in forms groups which are their core subjects teaching group.
- Year 10 learners will remain in their current forms
- Year 7 learners will begin in form groups but this will move to their set teaching group (bubble).

First aid

- You should not send your child to school if they or anyone in their household are displaying any of the symptoms of coronavirus:
 - High temperature
 - Persistent cough
 - Loss of taste/smell

This includes the symptoms considered that children show including;

Abdominal pain
Sickness
Diarrhoea
Loss of appetite

- If your child is unwell for any reason and unable to attend school, you must contact the school's office before 9 am to notify us of the reasons for absence.
- If a learner becomes unwell during the day they will be directed to reception. Parents will be called to collect their child from school. If your child is showing signs or symptoms of Covid the learner will be asked to self-isolate for 10 days and siblings and other household members will be required to self-isolate for 14 days. Families should ensure all learners get tested and inform the school of the result and who they have been in close contact with to enable the process of track and trace. If the test is positive, your child will need to self-isolate for 7 days and everyone else in their house for 14 days. If the test is negative they will be allowed access back into **school 48 hours after the symptoms have stopped.**
- **If your child does receive a positive test the school is required to alert Public Health England local health protection team who will advise the school of any necessary next steps.**
- You can book a test for your child or anyone in your family [here](#) or by ringing 119.
- You must notify school of the outcome of your child's coronavirus test, regardless of whether this is positive or negative.
- If the school receives information regards a positive test all learners who have been in close contact with the individual for longer than 15 minutes will be sent home and will need to arrange a test. Or any individual who has had any face to face contact within a metre.
- If your child does test positive you need to follow the government guidelines about self-isolation. You can find further information about this at the following websites:
 - Government's Coronavirus website: [click here](#)
 - NHS Coronavirus website: [click here](#)
- **For further information on local lockdowns please see the attendance policy.**
- Learners are advised to inform staff of signs of dermatitis i.e. itchy, dry or red skin.

Zones

- The school has been arranged into a Zonal system. The system is there to reduce the contact that staff and learners have with each other. Staff and students will be assigned to different zones. Within the zones there will be consistent classrooms and learners will remain in their classrooms.

Behaviour

- Please refer to the school's behaviour policy and amendments during these challenging times.
- All students should attend school with an enthusiasm to learn and demonstrating mutual respect.
- Risk assessments are in place in school to ensure safety. This means there are a number of constraints in place, including social distancing, following the one-way system, keeping to the left, remaining in your classroom and staying within your allocated zones. If learners fail to follow the health and safety expectations, they will be receiving consequences.
- Detentions will be taking place after school and within social times. Please refer to the school behaviour policy.

- Learners who fail to comply with the health and safety requirements of the school will require a risk assessment with a senior leader. All liaison with school staff will be via telephone.

Communication with staff

- During these difficult times there will be no access to parents on school site. Therefore, we request that if you would like to have a meeting with a member of staff this will be conducted via telephone. Please ring reception, inform them of who you would like to speak to and why. Reception will forward the information to the relevant member of staff.
- If the contact is urgent and is a safeguarding concern, please inform reception when you call.
- With apologies, unfortunately, we will not be allowing parents to enter the building and all parents must wait beyond the school gates to collect their child.
- Please can we ask that you ensure all learners have the correct uniform, equipment and personal belongings (keys etc) packed the evening before school to prevent learners contacting families and asking them to bring items to school.

Toilets

- The school will have 3 toilet blocks to minimise the contact of learners within zones. Year 7 and 8 will have a KS3 toilet, year 9 learners will have their own toilets and year 10 and 11 learners will share toilets. During social times where toilets are shared the year groups will have different social breaks. Learners will be expected to use these toilets during social time not lesson time.

Site Preparation

- In line with the guidance from the Local Authority, the school has an appropriate risk assessment in place to ensure the health, safety and wellbeing of all our school community. Appropriate safe distancing and supportive signage is in place around the school to remind all learners of our expectations. The school will also be cleaning the school site in line with the guidance that has been issued which is linked to government requirements within a non health care setting.

School day

	Arrival & Central point	Lesson 1 8:45-9:45	Lesson 2 9:45-10:45	Break 10:45-11:15		L3 11:15-12:15	P4 & Lunch 12:15-1:45			P5 1:45-2:45	P6 2:45-3:45 Enrichment
Yr 7	8:40-reception-Canteen	L1	L2	Break Canteen	Form	L3	L Canteen	4	4	P5	
Yr 8	8:40 ASV to crush hall	L1	L2	Form	Canteen	L3	4	4	L Canteen	P5	
Yr 9	8:40 ASV to Science block	L1	L2	Break HALL	Form	L3	4	L Hall	4	P5	
Yr 10	8:40-S entrance straight Quad)	L1	L2	Break QUAD & social area	Form	L3	L Hall	4	4	P5	
yr 11	8:40 S Entrance (QUAD)	L1	L2	Form	Break/ QUAD & social area	L3	4	4	L Hall	P5	