



Church of England School  
Head of School: Mrs N J Adamson MA NPQH

Dear Parents/ Carers,

### Arrangements for September 2020

I am writing to give you information about how Bishop Ramsey will be operating in line with Government guidance in September.

I am pleased to confirm that we will be fully open for all students in all years. In order to comply with health and safety law we have put in place a series of measures for the protection of everyone. These include:

- A requirement that any student who has coronavirus symptoms, or who has someone in their household who does, does not come to school
- Increased hand washing facilities and a requirement to use them on arrival at school and regularly through the day
- Continuing to follow the 'catch it, bin it, kill it' approach to respiratory hygiene
- A requirement for anyone who experiences symptoms during the school day to notify us immediately. They will be sent home to be tested. We will also engage with NHS Test and Trace and follow PHE guidance
- Enhanced cleaning of the school, particularly frequently touched surfaces, using standard products such as detergents and bleach
- Changed organisation of the way teaching and learning take place to include consistent groups (or bubbles) to minimise, as far as possible, the contact between individuals.

In practice what this means for students is described below.

### Classroom organisation

Students in Years 7, 8 and 9 will spend most of the week taught in a single Form bubble as much as possible in a particular classroom. Their teachers will move to them for lessons. For specialist subjects (science, art, food technology, drama, music, ICT and PE) they will move to specialist rooms, which will be cleaned before and after they use it. For these subjects, students will be in half-year bubbles to minimise the risk of infection, while allowing the teaching of the full curriculum.

Years 10 to 13 will be taught in rooms dedicated to their year groups but will move from room to room for their different subjects. For these year groups, the year group will be their bubble throughout the school day.

Each student will have both of their core PE lessons on the same day each week. On that day they should come to school in their PE kit, so they do not need to change.

### Breaks and Lunchtimes

Students will be kept in year group bubbles throughout breaks and lunchtimes, allowed to mix freely with members of their year group but kept apart from students in other year groups. To achieve this breaks and lunchtimes will be staggered, with different year groups allocated different times and different areas of the school in which to play and gather.



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### **The start and end of the school day**

The formal start of the school day will be staggered so that Years 7, 8, 9 and 12 arrive for form time at 8.40 am, with Years 10 and 11 being registered with their form tutors at 8.55 am. At the end of the school day Years 7, 8 and 9 will be registered at 2.45 pm and then leave, while Years 10, 11 and 13 will have form time until 3.10 pm.

All students will arrive and leave through the Warrender Way entrance, with the large gate thrown open so that social distancing is facilitated. On arrival, all students will be directed to their Year Group muster point. Students who arrive early should make their own way to their Year Group muster point.

### **Travel**

All students are encouraged to walk or cycle where possible to reduce the need for using public transport. Where public transport is necessary, please ensure that students follow the TFL guidance regarding distancing and the wearing of masks.

The 696 route will stagger the two buses to coincide with our staggered arrival times. A timetable will be sent out before the start of term. It is important students get the right bus for their arrival times. We are expecting the restriction on passenger numbers to change over the summer and we will monitor this.

### **The start of the school year**

In order to ensure that the measures we are implementing are effectively managed and also to ensure that the school is best placed to provide a seamless education in the uncertain future, the Trustees have agreed that the start of term will be delayed by a day. The start of the school year for students will therefore be as follows:

#### Friday 4th September

Year 7 students will start school at 8.40 am

Year 12 external students will start at 10.00 am, finishing at 12.30 pm

Year 13 students will have interviews with their Form Tutors.

#### Monday 7th September

Years 7, 8, 9 and 12 should arrive for 8.40 am

Years 10, 11 and 13 should arrive for 8:55 am.

### **Other important points**

- All students should wear full school uniform from the start of term.
- We regret that in order to minimise the danger from the spread of Coronavirus, the Choir form has been temporarily disbanded. As it runs across year groups it poses an increased risk of the spread of any infection. Members of Choir Form will revert to their original House Forms.
- Students in Years 8, 9, 10 and the Sixth Form should bring their electronic devices to school each day. Our experience of lockdown has increased our use of information technology in lessons. If you are facing difficulties with purchasing, repairing or replacing devices please contact Miss Wells on [cwells@bishopramsey.school](mailto:cwells@bishopramsey.school)
- We regret that, for reasons of hygiene, students will not be permitted to use their lockers.
- Work that has been set since lockdown will remain on Show My Homework during the summer break. Students are encouraged to catch up work they may have missed. Further details about specifically designed catch up programmes will be available in September.
- Separate letters to students and parents in Years 11 and 13 will be sent to explain the processes for results days and enrolment into Bishop Ramsey's Sixth Form.

**Future correspondence**

Parents and carers will understand that these arrangements are subject to change in the light of the developing local and national situation. Our plans also need to be formally risk assessed by the Trustees of Veritas Educational Trust. We will therefore contact you again in late August to confirm or amend the arrangements for the start of the school year. We will also provide more detailed guidance for students in each year about their base rooms and muster areas, so that they can come to school on the first day with a clear idea of where they need to go.

It only remains for me to wish you a safe and happy holiday and to tell you that I am greatly looking forward to working closely again with the staff and students of Bishop Ramsey.

Yours sincerely

A handwritten signature in black ink, appearing to read 'AW', followed by a period.

**Andrew Wilcock**  
**CEO Veritas Educational Trust**  
**Headteacher of Bishop Ramsey School from September 2020**