



25th August 2021

Dear Parent/Carer,

On behalf of all staff at Sir William Romney's, I am delighted to welcome students back to school from Thursday 2nd September. We are extremely excited that all students will again be able to attend a full, broad and balanced curriculum. This letter will not only confirm start of term arrangements but also provides important information about lateral flow testing and other Covid-19 measures that will remain in place at the start of the new term.

I. Covid-19 Lateral Flow Testing

You will be aware that secondary schools are required to carry out lateral flow device testing on students attending school.

Testing is important because students without symptoms could be carrying the virus and may spread it to others. This testing will support the school to operate as safely as possible by identifying those who are asymptomatic that might otherwise not be detected, causing the virus to spread further.

A team of support staff have been trained in lateral flow device testing and they will assist students in self-administering the test in an area in school that has been set aside for testing. Parents/carers should be aware that two tests are required for each student and these will be three to five days apart. Before students can be tested we require parental consent. We would therefore be grateful if you could complete the form for consent using the link below:

[COVID-19 Consent Form](#)

A copy of the Privacy Notice which gives details of how the information on the form will be used is attached for your information.

As long as a student's result is negative, they will be able to continue to access school. If however a student tests positive, it will be necessary for parents/carers to collect them from school. The student and their family will then need to self-isolate in accordance with Government guidelines.

Should parents/carers decide that they do not wish their child to be tested, I would be grateful if they would complete the appropriate box on the consent form. The child will still be able to attend school.

Details for testing and attendance at school are:

- Thursday 2nd September: **Year 7** students in school all day – testing will take place before lessons

Year 10 students to attend for testing only as follows:

Surname A-F	between 11.30am and 12.15pm
Surname G-M	between 12.15pm and 1.00pm
Surname N-S	between 1.45pm and 2.30pm
Surname T-Z	between 2.30pm and 3.15pm





- Friday 3rd September: **Year 7** and **Year 10** in school all day

Year 8, 9 and 11 students to attend for testing as follows:

Year 8 students to attend for testing only:

Surname A-F between 9.00am and 9.20am
Surname G-M between 9.20am and 9.40am
Surname N-S between 9.40am and 10.00am
Surname T-Z between 10.00am and 10.20pm

Year 9 students to attend for testing only as follows:

Surname A-F between 11.30am and 11.50am
Surname G-M between 11.50am and 12.10pm
Surname N-S between 12.10pm and 12.30pm
Surname T-Z between 12.30pm and 12.50pm

Year 11 students to attend for testing only as follows:

Surname A-F between 2.00pm and 2.20pm
Surname G-M between 2.20pm and 2.40pm
Surname N-S between 2.40pm and 3.00pm
Surname T-Z between 3.00pm and 3.15pm

- Monday 6th September: All students in school for normal lessons
Students will be taken out of lessons for their second test over the following 2 days

Upon arrival for testing all students should report to the Main Hall.

If you have any questions about lateral flow device testing please do not hesitate to contact Jacqui Green, PA to the Headteacher by email at j.green@swr.gloucs.sch.uk.

Our comprehensive risk assessment is currently under review and will be available on our website before 1st September. However, this letter will outline the main changes that students, parents and carers will need to know ahead of students returning to school.

2. Timetables & Lessons

In order to allow all students to return to school, the government has removed the 2m social distancing requirement for students. However, all staff must continue to observe 2m social distancing during lessons and other times across the school day.

Again, I am delighted to confirm that all year groups will follow a full timetable and be able to move around the school to attend lessons in subject specific areas. Please be assured that students in Year 7 will receive assistance and support in navigating themselves around the school site.

PE Lessons

All students will continue to participate in timetabled PE lessons. Changing rooms will now be open and used by all students. This means that students should wear full school uniform at all times and use the changing rooms at the start of PE lessons.





3. Attendance

Department for Education guidance clearly states that school attendance is mandatory from their official start date next week.

As usual, schools will continue to be responsible for recording attendance, following up absence and reporting students missing education to the local authority.

A small number of students will be unable to attend in line with public health advice to self-isolate because they either have Covid-19 symptoms or they have received a positive test result. There is no longer a requirement to isolate if another member of your household has been instructed to isolate.

Department for Education guidance also states that all children previously confirmed as clinically extremely vulnerable (CEV) will have their shielding status reviewed by a clinician. The school will request a copy of shielding letters sent to CEV students to confirm that they are advised not to attend school.

Students who are not able to attend school because they are following the above government guidance will continue to receive remote education through directed tasks on Microsoft Teams.

4. Masks

Face coverings are no longer required for students, staff nor visitors in classrooms or communal areas. Students will however be expected to wear face coverings on private coach and public bus services.

Face coverings do not need to be worn when students are outside and there is not an expectation that they should be worn during PE lessons and other subjects where there might be strenuous activity.

Students and staff who are exempt from wearing face coverings on the basis of medical grounds will not be required to wear one when inside the school building.

5. Uniform and Equipment

Students will be expected to wear full school uniform every day. Please refer to our website for clarification on uniform expectations.

Due to risk assessments, we are unfortunately unable to provide equipment to students. Therefore, all students must bring the following equipment to school:

- A selection of blue, black and green pens
- Pencils, ruler and eraser
- Rounded scissors
- Glue stick
- Scientific calculator

Students will now be able to use their lockers.

6. Minimising Contact

All students will have access to the main canteen which will serve hot and cold food to all students. Students will not have access to water fountains and will need to bring a sufficient amount of water to last throughout the school day.

7. Good Hygiene

Good hygiene and cleanliness will be everyone's responsibility.





Students and staff will be required to thoroughly wash or sanitise their hands during every movement or entry to buildings or classrooms. Hand sanitisers will be located in every classroom and entrance to buildings.

Anti-bacterial spray/wipes/paper towels will be available in every classroom. Students will need to clean their own desk at the start of every lesson to ensure that the area is clean.

Posters promoting good respiratory hygiene will be displayed in classrooms and tissues will be available for use. Students will be expected to use the tissues when sneezing and deposit in the bins provided. Students will then be instructed to again wash/sanitise their hands.

8. One-Way System

A clear one-way system is in place across the entire site. Students are already familiar with most of the one-way system but maps and signage will be clearly displayed across the school. All students and staff are expected to adhere to the one-way system.

9. Behaviour Expectations

Students will be expected to follow our Behaviour for Learning policy at all times. The reviewed policy addendum is already available on the Covid-19 section of our website. In advance, I would like to thank parents and carers for their support in ensuring that students understand the importance of good behaviour and not putting either themselves or others at risk of harm.

Looking Ahead

I would like to thank all our students, families and staff across the school for their continued support and resilience over what has been a challenging eighteen months for us all. I am very confident that the year ahead will be full of positive learning experiences in the classroom and across our extensive extra-curricular programme that is in place for the start of the new academic year.

Thank you as always for your support and please do not hesitate to contact me with any queries relating to students' return. Please feel free to email me by using the following email address:

admin@swr.gloucs.sch.uk

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jon Bell', is written over a horizontal line.

Jon Bell
Headteacher

