

Student Well-being, Health and Attendance

Safeguarding and Mental Health

The safety and wellbeing of all students at Rossett is our primary concern. We have enhanced our already strong culture of safeguarding and student welfare support to ensure we are able to quickly identify any students who may need help coping with the impacts of the pandemic. Our staff are well trained to identify welfare concerns such as any mental health issues, and we have robust procedures in place to ensure rapid and effective action is taken.

We also continue to work closely with external support agencies such as Just B, CAMHS, Children's Social Care and Early Help to support our young people. Our updated Safeguarding Children Policy will be available on the school website from the beginning of the new term and staff will be trained in new aspects of government guidance around safeguarding before your child returns.

If you have any questions about safeguarding or you are concerned about your child, or any other young person in our school community, please contact our Designated Safeguarding Leads (DSLs): Mr Royles (droyles@rossettschool.co.uk), Mr Saunders (psaunders@rossettschool.co.uk) or Mrs Woolaston (cwoolaston@rossettschool.co.uk)

Attendance

Excellent attendance at school is paramount to success and we know many students are really looking forward to returning to school and learning again with their teachers. We do understand that some students will be anxious about their return to school in September. Therefore, we will ensure they experience a thorough induction back to school, so they feel supported, confident and ready to continue their learning with us.

The Department for Education has reinforced the following expectations from September 2020:

- Attendance for all students is mandatory;
- Parents are responsible for ensuring regular attendance by their child (regular is defined as no more than 5 days off per academic year);
- Schools must resume their responsibilities in recording and following up absence;
- Schools can issue sanctions, including fixed penalty notices in line with the local authority's code of conduct for unauthorised absence.

At Rossett, we will only refer to the local authority for legal action as a last resort where absence has not been authorised by the school. Please note absences caused by imposed self-isolation due to Covid-19 symptoms or as a response to the track and trace system will be authorised.

Please also note that we will not be authorising any term time absence for holidays. We must stress that parents and carers communicate with the school if their child is to be absent for any reason through the school absence line 01423 564444 (option 1).

Please see the table in Appendix 1 to give you guidance in managing your child's attendance in light of any possible symptoms of Covid-19. This handy table helps you to quickly locate advice on what to do next.

Please also ensure you are also up-to-date with the latest government guidance around self-isolation for households found [here](#).

Hygiene

It is critical that your child understands their responsibilities in ensuring they are implementing excellent personal hygiene measures. Please go through the following hygiene expectations with your child so that they are ready for their return to school:

- In addition to hand-washing facilities, Hand sanitiser stations are available throughout the school. Your child should use these stations throughout the day, especially upon entering and exiting the building, before and after eating and before and after removing a face covering.
- Additionally, we ask that you provide your child with a pocket-sized hand sanitiser to use on their journeys to and from school, and in school, where necessary.
- Each classroom has tissues to allow your child to follow the 'catch it, bin it, kill it' guidance when sneezing.
- Your child should not share equipment, such as pencils and pens.
- Your child should observe social distancing in school where possible.

Clinically Vulnerable Students

We understand the return to school may be a particularly anxious time for those students who have underlying health conditions which make them clinically vulnerable in relation to Covid-19. We recognise that this small number of students may need additional safety measures in place. We have records of our students who fall into the clinically vulnerable category and their parents will be contacted by our First Aid and Health Manager, Mrs Rogers, prior to their return to school to ensure that we are aware of any special adaptations we need to make for them. Please be aware that we will require you to speak to your child's GP/consultant/nurse to provide medical advice about any additional measures.

If your child has developed a recent condition, or you feel the school may not know about a condition which makes them clinically vulnerable in relation to Covid-19, please contact our First Aid & Health Manager, Mrs Rogers (hr Rogers@rossettschool.co.uk).

Uniform - PE Kit and Year Group Information

We expect full school uniform, worn correctly, every day. The latest national guidance states that school uniform does not need to be washed more regularly than normal. On days where your child has PE, they should come to school in their PE kit and wear it for the duration of the day. This is to prevent them having to change in changing rooms with their peers.

Each year group or 'bubble' has a colour associated with it. All notices therefore for your child's year group will be printed on their assigned colour and there will be a coloured badge for students to wear on their lapels that makes it clear where they should be within the school buildings.

Please bear in mind that as we approach winter, your child will need to come appropriately dressed to remain outside the school building until 8:45am; a warm coat is strongly advised.

Entitlement to Free School Meals

If your child is currently in receipt of Free School Meals, you will be aware that the national voucher scheme has now ended. Your child will now resume their usual entitlement to free school meals in the form of a daily allowance to spend in the school canteen. This is the same as before the school closure and – like all other students – there will be credit on their account for them to use with a code, instead of a thumbprint. If your child is not currently entitled to Free School Meals but your circumstances have changed, and you want to know if you are now eligible, please complete the short online application found [here](#).

Teaching and Learning

'Recovery Curriculum'

From the start of the autumn term, we will continue to teach an ambitious and broad curriculum in all subjects. However, we recognise that school closure meant that students did not have access to the same learning opportunities they would have had in school, which may have led to gaps in their learning. Our 'recovery curriculum' aims to address any gaps in students' learning while ensuring that students feel supported as they transition back into the classroom.

The Directors of Study have analysed the work completed during the period of closure and have identified the most significant aspects of their curriculum that need to be revisited. Teachers have planned to either deliver consolidation lessons, revisiting the most important work students were set during lockdown or they have identified opportunities throughout the year when they can re-teach important content. This planning will further be informed by an assessment of students' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing students in class, talking to students to assess understanding, scrutiny of students' work etc.)

In addition, our PSHE, form time and assembly programme will cover the pastoral aspect of the recovery curriculum. The first two PSHE sessions of the new year have been planned to give students the opportunity to reflect on their own experience and the experience of others and develop the awareness and resilience to have a successful and happy return to school life. Students will not be asked to share their experience in a public forum and teachers will approach this subject with sensitivity.

Practical Subjects

At Key Stage 3 (Years 7-9) all students will continue to study the full breadth of the curriculum, including practical, classroom-based subjects (Art, Design Technology, Drama, Music, ICT and Science). However, access to our specialised practical classrooms will be limited, at least for the first few weeks of term, where our Key Stage 4 and Key Stage 5 students will have priority use. Instead, students in Years 7-9 will complete these practical, classroom-based subjects in normal classrooms within their 'bubble' area of the school.

In Years 10-13, students who do practical subjects as an option will continue to have their lessons in a specialised practical classroom.

All students in Years 7-11 will continue to study Physical Education, with the majority of activities being completed outdoors in line with Department for Education guidance.

In all practical subjects, the activities that will be completed have been adapted to meet the Department for Education guidelines.

Marking and Feedback

In order to limit the risks of cross-contamination, all key pieces of work, which will receive written feedback from teachers, will be set and marked on the 'Assignment' function of Microsoft 'Teams'. This system allows:

- students to upload their work;
- teachers to review and provide feedback;
- students to then respond to this feedback and improve their work.

Students will either be directed to complete the work electronically and upload or take a photograph of their work before uploading to Microsoft 'Teams'.

Students will, of course, continue to receive other forms of feedback during their lessons, such as verbal feedback, whole class feedback, peer and self-assessment.

Equipment

In line with the Department for Education guidance, we would ask that students limit the amount of equipment they bring into school each day, to essentials such as coats, a school bag, books, their iPad and stationery. We have also added 'an individual hand sanitiser' to our equipment list.

Exercise books will normally be kept securely at school to reduce the chances of cross-contamination. Students will continue to be able to take exercise books home for certain prescribed tasks (except when teachers need them for marking/work scrutiny etc), but we are limiting these occasions at this time.

Class Charts

We will be moving to a new school-home communication system from Wednesday 16 September - **Class Charts**. This system will primarily inform students and parents of homework tasks as well as rewards and behaviour information. This system is replacing Sims Learning Gateway and Show My Homework. Further information, including individual login details, will be provided to both students and parents on Wednesday 16 September. One of the advantages of the new system is the immediate 'real time' information about your child(ren) that can be accessed through an App on parents' and carers' mobile phones.

Please note that teachers will be setting a very limited amount of homework for the first week of term, whilst the students settle back in to their new routines and the new Class Charts system is embedded. Normal homework routines will start on 16 September, alongside the launch of Class Charts.

Remote Learning

Following our receipt of many e-mails from you, our parents, commenting on the high standard of remote education that we provided in the lockdown period, I am pleased to reiterate that we will be keeping a 'shadow' remote curriculum running for any student or group of students that have to follow medical advice to isolate.

In line with the latest Department for Education guidance, released on 28 August, we also have detailed plans to respond to the further possible need for remote learning following local restrictions. These plans cover the situation where the school may need to operate an in-school rota system, or where a year group, class or an individual student needs to self-isolate. We sincerely hope that we will not have to activate this provision, but the structure and lessons are there.

In any of these scenarios we will offer immediate, remote education. As before, this education provision will be predominantly supported through the use of the 'Assignments' function of Microsoft 'Teams'. Assignments, will be set on a lesson by lesson basis and supplemented by regular 'live lessons.'

Our new Year 7s will receive a comprehensive introduction to this remote platform in the first few weeks of term and we would encourage any other students that have any difficulty in using this system to contact us for support, through tutors or the IT team at the school (StudentITHelp@rossettschool.co.uk).

Return to School: The School Day and Expectations

Following the guidance issued by the Department for Education in July relating to the safe re-opening of schools to all students, it was clear that we would have to operate the school in a very different way. As such, we have adopted a 'bubble' model of school organisation that will facilitate a broad and balanced curriculum for all, whilst maintaining the health, safety and well-being of students and adults. Each Year Group will have their own 'bubble', or area of the school which will contain their Form Room, classrooms, social spaces (indoor and outdoor) and toilets. All groups of students will be supported by an extended team of staff which will include their Director of Learning, Student Support Officer, Form Tutors, Behaviour and Inclusion Manager and a member of the School Leadership Team.

The following information will explain the key aspects of organisation that will help your child on their return to school:

School will start at 8:45am each day. Students should arrive in time for the start of school. They will not be permitted to enter the school buildings until 8.45am and so, on arrival, should make their way to their designated 'before school' area. When the 8.45am start of school bell goes, members of staff will be at each entrance to welcome students and give guidance about where to enter the building. Please refer to the attached form tutor rooming **document** to check the exact location of your child's form room.

	Entry/Exit Point (non bus users)	Before School Area	Entrance Into School Building for each Year Group 'Bubble'	Year Group 'Bubble' Area	Break/ Lunch Inside Space	Break/ Lunch Outside Space	Departure Time (from lessons – buses will leave at normal time)
Year 7	Front Gate	Outside Junior Block	Main Junior Block Door	Junior Block	Junior Dining Hall	Top Tennis Courts	3:00
Year 8	Sports Centre Gate	3G Pitch (Field end)	Science Corridor LC8 into Sealby	Science Corridor	Main Dining Hall	Bottom Tennis Courts	3:05
Year 9	Green Gate	3G Pitch (Sports Centre end)	Long corridor 'front' Door Bottom Sports Centre Door External M3 Door Top Junior Block Door (by J10)	R16-R19 PE1, PE2, M3, J9, J10	Blue Dining Hall	3G Pitch	3:05
Year 10	Green Gate	Top Tennis Courts	Student Reception Yellow Maths Door	Maths Corridors	Blue Dining Hall	Top Tennis Courts	3:10
Year 11	Sports Centre Gate	Bottom Tennis Courts	English/MFL Doors Main Hall Door	English/ MFL Areas	Main Dining Hall	Bottom Tennis Courts	3:10
Year 12	Green Gate	Outside Sixth Form Centre	Sixth Form Doors	Sixth Form Centre	Sixth Form Centre Junior Dining Hall	Sixth Form Centre	3:10
Year 13	Sports Centre Gate	Outside Sealby Block	Main Sealby Block Door	Sealby Block	Sealby Block Junior Dining Hall	Sealby Block	3:10

It is essential that students comply with all markings and movement systems within school and only use the areas of the school that are designated to their year group. When moving between areas within their 'bubble', students must pay attention to others, following social distancing guidelines wherever possible with other students and maintaining a 2 metre space between themselves and adults.

Students travelling on buses will be escorted by teaching staff to the Bus Park at the times detailed above. Those not using buses will be required to leave the school site via their designated exit as soon as they are dismissed from their last lesson.

Face Coverings

As a school, we have been monitoring the government's guidance relating to face coverings in secondary school settings. At this moment in time, Harrogate is not an area under 'Local Lockdown', or facing extra government restrictions, and so the wearing of face coverings is not mandatory. However, we are adopting the following guidelines for the use of face coverings for students and adults:

- Students will be permitted to wear surgical or plain fabric face coverings on corridors, in social spaces and when arriving at, and leaving, the school site.
- Face coverings should not bear words, slogans or images that may be seen as offensive in any way.
- Any face covering must be removed when entering a classroom.
- Students must follow hygiene guidelines when applying and removing face coverings, sanitising hands before and after. Face coverings should be stored in an air-tight plastic bag.
- Adults are permitted to wear a clear visor whilst on duty, in busy corridors and at lesson changeovers.

Should Rossett School be designated to be within a local lockdown area, the above conditions will become mandatory as per government guidelines issued on 25 August.

N.B. If you believe that there is a medical need for your child to wear a face covering in a classroom, please contact the year team to discuss this matter.

Behaviour (Health and Safety) Expectations

Rossett School has high expectations of the conduct of our students and this is reflected in our Rewards and Behaviour policies. In light of the changes that have been made to the running of the school as we welcome all students back, an updated addendum to the Behaviour Policy has been published on the school website.

This policy addendum is specifically intended to:

- ensure the health, safety and well-being of every student and member of staff;
- encourage students to take responsibility for their behaviour;
- tackle incidents/instances of poor behaviour effectively, fairly and swiftly;
- allow teachers to feel safe and supported;
- foster an environment where all members of the school community respect and adhere to the social distancing guidance and hygiene measures that we are all required to embrace.

We used to speak about behaviour in terms of choices students might make to contravene the school rules. That is not the case now. Any behaviours that risk serious breaches of our Health and Safety instructions will not be tolerated.

The following are some examples of unacceptable behaviour, specific to the context of all students returning to full-time learning, although the list is not exhaustive:

- refusing to follow instructions to sanitise hands or to move directly to an allocated classroom/safe space;
- failing to comply with instructions to follow the 'safe' movement systems in school;
- deliberately making personal, physical contact, or attempting to make contact, with another person;
- deliberately ignoring instructions regarding social distancing, especially in regard to adults;
- deliberately and unnecessarily performing 'dramatic' actions associated with symptoms of Covid-19, for example, but not limited to, coughing and/or sneezing, or making inappropriate comments relating to Covid-19;
- ignoring the Health and Safety information and instructions provided by the government and school e.g. wilfully not covering the nose and mouth with a tissue or arm when coughing and/or sneezing.

The health and safety of our students and staff is paramount at this time, and Rossett School has undertaken rigorous risk assessments that have informed, and are supported by, this addendum.

The Behaviour Policy addendum clearly sets out expectations for behaviour at all times during the school day. We would appreciate the support of all parents and carers in taking the time to look over this document with your child(ren) to ensure that the necessary standards of safe behaviour are met from the first day of term.

APPENDIX 1: Guidance for Parents – Attendance and Covid-19

What to do if...	Action needed	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not send your child to school • Contact the school through the absence line to inform us • The entire household must self-isolate • Get your child a test • Inform school immediately about the test result • If your child develops these symptoms whilst in school, we will isolate them and contact you to pick them up immediately. 	...Your child's test comes back negative and they no longer have symptoms similar to COVID-19 (coronavirus)
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not send your child to school • Contact the school through the absence line to inform us • Your child must continue to self-isolate for at least 10 days • Inform school immediately about the test result 	Your child can return to school after 10 days from the start of their symptoms even if they still have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not send your child to school • Contact the school through the absence line to inform us • The entire household must self-isolate • Household member to get a test • Inform school immediately about test result 	...the household member test is negative .
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not send your child to school • Contact the school through the absence line to inform us • Entire household must self-isolate for 14 days • Try to limit contact with the family member 	...Your child has completed 14 days of self-isolation , unless they develop symptoms during this time at which point, they must self-isolate for a further 10 days from the start of their symptoms.
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> • Do not send your child to school • Contact the school through the absence line to inform us • Whole family self-isolate for 14 days 	...Your child has completed 14 days of self-isolation , unless they develop symptoms during this time at which point, they must self-isolate for a further 10 days from the start of their symptoms.
...we/my child travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice <u>before</u> booking travel during the holidays • <u>Returning from a destination where quarantine is needed:</u> • Do not send your child to school • Contact the school through the absence line to inform us • Self-isolate for 14 days 	...the quarantine period of 14 days has been completed, unless they develop symptoms during this time at which point, they must self-isolate for a further 10 days from the start of their symptoms.
...we have received medical advice that my child must resume shielding.	<ul style="list-style-type: none"> • Do not send your child to school • Contact school as required by the pastoral team • Shield until you are informed that restrictions are lifted, and shielding is paused again 	...You are informed by the government that restrictions have been lifted and your child can return to school again.

The most important symptoms of coronavirus (Covid-19) are a recent onset of any of the following:

- a new continuous cough;
- a high temperature;
- a loss of, or change in, your normal sense of taste or smell (anosmia).

For most people, Covid-19 will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have Covid-19 – go to [testing](#) to arrange.

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

who.int/epi-win

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.