

Reigate School

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13th November 2020

Dear Parents and Carers

Thank you once again for your ongoing support. You will be well aware that guidelines both at home and in the workplace continue to change due to circumstances relating to the current pandemic with schools being at the centre of national policy making.

We have been fortunate that since half-term, attendance is high with only a few children and their families having to isolate to adhere to national guidelines. It would however be ill-judged to believe that our school will be insulated from the pandemic. We must, therefore, expect more confirmed cases in the future.

There are significant ongoing challenges as we try to balance enabling the children to experience the best educational opportunities for academic and pastoral progress, whilst maintaining the priority of keeping everyone as safe as is reasonably possible.

I have carried out consultations with staff around our current working arrangements and how our operational plans can be modified to improve provision in the most appropriate way.

In view of this, we are planning for the following changes to our current working arrangements as from **Monday 23rd November**: -

- The timings of the school day will revert back to the original times

8.45am - 9.00am	Registration
9.00am - 10.00am	Period 1
10.00am - 11.00am	Period 2
11.00am - 11.30am	Break
11.30am - 12.30pm	Period 3
12.30pm - 1.00pm	Lunch
1.00pm - 2.00pm	Period 4
2.00pm - 2.55pm/3.00pm/3.05pm	Period 5

- Children no longer have to wait for their time slot to enter school however they must still enter via their separate gates. Years 7, 8 and 10 through the main gate and 9 and 11 through the bottom gate. Once in school, the children should make their way to their recreational zones until Form Time.
- We have managed to shorten the staggering time at the end of the day. Year 7 and 8 will leave at 2.55pm, Year 9 at 3.00pm and Years 10 and 11 at 3.05pm. All children should leave via their nearest exit point.

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- Form Time will be moved back to the beginning of the day for all year groups.
- Children will be able to return to their normal teaching classrooms. This will allow them to experience their subjects in their specialist teaching rooms which will be beneficial particularly in the more practical subjects.
- Increased hygiene and cleaning procedures will be in place after each lesson to ensure children are arriving at a clean room.
- Children will be released from classrooms at staggered times within each department to reduce corridor congestion.
- There will be an increase of signage around the school informing children to walk on the left or to allow for a one-way system where possible.
- Recreational bubbles will remain in place, the children will still continue to spend breaks and lunches in their current zoned areas.

We would be grateful if you could please continue to remind children to bring their masks into school as we only have a limited supply in school.

As before the children should still:

- Sanitise / wash their hands as frequently as possible.
- Avoid very close / touching physical contact with their peers.
- Wear a face covering in indoor communal areas around the school apart from in classrooms.
- Be fully equipped for the school day. Sharing frequently used equipment is not permitted.

Our risk assessment will be updated to reflect the changes noted above and the ways by which we continue to mitigate risk.

Should you have any questions or concerns regarding the new operations please do not hesitate to contact the school via e-mail on info@reigate-school.surrey.sch.uk.

Yours sincerely



M Alexander
Head of School