

Address Gatton Park, Reigate, Surrey RH2 0TD

Headmaster Mark Dixon

Telephone 01737 649000

Fax 01737 649002

Website www.raa-school.co.uk

ROYAL ALEXANDRA & ALBERT SCHOOL



28th August 2020

Dear Parent,

Second Letter to Parents of Flexi-Boarders regarding September Re-Opening

Following up on my letter to you in July about our re-opening plans, I wanted to give you some more details about the various routines that will be in operation for school and the extended day.

Arrival at School

We have different drop-off points around the school depending upon the Key Stage of the pupils, as below:

KS2 – Flagpole car park
KS3 – New Block car park
KS4 - St Andrew's car park
KS5 – Rank Weston car park

- In the case of multiple Key Stages in a car, please drop them all off in the area for the youngest sibling.
- Please stay in your car while you are on the school site.
- The Junior School will be making arrangements for the start and end of the school day to support you in this.
- Please ensure that pupils are onsite by 08.25 at the designated drop-off point, so that registers can happen promptly. If late, pupils must go straight to their tutor period and not go to reception to sign in.
- Reception will not be able to accept forgotten items from parents throughout the day due to transmission risks.

The First Day of School – Thursday 3rd September 8.30 am

Pupils should go directly to their tutor group room. We will be emailing all pupils early next week explaining to them who their tutor is and where their tutor room is. Year 7 pupils will be asked to go directly to the area we call 'the cage', next to the Sports Hall, where they will be directed to their tutor. This will be sign-posted.

Existing pupils will be sent their timetables in advance of the first day of school. We will be starting on Week A and lessons will begin after break: period 3. If your child has PE on period 3 or period 4, they should come in to School in PE kit. Equally, if your child is in Year 8, they will have Games on Thursday afternoon and, again, should come into School in PE kit. All other pupils should attend School in full School uniform. We will be communicating separately with arrangements for pupils new to the School.

Junior pupils should be dropped off at the flag pole where members of staff will direct the children to the junior school playground where they will be greeted by their class teacher.

Absence from School

If a pupil is unable to be at school, please let the school's attendance officer know by emailing AttendanceOFFICER@gatton-park.org.uk or telephoning 01737 649106

Please do let the attendance officer know as a matter of urgency if your child seems to be unwell with any symptoms which are on the list of symptoms for Covid. We would also ask that you keep them away from school, get them tested and update us on the situation as soon as possible. Please follow the government guidelines at all times.

The School Day

During the school day, pupils will be in Year group bubbles (with Sixth Form and Juniors as one bubble each) and pupils will follow their normal school timetable. We will be facilitating the pupils being taught by their specialist teachers and in specialist rooms, so that pupils receive a high-quality education that enables them to thrive and progress. To ensure that we do this as safely as possible, we have put in place a number of proportionate protective measures for pupils and staff, which are described in more detail below.

We will be operating systems for moving around School which look to minimise interactions between bubbles. We will have in place strict one-way systems of moving around the School and will be reducing the times that pupil movement occurs indoors. **Senior School pupils will be expected to wear face masks when moving indoors between classrooms.** This is because at these times meeting other bubbles in closer proximity is more likely, albeit briefly. We will be implementing cleaning routines for rooms between classes and increasing access and use of hand sanitisation. We do not advise wearing face masks in the classroom, as they can be a barrier to communication (and therefore learning), but pupils may if they wish to.

We ask that all flexi-boarders come to school equipped with the following:

- **(senior school pupils only) A face mask** and a sealable plastic bag within which they can cleanly store that face-mask when not in use, within their school bag. *Please note that face-masks must be plain and not in bright colours or patterned – they are functional equipment and not to be fashion accessories in school.*
- **Personal hand sanitiser.** Although there will be hand sanitisers in classrooms, we recommend all pupils have their own with them in their rucksack as part of their kit. We will be asking pupils to use their personal hand sanitiser before they put their masks on to leave a classroom each lesson, for example.

Some guidelines on masks and how to wear them is [here](#)

As you know we have said that flexi-boarders cannot access the boarding houses. This does also mean that they cannot access their lockers. We do not expect that flexi-boarders should have a need to access lockers as we have said that they should come changed with PE kit for any activity during the day which requires it. We understand that some pupils may have in the past stored their books for

the week in their lockers; we recommend, at this current time, that pupils only bring what they need for the day.

The Extended Day

Many thanks to parents for completing the survey for the extended day bookings, so that we know what your plans are and which extended day slots you need. If you have not yet completed this, then please contact the co-curriculum office as a matter of urgency.

Although we are not currently allowing flexi-boarders to access the boarding houses, we will be expecting to allow individuals to book in for overnight stays, in time, as soon as we believe that this is safe to re-offer. I would like to get the first few weeks of school underway with everything running well in boarding and the school day before we add this, but if you have an urgent need for an overnight stay then please do let me know. Once we have decided that we can safely re-offer this then we will send you details on how it will work and how you can book.

School Risk Assessment and Frequently Asked Questions with responses

We will be putting the School Risk Assessment for re-opening onto the school website and along with it a set of frequently asked questions, with responses. We will email you a link to this when these published and will invite you to read both.

We are happy to be sent any questions that you may have which are not covered in the above, or perhaps ones that have arisen from the above. We will be adapting our risk assessments and plans in light of questions or suggestions raised, and of course in light of changing government guidance and our experiences. Please could questions or suggestions be directed to the Concerns email as below:

concerns@gatton-park.org.uk

Once School restarts, parents should revert to the normal communication lines: pastoral concerns should be directed to the form tutor in the first instance and academic concerns should be raised with the relevant subject teacher.

Many thanks for your support, and we very much look forward to seeing the pupils back in school next week.

Yours sincerely,



Mark Dixon
Headmaster