

LANCASTER ROYAL GRAMMAR SCHOOL

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21st August 2020

Dear Parents,

I am writing to outline our plans for full re-opening in September. We are very much looking forward to welcoming pupils back!

We are following guidance from the government, Public Health England and Lancashire County Council. The Department for Education's guidance to schools can be seen [at this link](#).

I have attached some of the information which we will explain to pupils on their first day: the Covid "Golden Rules" and a summary of the year group zones and lesson timings from September. There is a wide range of additional measures in place for boarders as well.

Golden Rules include:

- Anyone with possible coronavirus symptoms, or who has someone in their household with symptoms, must not come onto the school site.
- Frequent handwashing will be compulsory (we have some extra handwashing stations), as well as regular use of hand sanitiser.
- No shared equipment: Bring a full pencil case, reading book and everything you need.

Start of term

Each year group's first day is as follows. We will be on hand to point new pupils in the right direction! Existing pupils can find their form room and timetable on iSams before the start of term.

Wednesday 2nd September	Year 7: International Building – upper site of the school. Come in through the "Hole in the wall" gate by the zebra crossing.
	Lower Sixth: Library – Old School House.
Thursday 3rd September	Year 9: New Building – enter through the Geography door.
	Year 10: Timberlake building.
Friday 4th September	Upper Sixth: Science block.
Monday 7th September	Year 8: New Building – enter through the main doors.
	Year 11: Swainson Building.

Timings of the school day

We have changed some of our normal lesson timings. This is to help with distancing by creating a staggered lunch break and finish time. The full timings are on the attachment.

- The school day starts with registration at 8:50am in form rooms.

- Years 8, 10 and the Lower Sixth have early lunch and end at 3:15pm.
- Years 7, 9, 11 and the Upper Sixth have late lunch and end at 3:20pm.

Zones of the school

Pupils will stay in their year group's area for most lessons. This is to reduce movement around the site and minimise contact between year groups.

Pupils will go to specialist rooms for some practical subjects. These areas and any specialist equipment will be cleaned between use by different year groups – part of the enhanced cleaning regime around the site.

There will be new routines for practical subjects including PE and Games.

Each year group also has its own outdoor recreational space. Additional catering outlets around the site will mean that pupils will stay in their own year groups for food at break and lunch times. The same food will be available at each outlet at lunchtime.

A number of other measures will help distancing and reduce mixing. Furniture has been rearranged in classrooms where possible; assemblies will take place online in form rooms; extra-curricular activities will be separated by year group. Sixth Formers will be allowed to go home after their last timetabled lesson of the day.

Face masks are welcome but not compulsory except on transport such as school buses. They should be of plain design.

Transport and arrival at school

Pupils should avoid using public transport such as buses shared with the general public. Please walk or cycle to school if possible.

Pupils must use their own year group's site entrance at the start and end of the day. An exception is for pupils who cycle to school – they can use whichever bike shed is most convenient.

Bus queues will be separated by year group. We have asked buses to arrive early, so that they can leave as promptly as possible. We are in contact with Stagecoach about measures for September, and will confirm these as we know any more including face coverings for all pupils, hand sanitiser on entry, year group zoning where possible.

Final thoughts

There are bound to be some tweaks as we put these precautions in place. We will welcome parental feedback about how things are going. Please get in touch if you have particular concerns about your son or daughter that we need to be aware of.

We will do everything we can to keep everyone in school safe and well. Please help by insisting that your children stick within current distancing guidelines out of school as well.

Finally, we do not want this issue to dominate the school! The school, reunited after our virtual season, will always be a place of great **pastoral care** and buzzing with **academic challenge** and opportunities to **get involved**.

I hope that your sons or daughters are excited for the start of term. We look forward to seeing them thrive on the opportunities ahead.

Yours faithfully,

Dr C J Pyle
Headmaster