

A background network diagram consisting of numerous grey dots of varying sizes connected by thin grey lines, forming a complex web of connections. The dots are scattered across the page, with a notable concentration of lines and dots on the right side, where they appear to converge towards the text.

UST

University Schools Trust

the constellation

**Royal Greenwich Trust
School**

**Parents'/Carers' Guidance
on returning to school in
March 2021**

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Introduction

The circumstances surrounding COVID-19 have presented our school community with significant challenges. Since March of last year, we have gone through substantial changes to our daily working practices and adjusted to a world of remote working during the periods of lockdown.

From March 2021, staff will be returning to school as all year groups make a return to school for full school days, five days a week.

The Government issued guidance on 22nd February 2021 on how this should be managed: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Following this new guidance, we have revised our risk assessment and made adjustments to our site and management systems to enable our children to return to school and to minimise the risk as much as possible to the RGTS community.

This document aims to provide parents/carers with the operational information, in order to provide clarity and transparency on how the school aim to operate in a safe manner during this time. Risk assessments will be on-going, and guidance may be updated.

We encourage parents/carers to read this document and familiarise themselves with the processes of the school and Covid -19 related adjustments.

Aims

To allow students in all year groups to return to school full-time in a managed way from 8th March.

To provide excellent quality of provision for all students and ensure that students are supported in reintegrating back into school life.

To minimise risks for the school community and ensure that systems are in place for effective infection control.

Rationale

We recognise the significant impact that the periods of lockdown and the circumstances surrounding COVID-19 have had on our students' learning, mental health and wellbeing of the young people in our care. We have continued to support all our young people, both remotely and those educated on site throughout the coronavirus pandemic, which is clearly set to remain with us for some time yet.

The revised ways of operating will ensure that students are able to return to school to receive the high quality of provision and support they deserve, whilst also maintaining the Government's expectations on social distancing and infection control.

Updated Policies

The following policies have been updated and should be read in conjunction with this document:

- Attendance
- Behaviour for Learning
- Safeguarding

The above policies are available on the school website <https://www.rgtrustschool.net/about-us/policies-and-reports> .

Floor Plans

Floor plans have been crafted to minimise the risks around movement within the school building. With the expansion of the new wing of the school, further consideration has had to be taken to ensure that year group bubbles are taught in designated spaces. The details of these designated teaching spaces are below:

Year Group	Designated Teaching Space
7	English corridor
8	Humanities corridor
9	Modern Foreign Languages corridor
10	Maths corridor
12	Sixth Form Centre for personal study/specialist rooms for lessons
13	Sixth Form Centre for personal study/specialist rooms for lessons

For practical subjects (Science, Technology, Art, PE, Music and Drama), lessons will be taught in their specialist classrooms.

Classroom Set Up

Classrooms have been reviewed and their layouts have been reconfigured to minimise the risks within lessons.

- Students will have an allocated seat in the classroom according to the teacher's seating plan. This will be displayed in the first lesson so that students are clear on where they will sit.
- Students must bring their own equipment to school and a stationery shop will be established for students to replenish their own equipment.
- Students must keep any pens or stationery equipment given to them.
- The teacher will deliver lessons from the front of the classroom and remain at the front of the class for most of the lesson.
- Teachers will maintain 2 metre distance from each other, and from students.
- Teachers and pupils will wear face coverings inside classrooms. This is a precautionary measure for a limited time during this period of high prevalence of COVID-19 in the community and will be reviewed by the Government at Easter. We will then review this and update our guidance.
- All classrooms will be thoroughly cleaned at the end of each day.
- Where possible, all windows will be kept open to enable air circulation.
- Soft furnishings will be reinstated and cleaned regularly.
- Students should bring their own water bottles (filled) from home each day, which should be kept with them.

All rooms that will be used by staff and students will have tissues, hand sanitiser, wipes and a lidded bin positioned next to the door. These will be placed on a 'hygiene mat' in each room.

Teaching and Support Staff Allocation

Students returning to school is vital for their education and wellbeing.

Current guidance provides a framework for schools to put in place proportionate protective measures for students and staff, which also ensure that students receive high quality provision which enables them to thrive and progress.

Staff who are first aid trained will be allocated on rotas so that RGTS have correct first aid provision at all times.

Arrival to and Departure from School

We have adjusted the arrival and departure times for each year group to allow for a staggered entrance and exit for all students. It will be essential for students to arrive at their allocated time. Early entry to the site will not be possible. The table below provides details of the staggered start and end times for each year group.

	Arrival	Departure
7	09.00am	14.50pm
8	09.10am	15.00pm
9	09.00am	14.50pm
10	09.10am	15.00pm
12	09.25am	15.25pm
13	09.25am	15.25pm

Students will enter the building via their designated entry point which will either be the side gate on the Woolwich Road or the Student Services entrance in the new wing which is accessed at the rear of the building.

Upon entry to the building, students will be required to remove any gloves/face coverings and wash/sanitise their hands before going to their allocated classrooms. Before students leave school via the students exit, they will need to wash/sanitise their hands.

To minimise the congestion on public transport, students are encouraged to walk home wherever possible.

Travel to and from School

Students should be encouraged to walk or cycle to school if at all possible, the alternative being for parents/carers to drop them off/pick them up. The use of public transport should only be where absolutely essential. TfL have highlighted RGTS as being a school who could add an unnecessary burden to the transport system so they have asked that we raise awareness of this with parents/carers in the hope that you will be proactive in reducing the use of buses/trains. Parents/carers are reminded of the need for face coverings to be worn on public transport.

Students must not loiter around the school gates or within the local community and should make their way calmly and in an orderly fashion to and from school. As usual, staff will be at duty points adjacent to the school at the beginning and end of the day. The local community police team will be patrolling the area to support with the efficient movement of students.

Students will not be permitted to use the bus stop directly outside the school as per our normal practice.

Timetables and Curriculum

Timetables have been adjusted with regard to rooms in order to allow for year group bubbles to be taught in their designated teaching zones where at all possible. In line with government guidance, there has been no narrowing of curriculum subjects. Practical subjects will undergo additional cleaning of shared resources in between uses.

Attendance and Registers

It is imperative that students adopt good habits and routines in relation to their attendance and punctuality to school from the outset. Parents/carers may need to consider allowing a longer journey time in the morning if they will be walking rather than using public transport.

Students arriving after 9.25am will need to enter via the rear gate and report to Student Services. Whilst we will afford a degree of flexibility during the first two weeks of term, persistent lateness will be followed up on a case by case basis.

Sickness reporting protocols must continue as normal for those children who are not attending school. *Parents/carers must call and report their child's absence by 9.00am at the latest. This is particularly important if their child is displaying symptoms of COVID-19.* (Attendance Officer - 020 8312 5480)

As a school, we will want to work with you to resolve any issues relating to attendance and or punctuality. Please see our Attendance policy addendum, on the school website for further details.

In line with [latest government guidance](#) all students are required to attend school as mandatory. The school will follow up on any unresolved attendance issues as outlined in our attendance policy. For students who are complying with clinical and/or public health advice given to them (e.g. if they are self-isolating and waiting for a test result) work will be provided.

Students with SEND

Individual risk assessments will be in place for students with EHCPs.

Individual risk assessments will be completed for students with medical needs where needed.

If you as a parent or carer have any concerns or queries relating to these risk assessments, you should direct these to Ms L Tutty (SENDCO) tutty.l@rgtrustschool.net

Remote Learning

RGTS expects all students to return to on-site learning from March 8th onwards as per their designated starting day. When it is not possible for a student to attend school (due to authorised significant health needs, when they are self-isolating or if they have been tested positive for C-19) their class teachers will provide adequate home learning via Satchel One. All students will receive homework for each of their subjects which will be uploaded onto Satchel One.

All students should now be familiar with how to access learning from home. If they do require further support, they should contact their tutor in the first instance.

In the event of an outbreak which requires a year group to self-isolate or where there is a school closure, teachers will provide a blended remote learning menu comprising live lessons and online work in their subjects according to the allocated times in their timetable.

All students will be expected to complete and return their assigned work via Satchel One.

Tutor time resources will continue to be sent to students, including a year group assembly led by their Head of Year.

The school will provide paper-based work for those students who do not have adequate IT access at home.

Guidance Developments

We recognise that the way RGTS will run will be slightly different to the pre-lockdown provision.

The school risk assessment and guidance are published on the school website. Updates to both documents will be announced once completed, and we encourage parents to read these updates, so they are fully abreast of any changes.

Students will also be informed of any changes via assemblies or tutor periods and supported in ensuring they have a firm understanding of any changes to systems, routines and layouts.

There will be regular updates sent out to parents/carers via email.

Health and Safety Arrangements to Limit the Spread of COVID-19

There has been a detailed review and update of cleaning in the school to ensure that high risk areas are cleaned frequently to minimise risk. Specific role-related guidance will be shared with cleaning and site staff to ensure that they have clarity about any changes to their cleaning regimes and how to stay safe. The school has increased the number of day time cleaners to support with the implementation of the revised cleaning regime. All individuals within the school must ensure the following:

- sanitise their hands upon entry into the building using the designated sanitising stations
- sanitise their hands when entering any new classroom using the sanitiser available
- clean their hands thoroughly and more often than usual
- dispose of any waste in a responsible way (e.g. ensuring used tissues are put in lidded bins straight away)
- ensure good respiratory hygiene by using the 'catch it, bin it, kill it' approach with any used face tissues
- report when any hygiene materials which they notice are running low (e.g. soap in toilets)
- report any health and safety concerns they have relating to the cleaning or waste disposal

School Uniform

All students in the school are expected to wear full school uniform each day in accordance with our '*Behaviour for Learning policy*'. Parents are reminded about the need to clean uniform frequently as this may help to reduce the spread of COVID-19.

Sixth form students are expected to dress in smart business attire every day.

All students in years 7-10 will receive a coloured badge to help staff to identify which year group they are in. These are to be worn in clear view at all times.

Year Group	Colour
Year 7	Pink
Year 8	White
Year 9	Grey
Year 10	Burgundy

Actions if a Student or Staff Member Shows COVID-19 Symptoms

If a student displays symptoms:

- The student will be asked to wait outside the classroom door for a member of staff to collect them.
- A verbal check of symptoms from a 2m distance will take place.
- The member of staff collecting the student will remain 1m+ from the student as they escort them from the class. If 1m+ is not possible, then PPE will be worn.
- The student will be taken to the Covid medical room on the 1st floor next to the visitor reception.
- The student will be asked by the first aider on duty to take their own temperature using a forehead thermometer strip
- Any adult who is dealing with a student displaying symptoms will be wearing PPE, if social distancing cannot be observed
- If a student needs to wait to be collected by a parent/carer, they will be taken to the Conference Suite to wait there.
- If the student has siblings in the school, the school will contact the family to instruct that the household self-isolate.
- If the student needs to use the toilet, they will be escorted to use the disabled toilet on the first floor which would then be out of bounds until a deep clean has taken place. Signage will be placed on the door to put the toilet out of commission.
- Any medical waste/tissues etc that the student has used will be double bagged securely for 72 hours before being disposed of in the usual bins.
- After the student has been collected from school, the Conference Suite will be out of bounds for until a deep clean has taken place. Signage will be placed on the doors to put the room out of commission.
- Anyone who has had contact with the pupil should wash/sanitise their hands for at least 20 seconds.
- Parents/carers will be contacted urgently in the event of a medical emergency i.e., the student is seriously ill and the school may call 999

The current medical advice requires that parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms.

Students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

If a member of staff displays symptoms, they will:

- Inform a member of SLT immediately and remain at a 2m distance from all other staff or students
- Email 'on call' informing them of the room number and that they themselves are suffering symptoms
- The member of the on-call team will then take over the teaching group
- The staff member will then go to first aid to have their temperature checked
- If the member of staff is able to make their own way home, then they will be advised to do so. Otherwise, the school will assist with making any necessary arrangements.
- The staff member will get tested at their nearest testing centre and notify HR of the outcome of their test when it is returned to them.

Please note that government guidance stipulates that routine testing of an individual's temperature is not a reliable method for identifying COVID-19.

Parents/Carers must inform the school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

Actions if there is a confirmed case of COVID-19 in the school

The school will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

The health protection team will provide definitive advice on who must be sent home.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the young person who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform the school immediately, and should isolate for at 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for 10 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Parents/carers can ask for a test through the following link:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Maximising Social Distancing Measures

Student Conduct

In order to mitigate against risk of cross contamination, the following measures and student expectations have been outlined. It is imperative that these are adhered to and parents/carers support the school in maintaining a safe learning environment. These measures have been developed in conjunction with the current Government guidance and any changes to this guidance will result in changes to these expectations.

When engaging in on site learning, students should follow the core expectations for learning:

- Follow all instructions straight away
- Be properly dressed and equipped at all times
- Work to the best of your ability and support the learning of others.

All student should continue to adhere to the principles outlined in the code of conduct [6th form] and behaviour for Learning policy. In particular, students should be mindful of the following:

1. Be safe, responsible, and courteous at all times.

2. Be respectful, thoughtful in action, and a positive representative of RGTS.
3. Stay at your designated desk space unless given permission to get up by a member of staff.
4. Stay within your 'group' and area as designated by staff.
5. Only use your own equipment, which is kept at your individual desk space.
6. Avoid touching your face and one another at all times.
7. Wash/sanitise your hands at designated times.
8. Follow 'catch it – bin it – kill it' procedures (including hand washing/sanitising).
9. Only drink from your own water bottle.
10. Tell an adult if you feel unwell.

These expectations will be made clear to all students during their induction sessions and will be communicated to students throughout the school day as necessary. Standardised PowerPoint slides have been created for all teachers to use in their lessons to ensure key reminders around social distancing and infection control are consistently communicated across the school.

Movement around the school

- All members of the school community will now follow a one-way system.
- The internal staircase in the main building will be used to go **upstairs**, the external staircase will be used to go **downstairs, the main staircase in the new wing will be used to go upstairs and the staircase at the far end of the new wing will be used to go downstairs.**
- Timetables have been adjusted to create designated learning zones to reduce congestion in the corridors.
- Year group bubbles will avoid mixing during transition points during the day where at all possible.
- Lunchtimes and breaktimes will be staggered to avoid students mixing in the different year group bubbles.
- Movement around the school by all will be limited as far as possible.
- The SLT will continue to provide whole site supervision and support, however social distancing will be maintained whilst doing this.

Breaktime Organisation

- There will be no breaktime service on our return to school. Although students will be able to purchase a snack on entering the building and place this in their bag for breaktime, we advise parents/carers to provide their child with a snack from home.
- Where possible, staff will remain with their year group bubbles on the duty rota.
- Students must remain in their designated area.
- Students will be required to wash/sanitise their hands after break when returning to their classrooms.
- Year 7 and 8 Students will line up in their designated areas after break and be escorted by their teachers to their next lesson.
- Students in Years 9, 10 and the sixth form will go directly to their next lesson after break.

Lunchtime Organisation

- Students will eat lunch in their year group bubbles.
- Students must wear a face covering at all times when inside the building until they are sitting down to eat their lunch.
- Lunches will be timetabled on a specific rota to ensure that only one year group are occupying the service area at any one time.
- Students must remain in their designated area.
- Students will be required to wash/sanitise their hands before lunch
- Year 7 and 8 Students will line up in their designated areas after lunch and be escorted by their teachers to their next lesson.
- Students in Year 9, 10 and the sixth form will go directly to their next lesson after lunch.
- Students will be required to wash/sanitise their hands after lunch when returning to their classrooms.

Use of the Library

The library will have a rota in place to allow for one-year group per day for break and lunchtimes.

Toilets and Handwashing

In order to minimise risks, additional hand sanitisation stations have been installed in school. Students will be directed to utilise these additional stations at key points throughout the day.

If a student needs to use the toilet during a lesson, and the teacher has granted permission, the teacher will issue an out of lesson pass.

Students should avoid using the toilet during lesson time where possible.

If a student coughs, sneezes or uses a tissue, they should dispose of the tissue in a lidded bin and wash/sanitise their hands immediately: Remember the 'catch it, kill it, bin it' mantra.

First Aid and Medical Needs

There will be a first aid trained member of staff available at all times who will administer first aid.

PPE supplies will be kept in the Headteacher's PA's office and clearly marked for use for suspected cases of COVID-19.

Staff will be made aware beforehand of any students who have medical needs.

Any COVID-19 related incidents will be logged on CPOMS on the day of the incident where possible.

Front Reception

Visitors to the school will be limited to pre-booked appointments. This includes visits from parents/carers.

Anyone who enters the building is required to wash/sanitise their hands prior to moving from the front reception to the main building. This includes staff as they arrive in the morning.

Lanyards will not be given to visitors who visit the school. Visitors will be required to clearly stick their printed name label on their chest so that it is visible to others.

Visitors will be offered disposable bottled water during this time to minimise the use of cups and possible cross infection.

Reception staff will complete the electronic sign in for visitors on the Inventory screen in order to minimise the number of people touching the screen. Throughout the day, reception staff will wipe the screen down.

Anyone entering the building wearing gloves must remove them at reception placing them in a sealed plastic bag or disposing of them in a secure bin with a lid. Used gloves should not touch any surface in the school building.

Visitors must wear a face covering at all times when inside the school building.

PPE and Face Coverings

In line with DfE guidance, all students, staff and visitors must wear face coverings when moving around the school; when in corridors and in communal areas. Additionally, the new Government guidance stipulates that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply to exercise or strenuous activity, for example in PE lessons. However, students must wear face covering when moving from changing rooms to the activity.

Students do not have to wear face coverings outdoors. Students must wear face covering at all other times indoors, and can only remove them indoors when they are sat down to eat their lunch.

As from Monday 8th March, we will provide students with an RGTS face mask and a sealable bag in which to not them when not in use. Any other face coverings that parents provide should not have any inappropriate logos or pictures on them and should ideally of a plain colour although subtle patterns/markings are acceptable. Face coverings worn when travelling to and from the school site will need to be removed prior to entering the building to avoid contamination and replaced with another face covering which is solely for use within RGTS. It remains the responsibility of the family to ensure that face coverings are washed daily and replaced as necessary; ensuring health and hygiene standards are maintained.

Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces if you touch a surface and then your face without washing your hands first. This is why social distancing, regular hand hygiene, and adopting the 'catch it - bin it - kill it' approach is so important in controlling the spread of the virus. The best available scientific evidence is that, when worn correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others.

If you believe that your child/children should be exempt from wearing a face covering due to a disability or other concern, please contact their Head of Year in the first instance who will discuss individual cases directly with a member of the senior leadership team. To maintain the high behavioural standards around the school, we will expect the following in regard to face coverings:

- Students will need to observe the safe and appropriate application, removal and storage of face coverings once this has been explained to them in tutor time
- Students must never share face coverings or tamper with another student's face covering as these actions would be classed as a significant health and safety breach and will be dealt with accordingly

- Students will need to demonstrate behaviour which is both sensible and appropriate in relation to this new way of operating.

Family Testing

All individuals who are in a household with a school age child can access regular Lateral Flow Testing (LFT). This includes childcare and support bubbles.

There are different ways of doing this;

- Through employees if they offer it
- Being tested at a local test site
- Collecting devices from a local test site
- Ordering kits online

For more information please see the guidance issued by the Government:

<https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff#primary-or-secondary-school-staff>

Enhancing Mental Health Support for Students and Staff

We recognise that the circumstances surrounding COVID-19 have put a significant strain on the mental health and wellbeing of both staff and students. It is important that in returning to school, we come together to offer support to one another and are considerate of the challenges that members of our community may have faced during this time.

If you or your child is facing any difficulties during this time, please notify us to see what type of support is available to you.

Families are encouraged to engage with some of the online resources available for students:

<https://www.rgtrustschool.net/secondary/student-wellbeing>

How to Raise a Concern

If you have any concerns or identify any areas where you consider there to be a risk, please notify us immediately.

KEY CONTACT DETAILS

Department	Member of Staff	Details
Front desk		020 8312 5480
Attendance Officer	Ms A Nesbitt	attendance@rgtrustschool.net /020 8312 5480
SENDCO and Designated Safeguarding Lead	Ms L Tutty	tutty.l@rgtrustschool.net

It is appreciated that the current situation continues to provide challenge for us all and will require us to continue to work as a collective to ensure that we implement the revised ways of working effectively. Your support in doing this is greatly appreciated.