

8th June 2020

Dear Parents & Carers

I hope that my letter finds you and your family safe and well. I write to you to provide further detail around our plans to invite Year 10 and Year 12 students into school for face to face support sessions from Monday 15th June 2020. This letter will outline the dates and times of sessions, information around dress code and safety and hygiene protocols, as well as our expectations around student conduct and behaviour whilst in school each session.

At this current time, in line with Government guidance, we will offer face to face support for Years 10 and 12 from Monday 15th June 2020. Students in these year groups will be invited into the Academy for one session each week, from the week commencing 15th June until the end of the summer term. Each session will last 2.5 hours. Students will be in small groups (*bubbles*) of no more than 12 and will remain in the same classroom for their session; no more than $\frac{1}{4}$ of each year group will attend each day. Students will have a different start and finish time to ensure that we are able to socially distance, there will be no breaks and our canteen will be closed.

We will open to Year 10 and Year 12 students on **Mondays, Tuesdays and Thursdays only; Wednesdays our site will be deep cleaned.** Students will attend on **one day only for a 2.5 hour session – the day and times will remain the same each week.** Students have been put in bubbles based around their maths set; please note that students **are not** able to change bubbles or to change the day / time that they attend. Parents and carers will receive a text which will indicate which day of the week their son / daughter should attend and at what time they should arrive. Texts will be sent later today. If you don't receive a text by 3pm today, please ring Main Reception on Tuesday 9th June. Arrival and departure times are below as well as which gate students should use to enter school. **It is vital that students don't arrive before their start time and don't congregate at the school gate. Social distancing should be maintained at all times, including whilst walking to and from school.** Senior staff will be out on the gate to ensure that this happens.

Days and times for our Year 12 students will be shared later this week by Mrs Harrap. Please continue to check the Sixth Form Facebook page.

Monday	Tuesday	Thursday
Group 1 – 8:30-11:00am – use pedestrian gate	Group 1 – 8:30-11:00am - use pedestrian gate	Group 1 – 8:30-11:00am - use pedestrian gate
Group 2 – 8:45-11:15am - use pedestrian gate	Group 2 – 8:45-11:15am - use pedestrian gate	Group 2 – 8:45-11:15am - use pedestrian gate
Group 3 – 9-11:30am - use main gate	Group 3 – 9-11:30am - use main gate	Group 3 – 9-11:30am - use main gate
Group 4 – 9:15-11:45am - use main gate	Group 4 – 9:15-11:45am - use main gate	Group 4 – 9:15-11:45am - use main gate

Respect • Ambition • Bravery

Each session for students will comprise 3 parts, the first will focus on student wellbeing and the remaining 2 will be curriculum subjects. Week 1 will be maths and science. Week 2 will be English, Geography or History. Further details will follow for the remaining 3 weeks. Students will receive support from staff on their home learning and will consolidate what they have studied since March.

Please note, whilst uniform is not required, suitable clothes for the school should be worn.

Students should not wear cropped tops, and shorts/skirts must be of a reasonable length. Piercings should not be worn and mobile phones should be out of sight and turned off. Public Health England guidance is that clothes should be clean each day and should be washed after attending school. Students are also asked **not to bring school bags**; they should bring their own pen and a bottle of water but nothing else.

In light of the current Coronavirus crisis, it is necessary to change our expectations around the way students behave in school. New systems, procedures and protocols, underpinned by government guidance and extensive risk assessments, have been put into place to support these changes. I will outline these changes below to ensure that all students are clear. New expectations of behaviour fall into one of two categories in order to limit spread of Covid-19:

- to encourage, establish and maintain social distancing.
- to encourage, establish and maintain good hygiene.

Students **must** adhere to expectations in respect of these two areas. The implications of failing to do so are extremely serious and may jeopardise the health and safety of our school community. For this reason, the usual 'Behaviour for Learning' rules of '3 chances – 3 stages' will not apply. Students will be expected to follow staff instructions at all times.

Social Distancing

Students must respect the rules of social distancing at all times. This includes before, during and after sessions. In order to promote, encourage, establish and maintain social distancing, new rules, protocols and expectations have been established. This include but are not limited to:

- Routines for arrival and departure from school. Students will be allocated into groups, each of which has a staggered arrival and departure time.
- Movement of staff and students within school - students are grouped and will remain in their group at all times.
- Movement within the classroom. Students will be allocated a seat at 2 metre intervals from the next. Students should not move from their seat unless invited to do so by staff.
- Socialising within school - this should be done respecting social distancing rules of two metres.

Good Hygiene

- **Handwashing and hand-sanitising:** These are now an integral part of expectations for all. Students, staff and visitors are required to wash hands and to hand sanitise frequently. Students will be required to hand-sanitise upon entering and leaving the building and also before and after each session. Hand sanitiser will be provided.
- **Expectations around coughing, sneezing and disposal of tissues:** Students should make every effort to cough or sneeze into their inner elbow. If using a tissue, they should fold and dispose of it immediately following the promotion of 'Catch It, Bin It, Kill It!' After an episode of coughing or sneezing, students will be asked to hand-sanitise. They may be asked to wipe down any affected areas (desk/chair).
- **Avoidance of touching face area:** Students will be asked to hand-sanitise if they touch their face.
- **Avoiding sharing or passing of school equipment and personal possessions, including water bottles:** This will be strictly discouraged. Equipment which has been passed between pupils will be confiscated, cleaned or discarded as appropriate.
- **Use of toilets:** Strictly one person per cubicle.
- **Clear rules around spitting and coughing towards another person:** Deliberate acts of transmission (e.g. spitting at or towards another person) will be treated as malicious and with the utmost seriousness.

These are unprecedented times and the health and safety of all is paramount and an absolute priority. For these reasons, failure to adhere to expectations surrounding good hygiene and social distancing may result in immediate and severe sanctions. These may include:

- Removal from class or group (bubble).
- Removal to an alternative appropriate area within school.
- A student being asked to remain at home in order to ensure the health and safety of others and their place at school for face to face sessions being withdrawn.

We envisage that our students will understand the need for our new protocols and will respect them at all times. We thank families in advance for ensuring that students are fully aware of our expectations.

Finally, students must only attend school if they and members of their household do not have COVID-19 related symptoms which include:

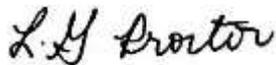
- A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).

- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste differently than normal.

Our school team has worked tirelessly to prepare for our wider opening to Year 10 and Year 12. The focus for all the decisions that have been made, and at the centre of all of our preparations, has been the wellbeing, health and safety of our staff and students. We continue to respond to ever changing situations and are endeavouring to keep you as fully informed as possible whilst doing so. If you have any questions or concerns, please don't hesitate to contact the school using the usual contact details.

We very much look forward to welcoming our Year 10 and 12 students back to school! Please continue to take care and stay safe.

Yours faithfully



Miss L. Proctor

Principal