



Our Ref: NCa/JAS

3 June 2020

Dear Parents and Carers

Re: Re-opening Information for Years 10 and 12

I am writing to you to give you some detailed information as to how the face to face provision for your child will look. Hopefully, this will support you in deciding whether or not your Year 10 or 12 child will attend our academy from week beginning 15 June 2020, which is the date the Government have given for the phased re-opening of secondary schools.

Our Academy Trust procured an external Health and Safety company who visited our site and completed and passed all risk assessments and our Re-Opening Plan to ensure that we meet all Government guidance.

We have created four school bubbles within our academy building. Each school bubble will have its own entrance and exit point, staff and student toilet and suite of classrooms.

All students in Years 10 and 12 will be allocated a two hour 'Progress Meeting' per week when they will attend their school bubble to meet with a member of staff who will talk through the work that they have been doing since lockdown and establish what support that your child needs in which subjects moving forward.

We recommend that your child takes up this opportunity to attend their weekly 'Progress Meetings' to ensure that we are able to give them access to the resources that they need to help them in the qualifications they are studying.

The times when Year 10 students will attend their school bubble will be 10.00 am - 12.00 noon and the times for Year 12 will be 12.30 - 2.30 pm. Students will be given the time slot to attend. Students cannot attend at a different time slot/day as this will impact upon the strict control measures that we have put in place to safeguard both students and members of staff.

Students are to arrive between 9.45 - 10.00 am for Year 10 or 12.20 - 12.30 pm for Year 12 - all entrances will be locked at 10.00 am and 12.30 pm and late arrivals will not be allowed to attend.

In order to comply with social distancing regulations, there are no more than ten desks in a classroom. Students will remain in their nominated classroom for the duration of their time at the academy, with the same member of staff to avoid potential cross contamination. There will always be a member of the Senior Leadership Team, a First Aider and a Safeguarding Lead at the academy whilst students are on site.



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Students will sit at individual tables and will be provided with paper, a laptop and a pen. We ask that, to minimise the number of items at their table, students do not bring a school bag. Students will be permitted to bring a drink and a snack which can be consumed in the classroom.

All students must wear their academy uniform on the day that they attend and it must be thoroughly washed each week. Our catering company will be providing 'grab bags' for all students who are in receipt of a free school meal and these will be distributed to students at the end of their session for Year 10 students and upon entry to their session for Year 12 students. Grab bags will contain a cheese or ham sandwich, a drink and a snack. Any student not in receipt of free school meals is able to order a grab bag which will be charged to their Parent Pay account.

Staff will ensure that students use hand sanitiser upon arrival and when departing from the academy. Staff will ensure that students visit their school bubble toilets according to the risk assessment so that social distancing can be maintained as much as possible. No face coverings or gloves are to be worn by either students or members of staff unless a first aider is dealing with an incident.

Any child developing symptoms will be immediately sent home and must isolate according to the Government guidelines. Furthermore, it is parents' responsibility to keep their child at home if anyone in the household should display any of the listed symptoms.

Should you decide to keep your child at home, this is your prerogative as a parent and there will be no penalty for this. We will continue to provide home learning resources via our online Student Portal.

If you decline a place and then consider at a later date that you wish your child to attend – please email the academy and we will re-allocate a time slot for your child.

Finally, whilst we will ensure that all aspects of the risk assessments are in place, we cannot guarantee that no child will become ill. All risk assessments have been carried out and the risk still remains medium.

I must now ask you to carefully consider all of the information that we have provided regarding what the provision for your child will look like when we re-open on 15 June 2020. In order to help us to allocate a time slot for your child's 'Progress Meeting' I need you **to complete the questionnaire on the link that will be sent to you** where you need to make a **'YES' or 'NO' decision by 12.00 noon on Monday, 8 June 2020**. We fully understand that many of you are still undecided, however, I hope that all of the information in this letter and in the attached risk assessment will help you to make this very difficult decision.



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If we do not hear from you, we will assume that your child will not be attending their 'Progress Meeting' and we will not include them in our school bubble groupings. They would not be admitted into the academy when we re-open on 15 June 2020.

If you do decide that your child will attend the academy for their 'Progress Meetings', they must do so every week on their allocated day/time. Any absences due to illness should be reported to the academy in the normal way.

We are clear that all students who attend our provision must adhere to the social distancing measures that are in place to ensure that they remain safe in the building. We expect students to conduct themselves sensibly, not socialising and also following social distancing on their way to and from the academy. Any breach of these measures which puts at risk the health and safety of others will be taken very seriously and will result in a fixed term exclusion as well as jeopardising our ability to offer them further provision.

If you decide that you will not be sending your child to our academy, you will not be able to alter your decision until, at the earliest, Thursday, 25 June 2020. This is because we will not be able to deal with the numbers of students fluctuating and we will be reviewing our risk assessments on a fortnightly basis.

Yours faithfully

Mrs N Carpenter
Head of School