

8th June 2020

Dear Parents/Carers

We are very pleased to receive the announcement that schools can supplement the home learning taking place with some face-to-face support within school. We are sure our students will want to see their teachers and we certainly are looking forward to seeing the students again. It will give us the opportunity to have conversations about learning and progress and any other concerns that we might be able to support them with.

This invitation to face to face support is only available to Year 10 students (in main school) and Year 12 students (in the Post 16 Centre) at this stage. Thank you for the responses to our questionnaire that went out just before half-term.

You will receive a telephone call from your child's nominated academic tutor, on Tuesday 9th June or Wednesday 10th June, to set up a face to face session at a mutually convenient time. These sessions will last for 45 minutes. If your child cannot attend the tutor will offer you a google meet or a telephone meet with your child, whichever is more convenient to you.

If your child is coming into school for their face to face session, they will be expected to arrive only a few minutes before their appointment time and leave straight after. This is to keep the number of students in the building to less than 25% of the cohort at any one time.

In this session your son/daughter will have time to look at their general progress as well as to access academic guidance to support them with their home learning, in preparation for their examinations taking place next year. One of our aims is to try to ensure, where possible, that the member of staff hosting the session will be a teacher that knows your son or daughter well and can offer bespoke care, support and guidance to your child. The teacher will have information fed in from other colleagues ahead of the meeting to help make it a productive engagement.

Following this first session, your child will be set targets that will be emailed to them. If the tutor feels that your child would benefit from a second meeting the following week this will be arranged with you.

I am certain that you will wish to be reassured that we have rigorously considered the safety of both students and staff and a number of extra procedures, outlined below, are in place to help prevent the spread of Covid-19 and to improve the safety of everyone:

- **Dress code** - Uniform is not required during these days as we are aware that students may want to wear clothes that are easier to wash and dry upon their return home. Therefore, something comfortable to suit the temperature conditions should be worn.

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Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

- **Arrival and departure** – To facilitate social distancing, your son/daughter will have an allocated arrival time which will be different to other students. They will meet their academic tutor outside the main reception of school and will remain socially distanced at all times within the building.
- **Movement** - The student will be led to their allocated classroom (the usual social area will not be available) where the whole of the session will be spent. Only one teacher will be in the classroom with the student. Hand sanitiser and tissues will be available in the classroom for immediate use. The building will operate a one way system for staff and students. At the end of the meeting your child will be escorted to the nearest exit and back to the main entrance.
- **Group size** - Your child's tutor will meet separately with a group of no more than 7 students during the course of the week. In this phase of reopening this will be the group of students the teacher works with whenever they are in the building because we have created 'bubbles' of students to ensure maximum benefit and minimum risk from attending the sessions.
- **Hygiene** - All desks and classrooms will be thoroughly cleaned at the end of the session in preparation for the next day with a deep clean of the building occurring once a week. Each small group of students will have an allocated toilet facility which will be cleaned every 2 hours and classroom bins will be emptied every 2 hours. Students are highly unlikely to meet anyone whilst in the building - including corridor space and stairways.
- **Equipment** – Students should only bring with them the equipment necessary for their session: - pencil case, paper, folder, text book etc and must take all of these items home with them at the end of their allocated session.
- **Travel Arrangements** - Students should avoid travelling by public transport whenever possible in line with government guidelines. If students are able to travel by bike, we are able to accommodate storage so please bring a secure padlock and chain. Car parking facilities will be available but when exiting your vehicle and when walking to and from the Post 16 Centre or through the car park, please practice social distancing rigorously.
- **Break and Lunch** - There will be no break or lunch sessions so students will be unable to buy food from the school canteen.
- **PPE** - If a student wishes to wear PPE in the form of a face mask, this is perfectly acceptable and by personal choice. Care must be taken with its handling and safe disposal.
- **Medical Support** - The links below share up to date advice and guidance on supporting people defined as Clinically Vulnerable and Extremely Clinically Vulnerable, please familiarise yourself with this advice if your child, or indeed, any family member is in one of these groups.
 - Coronavirus (COVID 19) Government Homepage
<https://www.gov.uk/coronavirus>
 - NHS Clinically Vulnerable and Clinically Extremely Vulnerable Lists



- Government COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

As we endeavour to successfully stage the opening of the Academy over the coming months it is essential that we are informed of any health concerns that have arisen during lockdown, or of any adjustments to historic conditions or changes to medication. Please ensure you contact the Academy via the enquiries e-mail detailed at the end of this letter.

- **Recording Attendance** - In accordance with government guidance on recording attendance, all absences will be authorised. Having said that there is still a legal requirement for the accurate completion of attendance registers. And our safeguarding duties are still paramount in all we do. If your child is due into school for an academic mentoring session or as a vulnerable or key worker child, and they are unable to attend their scheduled session, Parent/Carers must contact the main reception (not the attendance line as this will not be staffed full time), detailing the reasons for absence.

Moving forward, we intend to contact you personally by telephone during the next few days to personalise your child's return, answer any questions and allocate them a date/time and classroom arrangements so they are fully prepared for their first session.

Whilst we understand the anxieties surrounding our return in these unprecedented times, we very much hope that students will take this opportunity of face to face support, enjoy the opportunity to get back into school and see some familiar faces who will be there to support them with their home learning and anything else they wish to raise.

We would ask that parents/carers discuss their son/daughter's return to school with them on receipt of this letter and if you have any questions, please use the enquiries email (enquiries@easingwold.outwood.com)

Yours sincerely

L. Eddery

Laura Eddery

Principal