

Parent_Salutation
HouseNumber Street
District
Town
Postcode

10 June 2020

Dear Parent Salutation

Y10 face-to-face academic mentoring – guidance and weekly allocated day/time slot

Thank you for your patience as we have planned carefully for the safe return of small groups of Year 10 students, in line with government guidance. Thank you too for completing our online survey, and confirming by telephone call your intention that *Forename* will return for a short session in school, once each week, until the end of the summer term.

As referred to in the follow-up phone-call, I would like to confirm that *Forename* is scheduled to attend the academy each week, starting in the week commencing 15 June as follows:

Forename Surname – Fridays 9.00am – 10.30am *[Example only for website]*

It is important that everyone understands the arrangements in place to reduce the risks of Covid-19 transmission, and that those returning to the academy are reassured that all reasonable steps have been taken to create a safe working environment in these challenging times. All staff have attended PD Days in this regard on either Wednesday 10 or Thursday 11 June, and have confidence in the detailed risk assessment that has been undertaken and has been signed off by our Chair of Governors.

Below are the main points regarding safety and expectations as Year 10 start to join us again:

We are here for our young people

- We have missed working with your sons and daughters, and are really looking forward to talking with them and listening as they share their experiences, concerns, and issues.
- We will adapt future mentoring and support each week, based on our conversations with students, identifying the additional help they need, above what has already been planned, as we move forwards.
- We want to further improve student access to online learning, and how we teach in the weeks and months ahead, in the current circumstances, to try to prevent students falling behind.
- We will help students with establishing healthy routines, where this has proven difficult for them.
- We want to support our young people with their mental wellbeing, particularly as we know many, many people have been affected deeply by the pandemic, for many reasons including bereavement.
- There will be opportunities for further pastoral support should students require it.

Classroom ‘bubbles’

- Y10 students form ‘bubbles’ of 7 students maximum, with two allocated school staff to each bubble.
- Students will remain in their bubble until the end of term, for all aspects of their time with us on site.
- Each bubble will use the same allocated classroom each week, and students in a seating plan.
- Equipment will be provided in a named box for each student, so nothing needs to be brought in.
- These measures ensure there is minimal potential for cross contamination, following the best guidance we have available.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

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 at school

- Students should arrive on site promptly, around 5 minutes before their allocated slot is due to begin.
- They should aim to walk or cycle if possible, and avoid public transport.
- Those with bikes should walk them down the main drive once on the school site.
- Students should maintain 2m social distancing at all times, including on the way to and from school.
- Where students are dropped off by car, we ask that the visitors' carpark is used and students wait in their car until asked to line up by a senior member of staff.
- Students will be asked to line up on markers 2m apart in front of the student gate entrance.
- Due to the staggered nature of sessions a maximum of 14 students will arrive at any one time.
- There are allocated bins for the disposal of PPE should a student wear it on the way to school. Guidance from the government is that it is not required by students and staff when working inside schools.

Arrival by public transport

- If your child does need to use public transport, please ensure that they follow the current government guidelines that are available here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- These guidelines include: planning ahead using a direct route; wearing a face covering and carrying hand sanitizer, washing or sanitising hands before and after the journey, maintaining a 2m social distance, and using a contactless payment method if possible.

Entering school, and classrooms

- Each bubble of students will be escorted into the building by senior leaders and/or their bubble staff.
- Students with bikes should wait in line, and can wheel them to the bike shed as they are escorted in.
- Markers on the path and floors make it easy to remain 2m apart from the person in front.
- At key points, students will be asked to stand and wait, remaining 2m apart, whilst others complete actions such as hand-washing.
- As students enter they will be expected to use the hand sanitiser dispenser along the route, and the hand washing facilities, before being taken upstairs to the English/Humanities corridor where Y10 will be based.

When in classrooms, and toilet facilities

- During the sessions, there will be presentations and collective work, discussions, solving Google Classroom issues, post-16 careers guidance ahead of college virtual open events etc.
- Individual students will in turn receive a one to one session for 10 minutes or so in a neighbouring classroom.
- Windows and classroom doors will be open to allow for air flow, as per government recommendations.
- Desks are set up in classrooms to maintain 2m distancing, and limited to 7 per room.
- Marker tape on classroom floors shows a 'safe' route to take between desks should a student require the toilet, to maintain social distancing.
- Students will be escorted to toilet facilities by a member of staff, to maintain bubble distancing.
- The disabled toilet will be utilized at end of the corridor, so students don't have to walk around the site.

Regular reminders

- During their time with us, students will be reminded of how to stay alert to Covid-19, such as the importance of regular handwashing, not touching eyes, mouth or face, minimising contact with furniture etc.
- Social distancing of 2m when in classrooms and moving around.
- Staying safe, respectful, responsible at all times.

Leaving school, after the session

- Students should not bring anything out of the classroom, leaving their equipment in their labelled box.
- They will line up outside the classroom on 2m markers and be escorted along the one way system.

- At key points, students will be asked to stand and wait, remaining 2m apart, whilst others complete actions such as hand-washing.
- As students leave, they will be expected to use the hand sanitiser dispenser at the exit point.
- Students should not congregate in the community with other students, as per government expectations.

Other expectations, including to reduce transmission

- Students are NOT required to wear school uniform. They should wear clothing that is suitable for a school environment and that can be easily washed when home.
- No bags or equipment should be brought into the academy as items needed will be provided.
- Students should not wear make-up or jewellery, for health & safety reasons should a child become ill or require first aid.
- Students should not bring food, water or drinks, particularly as they are on site for 90-minutes.
- It is important to be punctual. Students who are late should report to Reception, but please note there may be a delay before they are escorted to hand-washing and then their classroom.
- If your child is due to attend for their session, but is then not coming, please ring our attendance direct line on 01642 374798 or Reception on 01642 454577 Option 1, or send an email to o.fletcher@normanby.outwood.com, and give a reason for the absence.

Other reassurances

- We have a number of additional, dedicated first aid rooms and access to PPE should a student require first aid, or starts to exhibit Covid-19 symptoms. Rooms will be limited to one student in these circumstances.

Visitors and Reception

- Can I politely remind parents that school is not open for visitors, and visits to Reception should be avoided where at all possible. Instead contact us by telephone on 01642 454577.
- Where you must visit Reception, please maintain social distancing using the markers, and make use of the hand sanitiser station.

I would like to direct you to our dedicated reopening website page that has further guidance, information and a series of pictures and videos that explain elements of social distancing and safety within the academy. This can be found at www.normanby.outwood.com/reopening. **You are asked to go through this page carefully, together with your child to ensure all expectations are understood. When you have done this, please both sign and date the enclosed Parental Agreement Document as soon as possible.** Your child should bring this to the first session in school please, where a box will be available to deposit the sheet safely.

Thank you for reading this lengthy letter. I hope it has reassured you that suitable arrangements are in place, to make the school as safe as can be reasonably be anticipated. Likewise, it is equally important that your child and you are fully familiar with our procedures and expectations before arrival at the allocated time next week.

Please do not hesitate to get in touch, if you have any further questions after reading my letter and looking at our detailed webpage www.normanby.outwood.com/reopening. This can be done via the dedicated email address: phasedreopening@normanby.outwood.com Where appropriate, a FAQ document will be updated from these emails and added to the website over time.

Thank you for your continued patience and understanding, as we work hard to welcome your child back to the academy for academic mentoring, in as safe a way as possible.

Yours sincerely



Andrew Wappat
Principal