

8 June 2020

Academy Re-Opening To Year 10

Dear Parent/Carer,

I am writing to confirm arrangements for the re-opening of the academy for year 10 students from **Monday 15th June**. As an academy we are extremely keen to provide as much support as possible at this difficult time and we are very much looking forward to welcoming year 10 students back into school.

Schools have been asked to provide year 10 students with **some** face to face support to

- progress learning during the summer term
- provide pastoral support
- have conversations about the work completed online
- support remote education

Timetable

Schools have also been asked to have no more than a quarter of each year group in school at any one time. In order to provide support for year 10 students there are morning or afternoon sessions planned. Morning sessions will start at **8.30am** and end at **11.45am**, afternoon sessions will start at **11.30am** and end at **2.30pm**, there will be a break in morning sessions and a lunch break in afternoon sessions. Please see the **personalised card** attached for the day and time each week for your son/ daughter to attend. Within each session there will be four tutorials on maths, English, science, and one of history, geography or Spanish dependent upon the subjects currently studied. These sessions are to complement online studies, **students will still need to complete work set online**.

Health and Safety

Working with Outwood Grange Academies Trust and the Local Authority we have produced an extensive risk assessment to ensure robust systems are in place to keep students and staff safe.

Small groups of no more than 10 students will be in a class together and will see a maximum of four teachers. Each group will have one classroom with socially distanced desks, a named desk and equipment. No other group of students will use their classroom or each student's desk or equipment. On entering and leaving the academy, students will be asked to wash their hands or to use alcohol hand gel and on entering their classroom they will be asked to use alcohol gel again. Students are asked to make their way directly to their classroom and observe social distancing. Two meter distance markers have been provided from the academy gates to school and on corridors to aid students.

Each classroom will be cleaned with disinfectant spray before and after students have used it and the whole school will be 'deep cleaned' every Friday. Hygiene products are available in each classroom including tissues, alcohol gel, disinfectant spray and paper towels.

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: I58 2720 04. Outwood Grange Academies Trust is an exempt charity.

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

We have divided the academy into four areas, red, yellow, blue and green. Each student is assigned to one colour coded area and has a colour coded entrance/ exit and toilets. Details of this are on each personalised card.

It is important that students do not cross into other areas and follow the risk assessment – ensuring everyone’s safety. If a student does not follow the risk assessment they may jeopardise their opportunity to attend these tutorials.

Break, Lunch and Refreshments

Students remain in their classroom whilst in the academy, including at break and lunch time. Each group has pre-arranged times to wash hands and visit toilets.

The drinking fountains have been closed so we ask that students bring water from home. At the beginning of morning and afternoon sessions we will ask if students require lunch at the normal cost of a school meal deal, £2.30. Made to order ‘grab bags’ which include a sandwich of choice, a bottle of water, fruit/fruit pot and muffin/biscuit can be provided. Students on morning sessions can choose to eat in school or take their lunch home. Students on afternoon sessions will eat lunch in their classroom. Social distancing socialising will be encouraged! Students can bring a packed lunch into school if they choose.

Travelling to the Academy

Government guidance asks that wherever possible students walk or ride bikes to school rather than catch busses. I fully appreciate that this is not possible for everyone and where students may catch a bus we have tried as far as possible to make their session out of peak times. When students are travelling by bus they are required to wear face coverings. Lidded bins will be provided for face masks. Small plastic bags will be provided for students to safely store non- disposable face coverings.

Uniform

To make it easier to wash clothing each day that students attend school we are suspending the need to wear school uniform until September. Students should wear smart, respectful clothing such as shirt, dress, skirt, trousers. There is no need to wear a blazer or tie. Jewellery and make-up are still not to be worn. Shoes should not be open-toed.

Personal Equipment and Phones

Please bring as little as possible into the academy. Mobile phones should not be in school and normal school rules will apply.

Attendance

Government guidance says that where a student has significant health issues that requires them to shield themselves they are not expected into the academy. If a student lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. If a student lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to which is the case here. There will not be any action taken at this time for non-attendance.

We hope to see as many students as possible when sessions start. This is such a vital time for students in year 10 and we normally begin year 11 teaching at this time.

Message to students

Your teachers have really missed you and we are really looking forward to seeing you at your session. This is a really important time for you and we aim to catch you up and help you achieve the very best grades you can by the end of year 11. We know how incredible you are and the amazing things you can achieve. The more time we have with you the more support we can provide and as ever, we are really looking forward to helping you in every way possible.

Please read your personalised card carefully to make sure you come through the correct gate and entrance, attend at the correct time and day and go to the correct classroom. Remember to follow social distancing guidelines and stay two metres apart. See you soon!

Yours Faithfully,



Jayne Gaunt
Principal