

10th June 2020

Dear parents or carers of Year 12 students

Before I begin, I would like to take this opportunity to thank you for your understanding and cooperation since we had to close to the majority of children due to the current pandemic. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs or disability, or if you are a single parent or carer.

Following on from the government's decision to open schools more widely, I am now writing to confirm that we will be welcoming Year 10 and 12 children back in small groups from Monday 15th June 2020. We are not permitted to have more than 25% of the total number of students in these year groups in at any one time and will therefore be operating on a rota basis. The face to face sessions will supplement existing remote learning, not replace them. **Sessions will take place from 9.30am to 12.30pm.** There will be no break or lunch in order to minimise risk. Students will not be able to bring food or drink into the academy; the academy will provide bottled water for students.

In order to best protect your child and our staff we have put a number of temporary measures in place.

I have summarised the most important information you need in order to decide whether your child should attend the academy:

- **Keeping your child safe**

Our Estates team have been working tirelessly with our Principals and leadership teams to ensure all possible protective measures are in place.

Our aim is to reduce as much interaction as possible through containing students and staff in 'bubbles'. Measures such as 2m distancing in classrooms, one-way systems around the academy and more focus on hygiene routines will be in place from 15th June. Where break and lunch times are necessary, these will also look and feel very different as we attempt to keep children from mixing with any more people than necessary.

All of these additional measures are laid out in detail in a comprehensive suite of risk assessments. You are welcome to view these on our academy website.

We have also added some temporary procedures to our standard policies, including safeguarding and behaviour. Please find enclosed with this letter an additional Home Academy Agreement for you to sign so that we can all truly work together to keep your child safe.

- **Attendance expectations**

If a member of your household is displaying symptoms related to Coronavirus (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) please do not send them into school. You can access testing through the NHS website. If anyone in your household is positively tested for Coronavirus, your child should not return to the academy for 14 days.

Children who are classed as clinically extremely vulnerable (please check the following link for an up to date list: <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>) should not return to the academy. If someone else in your household is classed as extremely vulnerable, then you should only return your child to school if you believe your child can stringently adhere to social/physical distancing measures and follow all instruction.

If your child is clinically vulnerable but not on the above list, please seek medical advice before making your decision whether they should attend.

Whilst our desire is to welcome all 12 students back, we completely understand that you will be anxious about whether your child will be safe in the current circumstances and I wanted to be clear that you will not be held to account in the normal manner should you choose not to send your child to the academy during this unprecedented time. We may make calls home to check on the safety of children who can be in the academy and are not but I wanted to assure you that the government has confirmed that no action will be taken for non-attendance.

Your child will be asked to attend the academy on the dates below for their chosen subjects.

STUDENT DETAILS

It is very unlikely that the academy will be opening to any other students for the remainder of this academic year and we will continue to provide home learning resources until we can invite them back.

We regret to confirm that brothers and sisters of 12 students will not be able to attend the academy unless they fall into either of the other two categories for attendance.

It is important to note that, if we do not have enough staff to safely supervise all of the children attending (this may be because of increased demand for key worker places or staff sickness), we may have to retract the offer for some students to attend the academy on certain days and revert to home learning. We will obviously give you as much notice as possible if this situation arises.

- **Uniform expectations**

We do not expect students to wear business dress during the remainder of this academic year but ask that your child has clean clothes every day and sensible footwear.

- **Transport**

Wherever possible, your child should avoid public transport. Walking and cycling would be the preferred methods of transport.

If you are bringing your child by car, please be considerate to our academy neighbours and park in a safe manner.

- **Dropping your child off and picking up**

Please aim to arrive at the academy as close to the allocated time as possible and maintain a social distance from other family groups. We recommend you discuss this with your child before they attend.

We have also allotted different entry and exit points to the academy for different groups of children. **Your child's access point will be the side gate.**

A member of staff will meet your child at the academy gates.

During the day, we may check your child's temperature, including on entry to the academy. Should the reading indicate that they have a high temperature, you will be required to take your child home.

- **Equipment provisions**

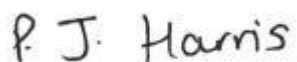
To minimise the sharing of equipment within the academy environment, we have identified some resources that will not be in use during this extraordinary time. Our curriculum has been adapted to take account of this. Your child will be provided with basic equipment such as a pen, pencil, ruler and highlighter. This resource pack is for your child to use only. This will be stored safely at the end of each day. Whilst we will be explaining why they shouldn't share their equipment with classmates, it would be helpful if you can reinforce this message at home. Any resources that are kept at home should be cleaned on a daily basis, using anti-bacterial wipes, washing up liquid, detergents as appropriate.

- **Parental visits**

To ensure we minimise the amount of individuals entering the academy site, we ask that parents and carers do not enter the site for ad-hoc meetings. If you need to speak to anyone please call our reception on 01902 368147 or email office@poolhayes.attrust.org.uk and a relevant member of staff will be in touch.

We hope that this letter provides you with sufficient detail and safety measures we have put in place for our safe, steady and gradual reopening. Detailed risk assessments are also available to view on our academy website. Please remember to sign the updated Home School Academy Agreement which is enclosed with this letter and send it with your son/daughter on their first day of return to the academy

Thank you again for your continued support during this time. Take care.

A handwritten signature in black ink that reads "P. J. Harris". The letters are written in a cursive, slightly informal style.

Mrs Harris
Principal

A handwritten signature in black ink that reads "Mrs Macey". The signature is written in a cursive, flowing style.

Mrs Macey
Assistant Principal – Post 16