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9<sup>th</sup> June 2020

Dear Parents/Carers and Students

I am writing to provide you with details of the Year 12 in-school tutorials which are planned to begin on 15 June. Please read this letter carefully.

We also attach two information documents which provide more detail. This letter covers the important things you need to know, so please only read the other documents if you want further detail.

**Each Year 12 student able to do so will attend a subject tutorial on a separate day for each of their A Level courses between 15 June and 3 July.** Parents and students will receive a direct message with the dates and times their son/daughter should attend.

#### Key information

The most important points to note are:

- **Students must not attend school if they are extremely clinically vulnerable (otherwise known as 'shielding')**
- **Students must not attend if they show any symptoms of Covid 19 i.e. a raised temperature, recent cough, or loss of taste/smell.**
- **Students must not attend if they have not adhered to the required social distancing measures for the past 14 days.**
- Each tutorial will have a specified start and finish time. Tutorials will be between 2 and 5 hours long, depending on subject and group size. **The earliest start time will be 10.00am and the latest finish time will be 3.00pm.**
- If driving themselves, students should park in the Sports Centre car park. If being driven in, students should be dropped off in the main car park. If walking/cycling, students should make their way to the main car park to be directed to the correct room.
- Students must not lift share with people outside of their household. They will be refused entrance to the school if this rule is not followed.
- Students must bring a **packed lunch and a drink** if their session runs through lunch. There will be no catering facilities.
- Students must not gather in groups before or after these sessions. If walking/cycling with others they must adhere social distancing rules.
- By attending, students and parents are agreeing to abide by the arrangements and requirements detailed in this letter and attachments.



### Start and end of the day

Students should go directly to the specified room for their tutorial upon arrival. They should arrive at school just in time for the start of the session. If arriving by car, students must be dropped off in the main car park. Students must not gather in groups before tutorials.

Students must not travel in a car with others outside of their household. Students will be refused entry to the school where they arrive in a way that contravenes social distancing rules.

At the end of the day, students should immediately leave the school site. If being collected, parents must arrive before the end time for the tutorial and wait in the main car park. Students must not gather in groups at the end of the day.

Parents are asked to wait in their car. Parents must not come further onto the school site without a prior appointment.

### Tutorials

Students will have a 15 minute break at some point during the session if it lasts beyond 1.00pm. They will be directed to hand washing stations at the start and end of breaks. Weather permitting, students will be allowed to use the school field in small groups during their break or may remain in their classroom to eat their lunch.

During tutorials, teachers will direct students to undertake certain activities. This may be set work or a discussion about the progress made in remote study. There will be some one-to-one discussions to assess students' progress in completing work at home.

**Please note that our intention is to support students with the next phase of remote learning. Where students have fallen behind, they should not be anxious about admitting this or asking for support.**

Teachers will inform students what work they would like them to bring with them.

### Infection control measures

Please find attached full details of the hygiene and social distancing measures we are taking. In summary:

- Students will be required to stay 2 metres apart at all times. Classroom layout and signage around the site will support this.
- Tutorials will take place in small groups.
- All rooms have been deep cleaned. Rooms and equipment will be cleaned between tutorials and days.
- No more than one quarter of the year group will be on site at any time, and the day is organised such that students will come into contact with a small number of their peers.
- **Students should wash the clothes they wear to school when they get home.**

Following the government advice for schools, we do not require students to wear face masks as these are only advised in circumstances where social distancing is not possible. However, students may choose to do so if this gives them confidence. We also do not intend to take students' temperatures upon arrival as this measure is not reliable in identifying those carrying the virus and government advice clearly states that this is not advised or required.

If a student becomes symptomatic during the school day, they will be immediately isolated and sent home at the earliest opportunity. If a student or member of staff tests positive we will immediately inform all those who have been in close contact with this individual so that they can self-isolate for a 14 day period. Further information on these procedures can be found in the attached guidance.

Please note that although we have taken extensive measures to ensure students are safe, these are only effective if students follow these requirements. If students deliberately contravene the hygiene and social distancing rules they will be taken out of circulation and their attendance on future days may be at risk.

#### Who else is on site?

A small number of Year 10 students will also be attending school during this period. Year 12 will have little, if any, contact with these students. There are also a small group of children entitled to 'key worker' places on site. This group have their own rooms and outside space so will not mix with other students.

Staff will only be on site if required to run tutorials or provide support for this provision. **Visitors are asked not to come onto the school premises without an appointment, including parents.**

#### Clinically vulnerable students and their families

Extremely clinically vulnerable students must not attend school at this time. Those shielding extremely clinically vulnerable family members should also not attend.

Those who are clinically vulnerable, but not shielding, should be able to attend school if the appropriate safeguards are in place. **It is essential that parents inform us of their child's medical status and have received medical advice.** In most cases, we expect the hygiene and social distancing arrangements we have in place to be sufficient to keep these students safe. However, we will carry out **individual risk assessments** for each clinically vulnerable student intending to access their place prior to them attending.

#### What happens after these three weeks?

We will continue to follow government advice and review the provision offered so far before making a decision about further time in school for Year 12 students. We would like to provide further opportunities for Year 12 students to attend school before the summer, but this will be dependent on national and local infection rates and the school's ability to deliver this provision.

Thank you for taking the time to read this information. Although the measures in place may seem stringent, we will endeavour to make the experience positive and useful for students. We are looking forward to seeing the Year 12 students.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Evans', with a long horizontal flourish extending to the right.

Matthew Evans  
Headteacher