



17 July 2020

Rachel Hutchinson
Principal

Dear Parents/Carers

As we approach the final and most unusual last few days of our Academic Year 2019-20, please may I take this opportunity, on behalf of the staff and governors, to thank you for the support you have shown over the past four months. The parent and student survey responses and other correspondence into the College have been so positive with some incredible personal stories and heartfelt thanks by students and parents on so many levels.

We have now had an opportunity to review the DfE guidance published on Thursday, 2 July 2020 and are in a position to update you accordingly. I apologise for the lengthy nature of this communication to you, but I hope that by outlining the key government requirements, and how we intend to implement them at Ivybridge Community College, you will be reassured that we are taking this responsibility very seriously.

We will need to balance our aim of providing students with a high quality, full curriculum entitlement with the need to maintain stringent controls in order to minimise the risk of transmission of COVID-19 within our College community. We are highly ambitious for all students and our objective is to keep them safe while enabling access to the full curriculum within a carefully managed environment.

In this letter I intend to share the following information:

- 1. A summary of the risk assessment in place in order that all staff and students remain safe in our care and the precautions that we will be taking.**
- 2. Arrangements for the start of the Autumn Term for all Year Groups.**
- 3. Further information and guidance.**

There is a summarised presentation which covers all of the relevant information from this letter published on the College website. I hope that this will help in sharing key messages with your child in a more 'user-friendly' manner and support in communicating the preparation for September.

1. A summary of the risk assessment in place in order that all staff and students remain safe in our care and details of the precautions that we will be taking.

The government, supported by Public Health England, has highlighted the importance of the following controls which must always be in place to minimise transmission:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have someone in their household who does, **do not** attend College.
2. Clean hands thoroughly and more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces, using standard products such as detergents and bleach.

We have remained open for eligible students since Monday, 23 March 2020. Latterly, we have also welcomed back a large number of students, and more than many other secondary schools, in a safe and effective manner. We have learnt a great deal about the management and application of these controls in this time and will continue to implement these systems in September when we return to College:

- We have benefitted from the excellent standards delivered by our Devon Norse cleaning team who know our site well and have accommodated their working patterns and routines

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to support our 'new way of working' with bespoke cleaning teams in our Hub areas across the College.

- We have benefitted from our very committed and loyal Caretaking Team who have made adjustments across the College site to ensure we can accommodate one-way systems, visible signage to support social distancing and have made a number of adjustments to the layout of classrooms.
- We have an established Medical Team, who work alongside experienced qualified first aiders and are able to respond to suspected cases of COVID-19 by following the professional advice provided and the use of PPE along with an isolation room if required.
- The vast majority of our staff have been involved in on-site provision, and have all undergone a thorough induction on the new procedures and understand how and why we have implemented these controls to support the safety and wellbeing of both themselves and the students in their care.
- Since 23 March 2020, feedback from students, staff, and parents/carers has reported high levels of confidence in the management of hygiene and safety controls.
- We have continued to benefit from strong governance. I have been accountable for presenting plans and detailed risk assessments to both Trustees and the Local Governing Board throughout this phased reopening process. We have continued to operate with their full confidence. Visit commentaries from Rob Haring (CEO) and Michael Saltern (Chair of Governors) have noted the attention to detail and excellent management of controls on site.

I am confident that we have shown that we have the capacity to operate within a controlled environment and we will continue to use these tried and tested strategies when we return in September.

To ensure the College is able to adhere to the four key controls we have put the following practical steps in place:

- 1. Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or have someone in their household who does, do not attend College.**
 - The wellbeing of staff and students will be closely monitored at both line management and HR level.
 - Regular communication regarding COVID-19 symptoms will be published and updated accordingly.
 - Students will receive induction lessons as part of their Tutorial Programme to ensure they understand the symptoms and know how to keep themselves safe.
 - Visitors to the site will not be permitted without a pre-arranged appointment, authorised by the Principal.
 - Individuals who develop symptoms will be supported in a Medical Isolation Room and they will be sent home with information about how to book a test and clear advice about their next steps. Individuals presenting with symptoms will not be permitted to return to site without having had a COVID test.
 - We will maintain accurate registers to ascertain contact tracing.
 - We will promote and adhere to NHS Track and Trace.
 - We will consult with Public Health England where we become aware of suspected symptoms or individuals who have tested positive for COVID-19.
- 2. Clean hands thoroughly and more often than usual.**
 - We will ensure that all staff and students sanitise their hands on arrival to our site.

- Sanitising units will be located throughout the site (at the entrance to all main buildings) and hand pumps will be available in all classrooms. This will allow students to sanitise hands at the start of every lesson, and before and after every break.
- We have updated our Discipline and Behaviour Policy and will be communicating expectations to all parents/carers and students as part of the Home/College Agreement in September.
- We will challenge non-compliance and sanction accordingly if students are putting themselves or others at risk.
- Students will receive induction lessons that will cover the understanding of hygiene impact.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- All students will be encouraged to bring a packet of tissues and staff should do the same.
- We will ensure good ventilation in all working spaces (i.e. open door policy and windows).
- We will ensure the safe disposal of any products that are possibly contaminated at the end of each working day.
- Student induction lessons will cover the understanding of 'catch it, bin it, kill it'.

4. Introduce enhanced cleaning, including frequently touched surfaces, using standard products such as detergents and bleach.

- We will ensure an enhanced regime of cleaning of hard contact surfaces to reduce the opportunity for virus transmission at the end of each working day.
- All internal doors will remain open to limit touch points.
- We will ensure that additional cleaning capacity and sanitation supplies are in place to maintain a clean site.
- We will ensure the safe disposal of products at the end of each working day with special treatment of any products that are potentially contaminated.
- We will request that Devon Norse maintain transparent records of all cleaning schedules.
- This provision will be professionally managed by Devon Norse.

2. Arrangements for the start of the Autumn Term for all Year Groups.

The guidance asks schools across England to consider organising the school so that students remain in bubbles which we have called '**Hubs**'. It is acknowledged that in secondary schools it is more problematic to zone students and create bubbles; all school sites are very different so it may be more difficult to achieve for some schools than it is for others.

Year Group Hubs and teaching arrangements

Ivybridge Community College will be creating **Year Group Hubs** and each Year Group Hub will be given a designated **Hub Area** in the College for the majority of their teaching and an outdoor Hub Area for their break times. This means Year Groups would **NOT** be allowed any close contact with students from other Year Groups during this period of restrictions.

Students will be permitted to move between classes within their Year Group Hub to allow them to be taught wherever possible in the correct sets by their usual class teachers.

The College is currently working through the timetable adjustments in order that students can move out of their Hub Area, where possible, to use specialist teaching spaces i.e. an Art Room or Computer Suite providing we have pre-planned a one-way system which keeps them at a sensible distance from other Year Groups.

Students who are in specialist working spaces and using specialist resources and equipment, i.e. keyboards or Art equipment will be routinely expected to wipe surfaces before and after use and wipes will be provided. This will become our normal way of working across the College.

The College will avoid any large gatherings of students, including Assemblies. We will deliver these virtually whilst the students are in their class groups.

Wider curricular activities involving students from different Year Groups will not be permitted at this stage. College systems that would normally involve the mixing of students such as our Student Council, Learning Mentors and some of our behaviour procedures such as detentions will be adjusted accordingly.

The College day has been adjusted in order that all Year Group Hubs are given separate dining and recreational spaces and therefore, breaks will be staggered so that Year Group Hubs do not 'mix'.

3. Start of the Autumn Term Arrangements

As already outlined in my previous letter, the College will be opening from Monday, 7 September 2020 in a safe and timely fashion.

Each Year Group will undergo an Induction Programme during this first week in which all the above arrangements will be carefully shared with the students alongside their introduction to the Tutor Programme and their timetabled lesson arrangements. Years 7, 9 and 12 have been given a two-day Induction Programme to support the transition into a new school or onto new courses. Years 8, 10, 11 and 13 have been given a one-day Induction Programme.

ALL Students will be expected to attend their specific days only for the first week and will then commence onto their full-time timetable from Monday, 14 September 2020.

If your son or daughter is absent for their Induction Programme, they will have to complete the sessions during their first day back and this will require them coming out of their timetabled lessons. 100% attendance back to College in September is really important for ALL students and the College will take every precaution necessary to ensure they remain safe and supported throughout.

Induction Day Programmes

All new students to the College, no matter what Year Group will be met by staff on duty who can advise them of where they need to go. Please be reassured, all new students will be given the time and support to settle in and get to know us.

Date	Year Group	Meeting point on arrival into College
Monday, 7 September	Years 7 and 12 only	Year 7 welcomed by staff on all entrances and then taken to the Haring Building line up area Year 12 The Main Track
Tuesday, 8 September	Years 7 and 12 only	Year 7 welcomed by staff on all entrances and then taken to the Haring Building line up area Year 12 The Main Track
Wednesday, 9 September	Years 8 and 9 only	Year 8 Astro Year 9 The Main Track
Thursday, 10 September	Years 9 and 10 only	Year 9 The Main track Year 10 Astro
Friday, 11 September	Years 11 and 13 only	Year 11 The Main Track Year 13 The Main Track
Monday, 14 September	All Year Groups back into College to commence their timetabled lessons. All catering services open to staff and students.	

4. Further information and guidance

The College will be closed during the summer holiday period and emails will be checked periodically. Therefore, we apologise but we cannot guarantee that any queries or communications received during this period will be responded to in the normal timely fashion.

5. Frequently asked Questions

a. Will we be required to wear College uniform in September?

All students will be returning in **full College uniform** and we would therefore recommend that parents/carers prepare accordingly with the purchasing of appropriate footwear and uniform items. A separate letter entitled Standards and Expectations has been published on the College website to provide further clarity with regards to uniform and **compulsory equipment for learning**. Following parental feedback we have also produced a **Code of Dress brochure** which provides further clarification on our uniform and equipment expectations including hair styles, shoes and jewellery advice and guidance. This can also be found on the College's website.

b. Will the College buses be running as normal?

All College transport will be running as normal from **Monday, 7 September onwards**. Thank you to those of you who have already registered an application for a place on one of our College buses. All current students still need to reapply via the College website if they require the College bus service for September 2020. The College will be writing to confirm the transport arrangements for the next year in the coming weeks and we therefore, strongly recommend that you secure your child's place as soon as possible.

A number of our buses are almost at capacity and we therefore, cannot guarantee a place on some of our main routes if you have not applied in advance.

For current health and safety reasons students will be expected to sit in their Year Group Hubs on their allocated buses and comply with the College's standards of expectations on the buses at all times. Students are permitted to wear face masks. However, this is currently not a government requirement for school transport. If this becomes mandatory for school buses, we will keep parents informed accordingly.

c. Eating arrangements for September

All students will require a packed lunch for the first week back (**Monday, 7 September to Friday, 11 September, Induction Week** of the College term).

The majority of Devon Norse catering staff have been furloughed during this period of closure and their return date to the College and preparing for the reopening of the catering services will commence when all students are back in full-time education on **Monday, 14 September 2020**.

All students will be given the opportunity to upload their accounts throughout the Induction Week in preparation for the purchasing of food during their breaks, using our cashless system. Staff will be on hand to support new students with this process.

Students will be given two allocated breaks during the College day in their Year Group Hubs and will be allocated a dining space for their Year Group to maintain the social distancing measures as recommended. They have the choice to bring a packed lunch on a daily basis or purchase food through the College dining facilities.

You will all be pleased to know that we are undergoing a much needed upgrade on our main servery area during the summer holiday, which will support our kitchen staff in being able to

provide a more efficient service. We are increasing servery space to reduce queuing times and will be adding some additional seating areas.

d. Compulsory Equipment for Learning

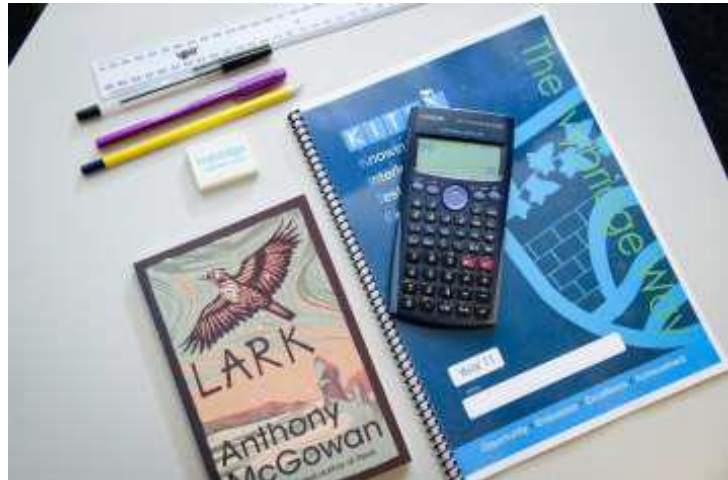
All students at the College are expected to bring their own equipment for learning and this is even more important given recommendations that equipment should not be shared between students.

Please support your child in preparing them accordingly with the compulsory **SUPER 7**.

SUPER 7

1. **Blue/black pen**
2. **Purple pen**
3. **Pencil**
4. **Rubber**
5. **Ruler**
6. **Calculator**
7. **KITE Booklet and a reading book**

(KITE Booklet will be provided by the College as part of the Induction Programme). We strongly recommend you bring your own reading book. We will be restricted by the amount of books being taken in and out of the College Library.



Additionally, students are requested to bring their own water bottle.

e. Will we be doing practical lessons such as Drama, Design Technology and PE?

We are hoping that all students will be given an opportunity to receive some practical lessons as part of the two-week timetable programme in a safe and controlled manner. We believe it is important for the physical, emotional and social wellbeing for all our students that they continue to receive a balanced diet of creativity and physical experiences. We will do our best to manage the specialist rooms, staffing and equipment for this to take place.

Schools have been told that changing rooms should remain closed until further notice. Therefore, we will be sharing the arrangements to support PE activities with all students during the Induction week. In the meantime, please continue to make the most of your recreational time at home during the summer holidays in order that you stay fit and well.

f. Extra-curricular and Sports Academy opportunities

Unfortunately, we have been advised to follow a restricted programme so that the cleaning across the College and the social mixing are not compromised. Therefore, we **will not** be running any extra-curricular activities for the foreseeable future. As soon as we are able to re-introduce these experiences in a safe manner we will notify students and parents/carers accordingly. All students involved in any of the Sports Academies are required to refer to a newly published letter on the website re: academy developments. A number of the virtual academy sessions will continue to be live streamed throughout the Autumn Term and Mr Taylor will be providing some additional Strength and Conditioning sessions until we are in a position to return to our specialist programmes. Please refer to the information provided in the letter published on the website for further information.

g. Will students be required to wear face masks in College?

Our current position is that staff and students will not be requested to wear face masks in College (unless government guidance changes) but that it would be their personal preference if they choose to do so.

With regards to the face masks, we request that they are plain or have subtle patterns in their design and ask that they do not contain any overt logos or potentially offensive cartoons/slogans.

I very much hope this detailed letter reassures both you and your son/daughter that a lot of thought and organisation has been given to their safe return to College.

Thank you for your continuing support and encouragement, this has been so important to us all and has sustained us throughout this term. We are delighted to be planning for a full return in September and I look forward to the Autumn Term with positivity about the academic year ahead.

Have an enjoyable summer break and stay safe.

Yours sincerely

Rachel Hutchinson
College Principal