



5 June 2020

Dear [parent /carer name]

**PLEASE NOTE:**

**This is a personalised letter with specific information in relation to your child's partial return timetable arrangements.**

<b>Student Name</b>	
<b>Tutor Group</b>	
<b>Attendance Day</b>	<b>Every Monday</b>
<b>Learning Hub</b>	

Thank you for your continued patience and feedback whilst we have worked relentlessly to complete our plans to provide some face to face contact for students in Years 10 and 12 to support their Home Learning from Monday, 15 June 2020.

The actions we have taken so far are:

- The Health and Safety team have reviewed the College site and completed all the relevant risk assessment plans, which have now been approved at Local Governing Board and Trust Level in preparation for the partial opening of the College.
- Communicating with the parents of eligible children to establish whether they require a place at Educare and finalising plans for an increased provision (according to government guidance, to provide places for vulnerable and key worker children).
- Liaising with staff and working with groups of leaders in the Trust to share and review our risk assessment and look at how we can use our resources to improve our distance learning provision and continue to support children who are not in College.

For planning purposes, we have adopted an approach of 'extreme caution' for the next phase of re-opening; we are following the government and technical advice we have received, with **safety first** being our priority.

Thank you to all parents who provided feedback as part of the recent survey. We appreciate that some parents felt it was too soon to comment and they wanted more information before making a decision about whether their child would be returning to College. It was pleasing to hear that many of you found the WeST 'Reopening School Toolkit' a useful supplementary guide that provided all the key measures, with a summary of advice and guidance that the College will be following. You can find a copy of this on the College's website.

As we move closer to our re-opening date, we now have more specific information which we are able to share with you to provide greater clarity and reassurance.

Careful consideration and lengthy planning has been undertaken regarding the re-opening schedule. During half term the government released further information stating that a school can only accommodate numbers totalling a quarter of Year 10 and 12 at any one time.

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As you will have noted from information at the top of the letter, all Year 10 students have been scheduled to attend **one day a week** and will receive subject specific support in English, Mathematics and Science delivered by specialist teachers. The remaining four days will then continue with distance Home Learning.

The one day that Year 10 students have been allocated is based on their population group i, v, y or z. Once in College, [student name] will spend the day in their allocated Learning Hub which will further be divided into three teaching groups, each containing between 10 – 12 students per class.

The students in each class will remain in the same classroom, with the three specialist teachers rotating within the same Learning Hub to deliver English, Mathematics and Science.

During breaks throughout the day, students will be provided with a designated outdoor space within the Learning Hub; which will remain supervised, in order to ensure that all students are adhering to social distancing measures.

Please refer to the table at the top of this letter to ensure [student name] attends on his/her designated day and in the correct Learning Hub. This will begin from the week commencing Monday, 15 June 2020 and will run for the remainder of the Summer Term.

### **Key Information to support the return arrangements for the Summer Term**

There are a number of normal College procedures that have been adjusted to ensure we can prioritise the safety and wellbeing of the students over the next five weeks. Please ensure you share the following 'temporary adjustments' with [student name] over the coming days in order that he/she can prepare accordingly for their return to College:

#### **1. Student Uniform**

Students **will NOT** be required to return in their normal College uniform in line with government's advice on the appropriateness of clothing that can be regularly washed. We expect students to maintain a high standard of appearance and dress; students are expected to remember that they are returning to College and therefore must present themselves in an appropriate way. Some general guidance: Skirts and shorts must be at least the length of your arms down by your side, ripped jeans must not be worn, no crop tops, no flip flops or backless shoes as they pose a health and safety risk, no hats and caps. Jewellery should remain in line with the normal College expectations.

For safeguarding reasons, all students are required to wear a College lanyard whilst on site and this will be provided upon arrival on Day 1.

We recommend that all students shower on arrival at home and place their clothes directly in the wash.

#### **2. Personal Equipment to prevent the sharing of ANY resources**

The DfE has stipulated that there is no need for anyone within schools (including staff and children) to wear PPE. In accordance with this ruling, we do not have broad access to masks and gloves and these will not be provided for students or staff. Both students and staff may of course bring their own into College to wear if they wish to do so.

All students are expected to bring their own equipment to College in order that we can reduce risk. This includes:

- Normal College bus pass (if they use College transport)
- Mathematics, English and Science exercise books if they have them
- Equipment for Learning: Reading book, pens, pencil, ruler, eraser and calculator
- Packed Lunch (if they choose to bring their own)
- A drink to ensure students remain hydrated throughout the day
- Learning Hub Lanyard (provided on day 1.)

### **3. Structure of the College day and breaktime, eating arrangements**

The school day will commence at the usual time and all College bus pick-up times and bus stop locations will resume as normal. For those students who use public transport, we recommend that parents check that the service is running as expected.

Upon arrival to the College site, students will be supervised in accordance with social distancing measures, and routine temperature checks will be taken to minimise the risk in line with the Trust's secondary school recommendations.

Students will be registered in their class group and will then proceed with a short Tutorial Programme which has been designed to support this transitional period and the wellbeing of our students.

They will then follow a timetable of three 90 minute lessons, separated with two 30 minute breaks. The final session of the day will finish at 3.00pm to allow for a staggered exit at the end of the day.

A limited food service will operate; students will be able to purchase a packed lunch at a cost of approximately £3.35. Orders will be taken at the beginning of the day and packed lunches can then be delivered to the designated Learning Hub and ParentPay accounts will be charged accordingly. Alternatively, students may bring their own packed lunch. Please ensure your child brings plenty to drink, including adequate water given the fine weather. All water fountains will be out of action until further notice.

### **4. Hygiene and cleanliness for all students**

Please discuss the importance of regular hand washing throughout the day and encourage your child to continue these habits both before and after attending College. Students in each Learning Hub will be allocated toilet and hand washing facilities, which will be monitored with regular cleaning routines throughout the day by the Devon Norse cleaning team. All classrooms being used in each Learning Hub will receive two daily cleans, with a deep clean at the end of each day. We have also timetabled each Learning Hub to use different classrooms on alternate days to ensure rooms can be cleaned, aired and given 48 hours 'down time' to minimise any potential risk.

Hand sanitiser stations have been installed in all Learning Hub areas and we actively encourage all students to have their own bottles of hand sanitiser and tissues for personal use where feasible.

### **5. Social distancing and movement around the site**

We have identified the numerous obstacles to social distancing and have explored a range of strategies to overcome them. However, we recognise the importance of individuals' ability and maturity to self-manage. It is important that students recognise that rules about physical contact are fundamentally about keeping safe, and not about being "strict". As much as possible, students and staff will be spaced apart and encouraged to maintain the current 2 metre guidelines at all times.

As a result, the College site has been carefully planned in order to ensure all Learning Hubs are adequately spaced out. Each Learning Hub has been organised with a one-way system to support social distancing measures. New signage and two metre warning markers have been placed in all main corridors in use. Please remind [student name] that they must remain in their Learning Hub and under no circumstances should they visit other areas of the College site.

All main pathways have also been clearly marked out to support the 2 metre rule across the College. Members of the Leadership Team, alongside duty teams, will be closely monitoring the designated outdoor areas to ensure students adhere to social distancing measures at all times.

## **6. Standards of Expectations by all students**

We will continue to adhere to our usual high standards of expectations in accordance with the College's Behaviour for Learning Policy. If a student does not follow the social distancing measures or hygiene requirements that are in place, and/or behaves in a way that increases infection risk, they will be robustly challenged and parents will be contacted. Further guidance has been adopted by the College to ensure a safe environment is established and maintained throughout this period of the COVID-19 pandemic, which can be found on the College's website.

## **7. Social distancing measures on College Buses and Safety of students before and after College**

We have completed a thorough piece of work to ensure all College transport is safe to run for the daily cohorts. Our students are sensible and will obey the social distancing rules. Please remind your child of the need to ensure the safety for all and to adhere to the following measures:

- Students must still travel with Bus Passes at all times
- Students can only travel on the Bus Route to which they are registered
- Students must adhere to all the instructions provided by the driver when embarking on and disembarking from the bus; filling up from the back, sitting in the allocated seats only and remaining seated with seat belts on at all times
- Buses will be monitored by the College and parents will be notified if we have concerns.

## **8. The mixing of students before and after College**

Teachers will supervise the start and end of each day on all the main College entrances. Students will not be dismissed from classes in bulk, they will be staggered and students will be escorted off the site with social distancing measures being followed.

Parents are not permitted to come onto the College site to drop off or pick up their child and are advised to park offsite and a reasonable distance away from the College. Please respect local residents when choosing where to park to ensure driveways are not obstructed and we are mindful of our wider community who live nearby.

Sadly, once students have left our site, we have no authority other than to remind them of the need for social distancing. It is vitally important that parents and carers communicate this message clearly to their children. Please encourage your child to maintain appropriate social distancing behaviours when walking or travelling to and from College and advise against socialising around the town or in public areas in large groups. The Police are fully aware of the College return date and will be monitoring the behaviour patterns of our students throughout this period.

If [student name] is already attending the Educare programme, we will ensure that they also receive the same subject specific input on their nominated day and they will continue with Educare support for the remainder of the week.

### **Additional Study Support opportunities**

For some of our students who have found distance Home Learning particularly challenging, we will be inviting key Year 10 students in for study support sessions each Friday as an additional day. This will allow them to work in a small hub on computers with generic teacher support. If you are interested in your child being given the opportunity to access this additional study support day please send an email to Mrs Olive, Associate Deputy Principal, at [year10support@ivybridge.devon.sch.uk](mailto:year10support@ivybridge.devon.sch.uk) so that the necessary arrangements can be made. Please note, places will be limited and we will do our best to support as many students as we safely can during this period.

### **'Recovery' programme sessions**

As part of the survey, we invited parents to identify whether some bespoke sessions would be useful as part of a 'recovery' programme for students who may have found the last few months particularly challenging. Parents who have requested some additional support for their child will be contacted over the next few days by the Deputy Principal, Mrs Taylor, to confirm further arrangements.

We do appreciate that some parents may choose not to send their child into College initially and we understand this. The government has made it clear that no action is to be taken if this is the choice you make at this point. Our planning takes account of all students in Year 10 and Year 12, so if you change your mind at a later date we will be able to accommodate this, with sufficient notice.

We understand the uncertainty and anxiety that recent months have brought; we care about our children and will listen to your comments about the next phase. We want to reassure parents and their children that the safety and wellbeing of students is at the heart of the decisions that are made. The attached appendix provides additional information about how we can all, collectively, play our part in reducing the risk to our community.

Staff are undergoing the relevant induction training to ensure they can confidently support the safe return of our students and effectively manage all the necessary adjustments to the running of the College routines. We look forward to welcoming [student name] back to College.

Please continue to use the Year Group support email if you have any further enquires [year10support@ivybridge.devon.sch.uk](mailto:year10support@ivybridge.devon.sch.uk)

Next week you will receive specific details of where your child should report to on their first day.

Thank you for your continued support.

Yours sincerely

Rachel Hutchinson  
**Principal**

cc: The Governing Board