

5 June 2020

Dear Year 12 Parent/Carer

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.

All Year 12 students are invited to attend one Seminar Day for each of the subjects they study over a fortnightly schedule. The only exception to this being our Extended BTECs in Sport and Public Services who will have two Seminar Days over the fortnight. During these Seminar Days, all students will receive a full day of face to face support and teaching from subject specialist teachers. For the remaining days that students are not in College, they will continue with their Home Learning. This fortnightly cycle will run twice from Monday, 15 June to Friday, 10 July. During the final week of term, Monday, 13 July to Friday, 17 July, students will be invited to come into College for one day according to their Tutor Group for our Futures Day. This day will focus on preparing for life after Sixth Form, including Future Pathways, CV writing and Personal Statements, Interview skills and Student Finance. Further details of the exact programme will be released over the coming weeks.

The schedule for the Seminar Days is as follows:

Monday, 15 June – Friday, 10 July

Week 1	
Date	Subject
Monday, 15 June	Geography Heath and Social Care Dance
Tuesday, 16 June	Business English Literature
Wednesday, 17 June	Maths PE
Thursday, 18 June	Psychology Further Maths
Friday, 19 June	Biology English Lang Lit French Art BTEC Sport

Week 2	
Date	Subject
Monday, 22 June	Photography Applied Psychology Sociology
Tuesday, 23 June	Spanish Economics Applied Business Product Design Music Drama Computer Science
Wednesday, 24 June	History Applied Science Media
Thursday, 25 June	Public Services BTEC Sport ICT Technicals Performing Arts Physics
Friday, 26 June	Criminology RSL Music Textiles Chemistry Public Services

Week 3	
Date	Subject
Monday, 29 June	Geography Heath and Social Care Dance
Tuesday, 30 June	Business English Literature
Wednesday, 1 July	Maths PE
Thursday, 2 July	Psychology Further Maths
Friday, 3 July	Biology English Lang Lit French Art BTEC Sport

Week 4	
Date	Subject
Monday, 6 July	Photography Applied Psychology Sociology
Tuesday, 7 July	Spanish Economics Applied Business Product Design Music Drama Computer Science
Wednesday, 8 July	History Applied Science Media
Thursday, 9 July	Public Services BTEC Sport ICT Technicals Performing Arts Physics
Friday, 10 July	Criminology RSL Music Textiles Chemistry Public Services

And for the Futures Days, **Monday, 13 July – Friday, 17 July**

Day	Tutor Group
Monday, 13 July	SMH and HTG
Tuesday, 14 July	KWL and STK
Wednesday, 15 July	PRC/AFL and THN/BWN
Thursday, 16 July	PPR/MOS and BKS
Friday, 17 July	MPY/QNN and TMN

Once in College, students will spend the day in their allocated Seminar Day group within our Sixth Form Learning Hub. In many subjects, in order to meet all social distancing requirements within our teaching spaces, more than one group will be running. Each classroom will contain at most 12 students per class, and the Common Room and TLRC which are also being used for lessons, will contain up to 23 students.

The students in each group will remain in the same group and classroom throughout the day. More than one specialist teacher may be delivering the Seminar Day in each subject and therefore be rotating between the subject groups.

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

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 well-being of the students over the next five weeks. Please ensure you share the following 'temporary adjustments' with your child over the coming days in order that they can prepare for their return to College:

1. Student Dress Code

We expect students to maintain the usual high standard of appearance and dress when attending College and therefore the normal Sixth Form Dress Code applies. A reminder of our 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.

For safeguarding reasons, all students are required to wear their College lanyard whilst on site.

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)
- All folders and books required for each subject
- Paper to make notes
- The necessary equipment for learning for each of their subjects
- Packed Lunch (if they choose to bring their own)
- A Drink to ensure students remain hydrated throughout the day

3. Structure of the College day and Break time, 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. For students who normally drive to College, and who have a permit to park in the Sixth Form Car park, this will still be permitted; however, in line with government guidelines we do not recommend that any students, unless they live in the same household, car share.

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 Video from the Sixth Form team which has been designed to support this transitional period and the well-being 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 3pm to allow for a staggered exit at the end to 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 Sixth Form Learning Hub and ParentPay accounts will be charged accordingly. Alternatively, students may bring their own packed lunch. Please ensure that 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 the Sixth Form 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 the Sixth Form Learning Hub will receive two daily cleans, with a deep clean at the end of each day. We have also timetabled each Seminar Day 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 an 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 two 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 your child that they must remain in the Sixth Form 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 two 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 our Sixth Form policy. If a student does not follow to 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; however, as young adults, we expect all students in our Sixth Form to meet our expectations without problem. 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 on 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.

'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 well-being 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 your child back to College. Please continue to use the Year Group Support email if you have any further enquires year12support@ivybridge.devon.sch.uk

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

Thank you for your continued support.

Yours sincerely

Heather Lilley
Associate Deputy Principal

cc: The Governing Board