



4 December 2020

Rachel Hutchinson
Principal

Dear Parent/Carer

On behalf of all the staff and Governors, I would like to firstly, thank all parents, carers and our students for your continued support and regular communication since the start of the autumn term. **This letter provides an update on COVID-19 developments and end of term Christmas arrangements.**

Life at Ivybridge Community College has been somewhat different for all our staff and students as a result of the heightened requirements of COVID-19. Since the start of the term we have been following strict guidance provided by Public Health England and the Department for Education.

The College has been privileged to be receiving additional advice and guidance since September, from a medical professional, Mrs Jill Chapman, who is a COVID Advisor, working with elite athletes. Jill has visited the College on a number occasions to review current procedures and provide support.

We would like to express our sincere thanks to all families who have been highly vigilant on ensuring that **when anyone in the household has been unwell with COVID symptoms** or there has been a **positive case in the household**, the **children have been kept at home in accordance with Public Health England guidance on self-isolating**. This has played a key part in the prevention of further cases.

We ask for your continued support in reminding your child of the importance of the following safety principles:

- **The wearing of face masks at all times around the College** (unless exempt)
- **Following all social distancing measures around the College.** All classes have recorded seating plans which identifies the student location in each room and this is monitored on a weekly basis against the College's attendance records.
- **Following the one-way systems.** Face masks must remain on at all times as a preventative measure where social distancing is more challenging.
- **The wearing of face masks on school buses at all times.** Students should remain sitting in their designated 'Year Group' bubbles.

End of Term Arrangements

As we approach the last two weeks of term, I would like to bring the following points to your attention in order to support a safe and productive end to the year.

1. The giving and receiving of Christmas cards and gifts

To prevent any unnecessary risk, we have asked students and staff not to exchange Christmas cards or presents. We have organised a Christmas Tag display for all Tutor Groups to ensure festive messages can be shared.

2. Christmas Jumper/Non-Uniform day for Save the Children Charity on Friday, 18 December

Donation fee of £1.00 per student via Parent Pay accounts.

3. Friday, 18 December 2020 – End of College day arrangements (1.30pm finish)

The Trust have agreed for all WeST secondary schools to finish at 1.30pm to allow additional time for cleaning. Students will return to their Tutor Groups at 12.40pm for a final Tutorial before being dismissed in staggered Year Groups for departure off the College premises by 1.30pm.

Finally, on behalf myself and the staff and governors at the College, can I once again thank you for all your ongoing support and for the contributions that you have made towards helping us keep your children safe.

Yours faithfully

Rachel Hutchinson
Principal

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