

9th November 2020

Dear Parent / Guardian,

Thanks for your continued support over these unprecedented times. As a parent of a secondary school age child, I understand the anxiety you are experiencing every day, especially now as we are in this period of additional measures.

Due to the school closure on the 16th October, we postponed our Teacher Training Day. We will therefore be finishing early on **Thursday 19th November**, in order that we can provide the essential staff training that we missed. A more detailed letter will be sent out tomorrow, with the full arrangements, but students will be being dismissed between 12.15 and 1pm, it will be staggered so as not to disrupt the year group bubbles.

I just wanted to update you with the arrangements we have in place to curb any potential outbreaks within the setting and how you can help support us.

We are fully compliant with all the government guidance and every week our risk assessment is reviewed to ensure it continues to be compliant.

What this looks like in school:

- Students arrive and depart the academy in bubbles through designated gates and are only allowed in their designated areas within the school. In most lessons KS3 students do not leave the tutor room, except for PE and DT, in the case of DT they enter the DT room via an external door and do not enter the main building. The DT rooms and PE equipment are sanitized after each year group bubble use.
- All pupils and staff move around the academy, unless exempt, wearing a face covering. Any students who do not comply with this are provided with one.
- On entrance to the academy and all rooms, all staff and students are expected to sanitize their hands.
- **An additional check is now in place, whereby all staff are temperature checked in addition to being asked whether they have any symptoms to report.**
- Anybody reporting symptoms throughout the day are isolated within a designated room.
- All rooms have sanitizing materials to sanitize chairs and tables after each use.
- We have employed additional cleaners to clean contact points, like door handles, stair rails, tables in communal areas and toilets throughout the day. We also have additional cleaners each evening and morning to ensure that everywhere is thoroughly cleaned each day.
- If there is a reported case within a class the room the person was in is thoroughly deep cleaned, once reported, with an anti-viral spray
- Within the building there are:
- Signs throughout the Academy reminding of 2m, distancing, sanitising, hand washing, advice guidelines.

- Floor markings – for 2m
- Perspex screens in reception and shared office spaces
- In classrooms all students are seated facing forwards and there is a minimum 2m distance at the front from the board to the nearest student
- We have increased ventilation throughout Academy by doors being propped open and windows opened in classrooms and on corridors. If students are cold, they are allowed to keep their coat on.

What happens if we get a case:

- This is referred to Public Health Sandwell on the day of being notified and we are then advised on the next steps to carry out.
- **Please see the additional letter from Public Health Sandwell**
- We will continue to send out parental letters to notify of a case, unless you are told directly, before the letter comes out, that your child has been a close contact, there is no additional risk to your child.

Attendance to school:

- As per the government most recent guidance, **all** students must be in school except for those that are extremely clinically vulnerable, these are defined here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>
- Students who live with extremely clinically vulnerable are expected in school as per the government guidance.
- We appreciate this will bring additional anxiety to some people and as a result we are setting up a support team within school so that you can talk through your concerns with someone. Details of this will follow shortly.
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What you can do to help reduce the risk of spread:

- Reduce the amount of contact your child has with students from other year groups, unless they are siblings or live in the same house.
- Ensure that your child is supplied with a face covering for school and they are also reminded at home that they must wear it in communal spaces at school
- Remind your child to wash their hands thoroughly with soap on a regular basis where they can, and use the hand sanitiser on entry to every classroom.
- Reduce the amount of close contact with their friends directly face to face.

Yours sincerely,



Ms H Tanner
Senior Vice Principal