



3 June 2020

Dear Year 12 & Year 10 Parent/Carer,

Welcome back from half term where I hope you managed to enjoy the glorious weather and had some quality family time together. I know that all staff at the Academy enjoyed some much-needed quality time with their families too. I hope you all enjoyed the fabulous Rockdown sessions over the holiday period and I am sure you would like to join me in thanking everyone who contributed to the amazing performances and artwork on display. I would also like to thank Mr Mastrocola and the whole Performing Arts team for putting the sessions together.

As I informed you in my update prior to half term, following the prime minister's announcement to partially reopen schools, we are planning a cautious and measured approach to this for our Year 12 and Year 10 students. I would, once again, like to reassure you that we will only reopen when the time is right and when risk assessments have been approved by Governors. The recently released secondary schools' guidance states that from 15 June, secondary schools should look to offer face-to-face support for a quarter of the Year 10 and 12 cohort at any one time. Alongside this, the government is asking secondary schools to:

- continue providing full-time provision for vulnerable and key worker students in all year groups (including Year 10 and Year 12)
- provide some face-to-face support to supplement the remote education of Year 10 and Year 12 students, with a clear expectation that remote education will continue to be the predominant form of education delivery for these year groups and that this should be of high quality
- continue to use best endeavours to support all other students remaining at home, making use of the available remote education support and ensuring a high quality offer.

When we are content that circumstances are acceptable and our preparations are complete, it is our intention to open the Academy to a small group of Year 12. However, in the first instance, Year 12 students will be offered an online subject support session at least once a week via the Microsoft Teams program / App or another appropriate platform. A schedule and details of this will be provided prior to reopening which we envisage to be Monday 15 June. This will be supplemented by the opportunity for Year 12 students to have a 15 minute appointment (abiding by social distancing measures) with Mr Taafe or Mrs Woodings. If students wish to book an appointment with either staff member then please contact them direct on dean.taafe@thebourneacademy or vicky.woodings@thebourneacademy.com.

Once we are confident that our plans for Year 12 are working well and that we are able to provide a safe and purposeful environment for our students and staff, we will expand provision to include Year 10.

In this second phase of wider reopening (scheduled for Monday 22 June), the Academy day will be shortened and will be a staggered start from 09.30am to 11.30am (x2 Pods) and 09.45am to 11.45am (x2 Pods) for those who do not fall under the provision provided for vulnerable and key worker groups. This is being done for the following reasons:

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- to facilitate the management of students returning to school
- to facilitate necessary social distancing and to limit the use of academy site and equipment
- to limit the number of staff required to come into the Academy initially
- to allow for extra preparation time at the start of the day and coincide with Kingsleigh Primary School opening times
- to enable thorough cleaning of the spaces used at the end of each day.

Yr10 students will be offered the opportunity to come into the Academy on Tuesday, Thursday and Friday to study their core subjects. However, I must stress that these support sessions will be focussed on the remote learning that has been set through the partial closure of schools. All other Option Subjects will continue to be taught remotely and, like Year 12, we hope to supplement these with some online subject sessions.

Only 40 Year 10 students will be allowed on site at any one time. Therefore, our plan will minimise the amount of contact required thus making it easier to maintain social distancing. In order to reduce the risk of potential exposure to the virus, students will, where possible, be in pre-determined designated pods, based in their own separate classroom and will, ideally, not come in to contact with any other students outside their pod. There will be a set seating arrangement for all students in each 'pod' and students will be asked to bring, and not share, any equipment or resources.

We will be publishing a 'code of conduct' guide for students, which we expect all students to have read before their first day back in the Academy. It will be essential for the safety of everyone that all students follow the guidance given to them explicitly. Any student who does not follow these expectations would potentially be putting others at risk. The students who have been attending the Academy since the partial closure, have been absolutely superb in this respect and I am sure they will be keen to help their peers with the correct protocols.

I would like to reiterate at this stage that if your child displays any of the symptoms of coronavirus then they should not return to school. The symptoms are defined as follows:

- developing fever
- a new continuous cough
- loss or change in normal sense of taste or smell.

Any child developing these symptoms must self-isolate for 7 days, with household members self-isolating for 14 days. You and your household will be eligible for a test if they display symptoms of coronavirus (COVID-19). If your child or any staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms. For full parent/carer details please see [here](#). Similarly, if your child is not well for any other reason, they should also not return to the Academy.

Where possible students should walk or cycle to school – this follows important guidance from the government to avoid public transport wherever possible. Parents can drop students off by car but are asked, please, to avoid Hadow Road and certainly not come on to the Academy site.

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I appreciate that many parents and students will be anxious about the reopening of the Academy but I can assure you that, in our planning, we have followed guidance from the government including following the basic principles of:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing.

Safety measures

The safety of students, staff and families is of paramount importance. Therefore, there has been a full Risk Assessment undertaken to make sure that the environment is as safe as possible. Relevant details of this are provided below.

Cleaning of the school

- There will be a deep clean of any area to be used by students or staff before school reopens
- All areas of school that have been used, will be cleaned thoroughly between the end of one school day and the start of the next
- Handles, switches, keypads, other frequently touched surfaces are cleaned regularly throughout the day
- Toilets will be checked and cleaned regularly throughout the day
- Washing and toilet areas will be assigned to specific groups of students to preserve the 'social pod'.

Personal hygiene

- There is no requirement for school uniform to be worn. Sensible mufti should be worn, and washed every night
- It is recommended that children shower when they return home after school
- Students to wash hands for at least 20 seconds at regular intervals throughout the day
 - On arrival at setting
 - Before going home
 - When member of staff feels it is appropriate
- Hand sanitiser with at least 70% alcohol content will be available in every room. Students are allowed to bring in their own sanitiser if they wish and we would encourage this.
- Students will be encouraged to use disposable tissues following the mantra "Catch it, Bin it, Kill it". Foot operated pedal bins and tissues will be provided in every classroom
- Staff will remind students not to touch mouths, eyes or nose.

Class/Group sizes

- There will be a maximum limit of 10 students per class group
- Where possible, each class will be kept separate from each other (the "social pod")
- Students will sit at their own desk in the classroom and not move to other desks
- Each pod will have its own designated washing and toilet area.

Social distancing

- One parent only to bring/pick-up their child/children to and from the Academy and to avoid Hadow Road if possible

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- Parents will not be allowed in Academy buildings unless by prior appointment
- Desks will be kept 2m apart in the classroom
- Students will be told to socially distance and not gather in groups, before or after the Academy day
- There will be a staggered pick-up and drop-off to coincide with Kingsleigh Primary school
- Any food will be brought by students and eaten in their designated classroom.

Illness and health

- Any person displaying symptoms of coronavirus (developing fever, a new continuous cough, loss or change in normal sense of taste or smell) will not be allowed to enter the Academy
- Any child developing these symptoms must self-isolate for 7 days, with household members self-isolating for 14 days. A test result may indicate that it is safe to return earlier than that
- PPE – will be made available to staff who wish to wear it, and to staff dealing with a student exhibiting symptoms of coronavirus
- The Government has recommended that face masks are not worn in schools by students so parents are asked not to provide their child with a face mask.

I understand this is a lot of information for you to take in and you will wish to make individual decisions based around your personal circumstances. For those parents who indicated an intention to send their child back to school there will be a further communication detailing logistics such as: the aforementioned risk assessment, social distancing measures, transport, uniform, refreshments, health and safety etc. You will then have the opportunity to ask any unanswered questions you may have and to make a final decision based on this information.

The Department for Education has clearly said that school is the best place for students to learn and on this premise, we have set out to deliver the best service we can within the time we have remaining this term. For those who do come in, it will be a pleasure to see them face to face. For those who do not, we will plan to maintain the best learning experience we can for them.

In determining the rationale for having students in the Academy, we have considered the views many of you expressed in the parent questionnaire sent to you prior to Half-Term. To achieve this, we have had to consider the availability of non-shielding staff and the need to keep separate groups of students and staff, as advised in government guidance, in order to contain the spread of any viral infection.

So that you have, from the outset, a realistic expectation of what the Academy can provide, I need to be clear, this will not be, for the time being, school as we knew it in March, before closure. Please forgive me providing the stark list of rules above but I am sure you understand clarity is important in this situation. Therefore, it will be essential that the following important rules are fully observed to keep everyone healthy and safe. I would also like to make it clear that should government guidelines change then we may have to amend the dates for the reopening the Academy.

Thank you once again for your continued support and understanding in this very challenging time.

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