



In Partnership to Educate, Nurture & Empower

Abbey Grange C of E Academy

Butcher Hill
Leeds
LS16 5EA

Tel: 0113 275 7877

Fax: 0113 2754784

Website: www.abbeygrangeacademy.co.uk

Email: info@abbeygrangeacademy.co.uk

Co-CEO: Ms Catherine Garrett

Co-CEO: Mrs Helen Pratten

Principal: Mr Jon Norden

9th June 2020

Dear Parent / Carer

Following recent Government advice, we are now preparing to welcome our Year 10 students back for face to-face teaching sessions from Monday 15th June. To make sure it is safe for all students and staff and to ensure we are meeting the Government guidance, we have made changes to the school routine, how we will deliver learning, and how we will offer emotional support.

As per the guidance we are only allowed to have a maximum of 25% of the year group cohort on site at any one time. The numbers of students who will be starting these face to face sessions on Monday 15th June are based on the numbers who responded 'yes they will be returning' on the questionnaire we sent out. We are not in a position to allow any other students to just turn up on the day.

If your child is one that is returning with us, it is very important that you and your child read this letter and attached guidance. We want to be very clear that all students will be expected to cooperate with us to ensure the safety of all. We are adhering to education guidance issued by the Government to ensure we are providing the maximum face-to-face support to Year 10, whilst making sure we follow all social distancing.

Week commencing 15th June:

- You will receive a separate email informing you and your child of the group and day your child will be expected in for the Monday – Wednesday sessions for the rest of this term.
- They will arrive/exit to school and class through a set route, whilst observing social distancing.
- Students will be divided into groups of no more than 15, and they will stay together in the same classroom for a session from **9.30am to 11am**.
- The session will cover the new routines, fire evacuation, social distancing expectations and hygiene.
- The main part of this session will be to re-integrate your child back into the academy and support their well-being and emotional needs as much as possible. We do not underestimate the emotional strain this experience has had on our students.
- Every child will be part of a wellbeing session, discussion and conversation. Additional emotional and well-being support will be available as required. This will be ongoing support throughout for all our students, as well as an evaluation of how students have progressed with their remote learning.



Week commencing 22nd June:

- Students will participate in a total of 2 subjects' sessions either on Monday, Tuesday or Wednesday each week, dependent on their allocated group. **They will only be in one of these days.** Please read the Year 10 learning schedule in the reopening document attached for more detail on this.
- Thursday and Friday has been allocated for option subjects. Your child will be allocated an option group and only expected to attend the days the identified group is timetabled.
- If your child has a clash of option subjects on their timetable for a Thursday and Friday, they will be encouraged to attend the session they are least confident in and inform the school which one they will be attending.
- In some cases, there will be larger teaching groups due to the student numbers for option choice subjects. These groups will be in larger teaching spaces where the same social distancing measures can be applied.

Times of the school day: Please note that the week of 15th June is a shorter session from 9.30am to 11am. All following weeks will be 9.30am to 1.30pm. To ensure we maintain the social distancing guidance, students will be in school for a maximum of 4 hours per day with the first session starting at 9.30am. Students will have a 20-minute break in their small groups staggered throughout the day to maintain social distancing. Students will finish their final session at 1.30pm, at which point we will begin to gradually empty the building in a phased manner.

Travelling to and from school: We have arranged for our school busses to be running as per our altered timetable, please see the change to route times on the metro website.

As per the Government guidance, reducing the use of public transport will help in the national effort against Covid-19. Students should join the national effort by making their way to school without the use of public transport, i.e. walk, cycle or car, where possible and by not travelling in groups from different households where possible. We know a number of our students use public transport and we have made the start time later to avoid busy travel times of the day. From 15th June it is a government expectation that face masks are worn on any public transport.

Arriving to school: When students arrive to school at the main gate, they must socially distance into the school site and line up in their allocated areas. The different entrances are clearly identified in the attached opening plan. On entering the building, students will need to sanitise their hands before moving to their assigned classroom.

- **If you have informed us through the questionnaire that your child is returning to school, you will receive a separate letter informing them of their allocated group for Monday 15th June.**
- **Once in school they will receive further information about each option group they are in for the following weeks.**
- **Please ensure that your child knows which group they are in and that they understand that they need to maintain social distancing and enter the academy and line up outside the Hibret Hall.**

Moving within the building: When moving to their classroom, students must not touch door handles or handrails. All necessary doors will be open. Students must walk straight to their assigned classroom and maintain 2 metres between others at all times. Signage on the floor will support this. Once students arrive to their classroom they will sanitise their hands again. Hand-sanitiser is provided at every classroom entrance.

Students assigned a classroom: Students will remain in one classroom for all their core sessions. Students will be allocated a seat in the classroom which will be their seat for the duration of these phased-return measures. Teachers will move between the classrooms to teach across the curriculum.

Completing work: Due to the shorter school day and reduced time in school, students will continue with remote learning. Students should continue to check MILK each day.

Equipment: On the first day students will be given new equipment, which they will keep for their use only in the assigned classroom. Equipment will not be shared after the first day. Students should ONLY bring a charged iPad and a snack for break time and filled water bottle to school each day. These should be sanitised at home at the end of each day in school.

Students are not required to wear their blazer or tie. Instead they are to wear a school shirt or school summer polo shirt. Students should wear clean clothes each time they are in school.

In-Class Expectations & Out of Class Expectations: Our standards remain the same as they have always been. However, the way we give warnings and sanctions for not meeting expectations is going to be different during the phased return. On the first day our expectations will be made clear to every student. Where a student is not meeting the In-Class Expectations, the student's parent/carer will be contacted and they will be asked to return home / be collected from school. From that point the student will return to home-learning and will not be allowed back into the building.

Breaks: Due to the importance of limiting social gatherings, there will only be one 20 minute break during the day in an allocated area. Students should bring a bottle of water with them to ensure they keep hydrated during the school day. Students will not be having lunch on the school premises. Students eligible for a free school meal will receive a grab bag as they leave at the end of the day at 1.30pm to take home with them.

Physical Contact: Any physical contact made between students or any other attempt to deliberately breach social distancing guidance will be considered a serious breach of the academy's expectations. Actions of this nature will result in the school directing the student to return home / be collected and complete home-learning until further notice.

Leaving the school: At 1.30pm we will begin to dismiss students from the building. This will be completed gradually with 1 classroom emptied at a time and students escorted to the gate. It is very important that students do not wait for their friends once through the gate.

When to stay at home: If any student, or a member of their household, is ill, you must check the guidance issued by the NHS to see if you should be self-isolating. If you are required to self-isolate, an adult must contact the school and give the date of the first day of the self-isolation period. Students will then be required to stay at home as per the NHS guidance and complete home-learning for the duration of the self-isolation period.

Personal Protective Equipment (PPE): Students are allowed to wear a face-covering if they choose to, though these are not compulsory. Any student choosing to wear a face-covering must only cover their mouth and nose to ensure they can still be identified. Hand sanitiser will be available and use will be compulsory, therefore there is no reason for the use of gloves.

Additional support at the school: We recognise how difficult the time has been for everyone and the huge number of families that have been affected by Covid-19. We have a support system in

place at the school. We urge anybody who feels as though they want to talk about how Covid-19 has impacted them to speak to any member of staff. The safety and mental, emotional and physical well-being of our staff and students is paramount.

Any person who does not cooperate with health and safety to provide a safe environment for all will be directed home and will not receive further face-to-face sessions.

Please fully read the reopening plan guidance attached to this emailed letter to get a full overview of the learning schedule for your child and the full reopening plans for the academy. A copy of our full Covid -19 Risk Assessment can be accessed on the school website.

Should you wish to reconsider your decision and want your child to return to the academy for face to face learning opportunities, you will need to contact the school and let us know of your request. We will aim to respond to your query within 48 hours, however it may take up to 5 days for us to be able to review and respond as to whether we can accommodate your request. Please be aware that we are restricted to the 25% rule set by the government guidelines so cannot guarantee additional places, however we will look to accommodate where we can.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jon Norden', written in a cursive style.

Jon Norden
Principal