



13<sup>th</sup> November 2020

Dear Parent/ Carer

### Year 11 Mock Examinations – Study Leave

I am writing to you because we are currently experiencing unprecedented levels of staff absence linked to Coronavirus. Whilst we do not have any positive cases amongst our teaching body, several members of staff have been asked to self-isolate due to circumstances outside their control, i.e. NHS track and trace. As such we have undertaken a review of our risk assessment and operational plans and as a result have taken the decision to reduce the number of pupils on site.

As Year 11 mock examinations start for two weeks on Monday 16<sup>th</sup> November until Friday 27<sup>th</sup> November, we have decided to grant all Year 11 pupils study leave, so that they can complete exam revision at home during this two-week period and only attend school to sit their mock examinations. For revision purposes pupils have all been shown how to access Microsoft Teams and have the email addresses of subject staff if they require any help. All pupils have a copy of their exam timetable.

It is really important that Year 11 pupils attend the academy to sit their mock examinations in accordance with their timetable, particularly as guidance from the Government is still unclear about what will form the basis of GCSE examination results in Summer 2021.

Pupils should attend the academy 15 minutes before the start time of their exam and enter the academy through the Year 11 entrance, in school uniform. For exams at 8.30am pupils should follow the normal entrance procedures. For exams at 11.10am pupils should enter at the back of the small diner no earlier than 10.50am. For exams at 2.00pm students should also enter at the back of the small diner. Students on Free School Meals will be able to collect a grab bag for their lunch.

I would like to remind you that pupils must wear face masks in communal areas and observe health and safety rules in accordance with our Covid19 risk assessment. If your child develops symptoms of Covid19, they must not come to school and should remain at home for at least 10 days from the date when their symptoms appeared. Please use the student absence line (0113 3200 437) to report student absence with reasons.

Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test-or-by-calling-119>. All other household members who remain well, must stay at home and not leave the house for 14 days. This includes anyone in your 'Support Bubble'. The 14-day period starts from the day when the first person in the house became ill. Household members should not go to work, school or public areas and exercise should be taken within the home.





As Monday 30<sup>th</sup> November is a staff training day, the academy will be closed to all students and pupils should therefore return to the academy on Tuesday 1<sup>st</sup> December 2020.

Please contact Mr Markey, Head of Year 11, by emailing [mmarkey@bishopyoungacademy.co.uk](mailto:mmarkey@bishopyoungacademy.co.uk) in the first instance, or by calling 0113 2739100, with any enquiries.

I would like to take this opportunity to thank you for your continued support and we will continue to work with you through these extraordinary times.

Yours faithfully

A handwritten signature in black ink, appearing to read "R. Cole".

**Rachael Cole**  
**Head of School**