

10th June 2020

**Parents and Carers
of TQEA Year 10 students**



**The Queen Elizabeth
Academy**

“We Can and We Will”

Dear Parent/Carer of (student name)

Before I begin, I would like to take this opportunity to thank you for your understanding and cooperation since we had to close to the majority of children due to the current pandemic. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs or disability, or if you are a single parent or carer.

Following on from the government's decision to open schools more widely, I am now writing to confirm that we will be welcoming Year 10 children back in small groups from Monday 15 June 2020. We are not permitted to have more than 25% of the total number of students in these year groups in at any one time and will therefore be operating on a rota basis.

In order to best protect your child and our staff we have put a number of temporary measures in place. I have summarised the most important information you need in order to decide whether your child should attend the academy:

- **Keeping your child safe**

Our Estates team have been working tirelessly with our leadership team to ensure all possible protective measures are in place.

Our aim is to reduce as much interaction as possible through containing students and staff in 'bubbles'. Measures such as 2m distancing in classrooms, one-way systems around the academy and more focus on hygiene routines will be in place from 15th June. Children will have a break time which will be taken in the classroom together to avoid them mixing with other children, they will need to bring their own snacks if required and then take their litter home.

All of these additional measures are laid out in detail in a comprehensive suite of risk assessments. You are welcome to view these on our academy website. We have also added some temporary procedures to our standard policies, including safeguarding and behaviour. We will be issuing an additional Home Academy Agreement for you to sign so that we can all truly work together to keep your child safe.

- **Attendance expectations**

If a member of your household is displaying symptoms related to Coronavirus (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) please do not send

them into school. You can access testing through the NHS website. If anyone in your household is positively tested for Coronavirus, your child should not return to the academy for 14 days.

Children who are classed as clinically extremely vulnerable (please check the following link for an up to date list: <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>) should not return to the academy. If someone else in your household is classed as extremely vulnerable, then you should only return your child to school if you believe you child can stringently adhere to social/physical distancing measures and follow all instruction.

If your child is clinically vulnerable but not on the above list, please seek medical advice before making your decision whether they should attend.

Whilst our desire is to welcome all Year 10 students back, we completely understand that you will be anxious about whether your child will be safe in the current circumstances and I wanted to be clear that you will not be held to account in the normal manner should you choose not to send your child to the academy during this unprecedented time. We may make calls home to check on the safety of children who can be in the academy and are not but I wanted to assure you that the government has confirmed that no action (including fines) will be taken for non-attendance.

(student first name) will be asked to attend the academy each week on:

(Day to attend) from (Start time).

It is very unlikely that the academy will be opening to any other students for the remainder of this academic year and we will continue to provide home learning resources until we can invite them back.

We regret to confirm that brothers and sisters of Year 10 children will not be able to attend the academy unless they fall into either of the other two categories for attendance (vulnerable or key-worker).

It is important to note that, if we do not have enough staff to safely supervise all of the children attending (this may be because of increased demand for vulnerable/key-worker places or staff sickness), we may have to retract the offer for some students to attend the academy on certain days and revert to learning at home that day. We will obviously give you as much notice as possible if this situation arises.

- **Uniform expectations**

We do not expect children to wear academy uniform during the remainder of this academic year but ask that your child has clean smart casual clothes every day and sensible footwear.

- **Transport**

Wherever possible, your child should avoid public transport. Walking and cycling would be the preferred methods of transport.

If you are bringing your child by car, please be considerate to our academy neighbours and park in a safe manner. We will open the academy car park adjacent to the building for parents to use as a drop-off and pick-up point.

- **Dropping your child off and picking up**

To best protect against social gathering at the start and end of the academy day, we have staggered start and end times slightly. Please aim to arrive at the academy as close to the allocated time as possible and maintain a social distance from other family groups. We recommend you discuss this with your child before they attend.

Your start time is (Start time) and your collection time is (Finish time)

We have also allotted entry and exit points to the academy for different groups of children. Your child's access point will be at the front gates of the academy via the access ramp.

A member of staff will meet your child at the academy gates, on the access ramp and at reception. During the day, we may check your child's temperature, including on entry to the academy. Should the reading indicate that they have a high temperature, you will be required to take your child home.

- **Equipment provisions**

To minimise the sharing of equipment within the academy environment, we have identified some resources that will not be in use during this extraordinary time. Our curriculum has been adapted to take account of this. Your child will be provided with a pen, pencil and any other equipment required in a resource pack. This resource pack is for your child to use only. Children will be responsible for the storage of this at the end of each day. Whilst we will be explaining why they shouldn't share their equipment with classmates, it would be helpful if you can reinforce this message at home. Any resources that are kept at home should be cleaned on a daily basis, using anti-bacterial wipes, washing up liquid, detergents as appropriate.

- **Parental visits**

To ensure we minimise the amount of individuals entering the academy site, we ask that parents do not enter the site for ad-hoc meetings. It is also more important than ever to make sure your child has everything they need for the day other than the items that will be provided by the academy.

If you need to speak to anyone please call 01827 712477 or email j.bickley@tgea.org.uk and a relevant member of staff will be in touch. Whilst your child's teacher is always keen to discuss your child with you, in the current circumstances we request that you contact Mrs Morris at a.morris@tgea.org.uk should you have any questions around wider opening.

May I draw your attention to the new co-vid section of our website which will be the area to find our risk assessments and images of our safety features. From Wednesday 10th June tutors will be calling parents and children to brief them about their return. It is also an opportunity for you to ask any questions that you may have.

We look forward to welcoming and supporting you and your child as they partially return to school.

Yours sincerely



Mr N Harding
Principal
The Queen Elizabeth Academy