

5th June 2020

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

Dear Parents/Carers of Year 10

I hope you are all safe and well.

Thank you very much for your support and patience at this time, as we prepare in response to the governments' announcement of the wider re-opening of TQEA to year 10 pupils from June 15th.

We have been busy in preparation to ensure that our plans meet all safety requirements for staff and pupils. I am delighted and completely satisfied with the safety measures that we have put in place in association with our Trust Estates team. Our safety risk assessments will be on the co-vid section of our website shortly. I will contact all of you to let you know when those plans are there and it will be in advance of re-opening our doors to year 10. As a parent myself I understand completely that you will want to study those risk assessments in order to be confident that you are sending your child to a school that is socially distanced and safe.

From Monday June 15th the points in the plan to communicate are: -

- **We recommend that pupils walk, cycle or arrive/leave by car to school. Please stress the requirements for your son/daughter to remain safely socially distanced, at least 2m apart, from anyone outside of their own household.** If public transport is to be used, please ensure your child meets the latest public transport safety guidance.
- A maximum of 26 students in year 10 (one fifth of the year group) will be attending the academy on any day. This is less than the one quarter of the year group recommended by the government and we have done this to ensure even smaller y10 groups are in school. **Therefore, each student in year 10 will attend TQEA on one day per week.**
- Y10 pupils will be expected to come to the academy at staggered times (9:30am or 9:45am) for sessions to start at 10am. They will enter at the front of the academy, via the access ramp, and will line up on the socially distanced markers in preparation for hand washing and registration as they enter the academy. Senior staff will be on hand to support pupils.
- Three socially distanced classrooms have been created with a maximum of 10 students permitted. Chairs and desks are at least 2 metres apart and the teacher has an exclusion zone at the front of each classroom more than 2 metres away from any student. Again, we could have socially distanced safely with 12 students in the room, but we have reduced this to 10 students for safety and comfort.
- Rooms will be have tissues on each desk and hand sanitiser. Students will be washing and sanitising their hands on arrival to the academy and every hour they are present. Any student re-entering a classroom will use hand sanitiser on entry. Toilet facilities are situated outside each classroom.
- Pupils will have a Tutor session followed by Maths, English, Science and Ebacc subject tutorials. These tutorials will support students with assessments, gaps in learning and will support remote learning that must take place at home.

- Pupils will have a break in order for them to socialise with each other, but this will be taken at desks and not in the conventional sense in the corridors or playground. There will be no lunch break since students will leave the academy by 1pm. Pupils eligible for free school meals will continue to receive these through the Edenred e-voucher system.
- Pupils will not be required to wear uniform, but must wear sensible and safe clothing for a day in school.
- Cleaners will be on hand to clean touch points during the day and to deep clean the academy at the end of each day.
- From the moment students arrive, throughout the day and at the end of the day, senior staff will be on duty to ensure that social distancing and all safety measures are met on the academy site.
- In case of emergency care, PPE is available for staff and students, and will be required and used if social distancing cannot be maintained at any particular moment.
- The school day for Y10 will end at staggered times (12:45pm and 1pm) and students will leave the site socially distanced.
- **The school will remain open for vulnerable and key worker children.**

Next steps: -

All safety procedures and risk assessments will be uploaded to the school website co-vid section. Parents/Carers and students are encouraged to read these.

Photographs will be taken of all the safety measures and classrooms, which will be uploaded to the co-vid section of the website for parents to see.

Tutors will be calling year 10 parents and pupils next week to discuss safety arrangements and the time and the day your child is expected to attend the academy. There will be an opportunity to raise any questions about the arrangements for the return of your child at this point.

A further letter will be sent to parents confirming all arrangements around wider re-opening to Year 10. This letter is an introduction to the plans we have made and to keep parents informed of the time-scales for wider re-opening.

I will alert you to any new information and will be in touch shortly.

Have a good weekend.

A handwritten signature in black ink, appearing to read 'Neil Harding', with a stylized flourish underneath.

Neil Harding
Principal
The Queen Elizabeth Academy