



Dear parent/carer,

I am writing to you to confirm arrangements for our keyworker and priority children from Monday 15th June. Even if your child has been attending regularly during the partial closure period, it is important that you read this letter carefully, so that you and your child understand what to expect in school.

As you may be aware, from Monday 15th June we begin to welcome more students back into school for increased face to face contact. This will start with Year 10, who will be attending in small groups on specific days.

In line with government guidelines, careful planning has taken place to ensure the safety of staff and students. We have detailed risk assessments in place which have been approved by governors, trustees and trade unions.

Keyworker and Priority Students: start and finish times

Year 10 groups will start and finish at different times to our keyworker and priority children. The start and finish time for your child remains unchanged:

Start time: 9:00 *

Finish time: 3:00

* Start time will be 9:50 in week commencing 15th June, to allow essential staff training to take place each morning. If this presents a problem for you, please contact school and we will do our best to accommodate.

Please note that students must arrive/leave at the specified time. This is to avoid mixing between groups.

School will look and feel a little different as we welcome more students back, so please take some time to read the following information carefully with your child before Monday 15th June. A full summary of all the relevant information can also be found in our Parent and Student Guide, which is available on our website.

Fitness to attend:

If your child is displaying symptoms of Coronavirus, they must not attend school.

Current guidance states that if this is the case, they must not leave the house until they have been tested. You should use the 111 online or telephone service to arrange this. Anyone with symptoms must self-isolate for 7 days from when their symptoms started. Anyone who does not have symptoms must self-isolate for 14 days from the date the first person in your home started having symptoms. If the individual with symptoms tests negative, there is no need to self-isolate.

Where there is any doubt, then please do not send your child to school. If they appear unwell in school, they will be isolated, and you will be contacted to collect them straight away.

Please let us know immediately if you suspect your child has Coronavirus or if they have tested positive. If a child or an adult in their group within school is confirmed as having the virus, the whole group, including the staff working with that group, will be sent home to self-isolate for 14 days.

Behaviour:

The existing academy behaviour policy has been updated in response to the current situation regarding the coronavirus and the behaviours we expect of students following their return to school. This amendment is displayed on our website week. We are asking all students to complete and sign an updated behaviour agreement to confirm that they understand what is expected of them. This will be emailed directly to your child.

Getting to school:

- All students must use the main entrance on Green Lane at their designated start time. A senior member of staff will be on duty to meet students as they arrive.
- Parents should drop off their child outside of the main gate and must remain in their vehicle (unless prior arrangement has been made with school). In line with current guidelines, no students from different families should travel in the same vehicle.
- No parent will be admitted onto the school premises without prior appointment.
- If your child intends to walk or cycle to school, they must be reminded of the need to remain two metres from anyone throughout their journey. Cyclists will be asked to dismount at the gate and directed by duty staff.
- **If there is any doubt that social distancing has not been maintained on the way to and from school, your child will be unable to attend.**
- Two metre markings will be clearly displayed on the school site to ensure students remember to maintain this distance from others.
- All students will enter through the main reception.
- Students will be required to use the hand sanitiser when they enter the building.
- Once the group has arrived, they will be escorted to their classroom.

Physical environment:

Each group will have a designated classroom, toilet and outdoor area. Students will not mix with anyone from a different group at any time. The building and external areas will display clear signage and floor markings to ensure social distancing at all times. Students will be seated according to a seating plan and will have access to a computer and their own equipment which will be stored in a sealed plastic wallet. Equipment will not be shared. All windows and doors will remain open where possible to ensure rooms are well ventilated. Students will be required to wipe down their work area and equipment with anti-bacterial wipes at the beginning and end of sessions. Thorough cleaning of all areas has been carried out prior to school reopening and will continue at regular intervals throughout the day. All rooms will have bins with lids, and we will remind students of the need to “catch it, bin it, kill it” with regards to the use and disposal of tissues.

Hygiene:

Good hygiene is essential to stop the spread of infection. Students will be required to use hand sanitiser (provided) on arrival at school and at regular intervals. Handwashing will also take place at regular interval as directed by the class teacher and following breaks, before

as well as after lunch. We are currently being advised to ensure that clothing is changed and washed regularly, therefore **students will not be required to wear uniform**. Clothing must be clean, suitable and safe for school (no short tops, hot pants, flip flops etc.). Usual regulations regarding hair and makeup apply. Students should wear trainers or comfortable shoes each day.

Lesson time:

Students will continue with the work set online by their class teachers. They will access this on their allocated computer. If your child has their own headphones, then they should bring these to school. All equipment will be provided in school for personal use (sharing will not be permitted). No mobile phones will be permitted to be used throughout the school day. One member of staff will work with each group each day.

Break/lunchtimes:

Each group will have their own designated outdoor area for use at breaktimes. Students will spend as much of their free time as possible outdoors. If you have informed us that your child requires a school lunch, then a packed lunch will be provided. Otherwise, please ensure that your child brings a packed lunch to school with them. They should also bring enough bottled water to last them the full day in school, as fountains have been switched off to prevent the spread of infection. Students may bring one bag to transport their lunch and water, which will be stored under their seat in their designated work area.

The current situation is unprecedented and a worrying time for everyone. I can assure you that thorough planning and risk assessments have been carried out to ensure the safety of your child during their time with us in school. If you have any questions or concerns, please do not hesitate to contact us by email – admin@ashingtonacademy.co.uk

I hope that this information answers your questions about the arrangements in school for the coming weeks. Thank you for your support in ensuring your child understands what will be expected of them.

Yours sincerely



Mrs Yvonne Weston
Head of School

