

Our Ref: JS/JMB

Date: 11th June 2020

Dear Parents/Carers

We were very pleased to receive the announcement that the Post 16 Centre can supplement the remote learning taking place with some face-to-face support for our students within the Centre.

It is a very unsettling time for us all but, rest assured, we are doing everything we can to make sure that our Centre is safe to open in order that we can welcome our Year 12 students back for some much needed face-to-face support.

To this aim we have allocated your son/daughter a specific day and time slot and have discussed the arrangements for this in considerable detail with them in a personal phone call.

The session will last for 2 and a half hours and students are expected to arrive no more than 5 minutes before their start time and are to enter the Centre via their designated entrance. A member of staff will supervise this entrance to ensure social distancing, even though there will only be a maximum number of 8 students using this entrance. They should proceed to their designated classroom and immediately use the sanitiser provided, for their hands. Each student will be allocated a desk/ chair and computer and the classroom will not be used by any other students for 72 hours despite a thorough cleaning at the end of the session, unless the government guidance changes. Students should only bring essential equipment into the Centre, should not share with other students and should take everything home at the end of the session.

During the session, your son/daughter's academic mentor will review their general progress with the home learning set by subject staff as well as meet the needs of each individual student with issues or concerns they raise. It is important that your son/daughter only attends the sessions that they have been allocated. If students arrive for sessions that they have not been allocated to, they will be sent home in order to maintain social distancing within the Centre.

Following this first session, your son/daughter will be able to plan how best to utilise future sessions in a way which best suits their personal educational needs and the specialist teachers we have available. This will involve allocated sessions in the Centre each week and home-learning pointers to direct their learning.

Business Dress

Business dress is not required during these days as we are aware that families may want to wear clothes that are easier to wash and dry upon their return home.

A number of extra procedures are in place to help prevent the spread of Covid-19:

Arrival at the Centre

For Year 12 face to face sessions, in order to maintain social distancing in the Centre, groups of students will be arriving at the Centre at different times, as well as using different entrances. Your son/daughter should only arrive at the Centre within 5 minutes of the time that they have been allocated. We would also ask that you support the Centre in maintaining government guidance on social distancing by not gathering

at the entrance or exit when you drop off or pick up your son/daughter and reinforce to them that social distancing is also required travelling both to and from the Centre.

Travelling to the Centre by bike

The bike shed will be open for the safe storage of bikes. Students should use their own lock and wear a helmet.

Travelling by Public Transport

The guidance on face coverings has changed, it will be mandatory to wear a face covering on public transport from 15th June. Please use this link for further government guidance on face covering on public transport: <https://extranet.dft.gov.uk/safer-transport-campaign/> .

Personal Protective Equipment (PPE)

Current government guidance states that wearing a face covering or face mask in schools or other education settings is not recommended. In light of this, we will not require staff or students to wear face coverings (<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>).

However, if students bring any disposable PPE into the Centre, special zip bags will be provided to ensure they are disposed of safely.

Students with Covid-19 symptoms

The current government guidance states that if your son/daughter is unwell with Covid-19 symptoms, then keep them at home and follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#) .

The current government guidance also states that if anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance. In view of this if a student is unwell in the Centre and they show symptoms of coronavirus, they will be taken to a dedicated room in the Centre and parents will be asked to collect them. Your son/daughter will then need to isolate for 7 days in line with government guidance. Parents will be expected to follow the Covid-19 guidance for households above. We would ask that you to get your son/daughter tested as soon as possible.

If the Covid-19 test in this case is negative, your son/daughter can return to the Centre and join their allocated group.

If the test is positive, the rest of your son/daughter's group and the staff working with the group will be sent home and advised to self-isolate for 14 days. For further government guidance, follow this link <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Attendance to the sessions in the Centre

We will continue to keep you updated with all our preparations for making sure the Centre is as safe as possible, in order that you and your son/daughter can make an informed decision about whether they wish to continue to attend. However, if your son/daughter is unable to come into the Centre for their sessions, you must inform us for safeguarding reasons. You can let us know in the usual way by calling the Centre and leaving a message for the attendance team. For further government guidance on attendance follow this

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)

Registered office: Potovens Lane Outwood Wakefield West Yorkshire WF1 2PF

Outwood Grange Academies Trust is a Registered Charity (No. 1132771) VAT number 722 0149 78

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link <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Lunch and break time

Students will not be having break time or lunch time since they are in the Centre for a short period of time. However, students have been advised that they can bring light refreshments with them to the session.

Students who are eligible for Free School Meals will be provided with a packed lunch to take home or on arrival if they are attending a p.m. session.

Social distancing and other safety measures around the Centre

Based on a comprehensive risk assessment (a copy of which is now on our website), that we have conducted, the following measures have also been put in place to maintain social distancing and to reduce the risk of infection:

- Classrooms rearranged in line with government social distancing guidelines
- Different groups of students using different designated entrances and exits
- Different groups of students using designated toilets
- Markings outside and inside the building to ensure students are maintaining 2-metre walking distances
- Hand sanitisers in every classroom, entrances and exits
- Tissues in every classroom
- Students should bring any essential equipment and take it home after the session. (no sharing of equipment)
- Students will use the same classroom each time they are in the Centre and will not be moving between classrooms
- Students will stay in the same small group or 'bubble'
- More frequent cleaning of surfaces and key areas around the Centre

Should you have any further questions, please do not hesitate to contact us at enquiries@pl6worksop.outwood.com.

We would like to take the opportunity to thank you for your continuous support in helping your son/daughter learn from home. We have been overwhelmed by the positive comments and work produced by our students.

Yours sincerely



Mrs Janette Shea

Head of Outwood Post 16 Centre

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