

Our ref: ljm/KDV/Correspondence

9 June 2020

Dear Parents/Carers,

Re: A Wider Re-Opening

I would like to first thank you all for your patience in waiting for us to formally announce our plans regarding a wider reopening. Safety has always been and will continue to be our first thought when working with young people which is why we have waited until we are clear about our approach before we shared it with you. We have followed guidance from the government very closely and this has severely limited the number of students that we can cater for in terms of face-to-face teaching. For those students who we will not be able to deliver face-to-face lessons to, we have put in place mentoring with a member of staff. In these meetings we will discuss wellbeing, how they are getting on with their work and share guidance on how to most effectively work from home.

We have already been in touch with the students whom we wish to invite in for face-to-face teaching and a timetable will be coming out to you shortly once we have finalised the groups. If you have not been contacted about face-to-face teaching, you will have an email regarding mentoring coming out shortly. We know that not all students will be able to come in due to needing public transport, health concerns or living with vulnerable relatives. For this reason, we will also be offering online meetings where parents and children will be able to attend together or telephone calls where there is no access to Teams/Zoom in the house. In the email that comes out to you, you will be asked to give your preference and we would appreciate it if you are able to respond as quickly as possible so that we can start to book in these appointments with you.

We are in the process of finalising the adjustments to the site and once we are fully completed, we will put together a video that we hope to share with you later this week that will show you how the day will work in terms of arrival and movement around the site. Students will need to adhere strictly to our health and safety procedures or they will not be allowed into school on subsequent days. In the event of a suspected case of coronavirus, parents/carers will be contacted and students will be sent home once we have your permission so please make sure that we have up to date contact details.

We have uploaded our latest risk assessment to our website,
<http://www.cityleicester.co.uk/wp-content/uploads/2020/06/TCOLC-Covid-19-Risk-assessment-02-06-20.pdf>, **but I have provided some general information below.**

In the morning – Ensure that you check your child for symptoms and make sure they are wearing clean, washed clothes. If your child has a fever, a persistent cough or have lost their sense of smell/taste please do not send them to school. Students should wear their lanyard and bring a pen, calculator and iPad if they have one, and any food and drink they may need. **Students should not be in school uniform.** Each of the start times have been staggered to avoid a build-up of people in one area. Please arrive promptly but do not set out too early as this will make it difficult to maintain social distancing.

Travelling to school – Students where possible should avoid public transport. Walking, cycling or being dropped off by car are the safest ways of attending. If students are travelling to school with others, they should ensure they are socially distancing and not visiting other places (like the shop) on the way.

Arrival at school – ALL students need to enter through the pedestrian gates in front of the school and follow staff instructions before lining up two metres apart outside the building and waiting to be collected by a member of staff. If arriving by bike they should enter the bike shed one at a time. No parents should enter the site to ensure social distancing. Students should be dropped off outside of the school grounds and **not** in the car park to ensure students are all travelling in one direction.

Entering the building – Once students have been given permission to enter they need to sanitise their hands at one of the sanitiser stations and follow their member of staff to their work area, maintaining two metres between them and anyone else.

Working in the building – students will not be able to get food or drinks during the day so they will need to bring their own. They will need to bring their own equipment and will be discouraged from visiting the toilet wherever possible to avoid contact with surfaces. Students should not move from their seat unless given express permission and should follow all instructions calmly and at the first time of asking.

Leaving the building – Students will be escorted out in an orderly fashion. Students in face-to-face sessions will be led out through the community entrance and out onto the road where they will be able to walk home or meet parents/carers outside of the college grounds. If students need to collect their bikes they will need to walk down the pavement and in through the main entrance, not through the car park.

I know this is a lot of information to process but we have ensured that staff are well briefed. The two most important bits of advice for parents/carers and students is to arrive promptly at the time you have been allocated and follow the instructions given to you by staff quickly and co-operatively.

Just like yourselves, we are very keen for this situation to be over and for all students to be back in full time, and as soon as that can happen we will put in plans to accommodate this. I also know that you will be turning your attention to the end of next year and how the current situation will affect the way grades are awarded. All I can tell you on that front is that Ofqual have started exploring possibilities and as ever, as soon as I have any news I will share it with you.

As the infection rate (hopefully) continues to drop it gives us at least a glimmer of hope that we may soon be able to get back to normal. In the meantime, thank you all for your patience and the support you have been giving your child(ren) in this time.

Yours sincerely

Mr K. Vernon
Head Teacher