

Dear Parent/Carer,

Please read the following email carefully as it contains essential information about your decision to send your child into school during the Coronavirus pandemic.

Firstly, I reiterate the government and NHS advice, you should only send your child to school on Monday if your work is critical to the COVID-19 response and no other reasonable option is available. If you are able to keep your child at home, you should.

If you need to send your child to school because you are a keyworker and need childcare for son/daughter, TCOLC will be open between the hours of 9.00am and 3.00pm only and will be operating on a skeleton staff.

During these unprecedented times we insist that all parents/carers agree to the following terms:

- You will only send your child to school if your child or anybody in the household are symptom free of COVID-19.
- You will immediately put your child and household into self-isolation if any new symptom of COVID-19 develops as per NHS guidance and will notify the school of this.
- You will put your child and your household into isolation, as per NHS guidance, if they come into contact with anybody with COVID-19 symptoms.
- You will ensure your child understands and respects the rules around social distancing and they follow these rules in accordance with NHS guidance.
- You give permission for a designated member of staff to take your child's temperature as part of our measures to monitor the health of students and staff.
- You will ensure your child wears clean clothes to school every day and they understand and follow regular handwashing procedures.
- You will understand that because of reduced staffing numbers that the school will only provide education for your child between the stated hours of 9.00am-3.00pm.
- You will ensure the school has up to date contact details, including emergency contact details, should the need arise to send your child home.
- You understand and accept the school's right to withdraw your child's offer if they do not meet the behaviour and attitude expectations set out to them.
- You accept the school's opening is not guaranteed and is dependent on a number of factors including staffing and remaining virus free. The school will notify parents/carers in advance of any closure.
- You accept the school may need to introduce additional measures in order to reduce the risk of transmission of COVID-19.

To reassure parents/carers, despite having significantly reduced staffing numbers, we will do our best to ensure the safeguarding and health of your child remains a priority. A designated safeguarding lead will always be on site and/or on call to support the safeguarding of students and there will always be at least one qualified first aider on site to support any student's medical needs. I will also ensure, that a member of the college leadership team is present and on site between the hours of 9.00am-3.00pm to deal with any urgent concerns should they arise.

Please ensure you read the following with your child

School will be very different for your child and this might be a strange experience. It will be very quiet, there won't be many students or staff around and this might be upsetting for some. Students won't attend lessons and they certainly won't be able to move around all parts of the school building.

What will a day at school be like?

Depending on whether your child falls under the vulnerable or the key worker category your child will be allocated to work in either our Connect Centre (vulnerable) or one of our Independent Work Areas (Key Worker).

Connect Centre (Vulnerable)	Independent Work Area (Key Worker)
<ul style="list-style-type: none"> • Connect Curriculum – Tailored curriculum delivered by inclusion staff • 6ft apart from peers and teachers • Hourly hand washing • Designated bathroom facilities • Set break and lunch times (canteen or designated outside space) 	<ul style="list-style-type: none"> • Completing the work that is currently being set by subject teachers (please ensure your child brings with them their iPad or any posted paper copies) • Supervised by skeleton staff (a range of specialisms) • 6ft apart from peers and teachers • Hourly hand washing • Designated bathroom facilities • Set break and lunch times (canteen or designated outside space)

As Ms Gregory informed you last week, TCOLC has been hit particularly hard by staff needing to socially distance or self-isolate; therefore, we are unable to guarantee any specialist teaching or bespoke daily activities but we will do our best to provide students with some curriculum enrichment.

All students will need to ensure the following:

- Students will arrive to school on time (by 9.00am).
- Students do not need to wear their uniform, but they must wear their lanyard at all times.
- Students must stay in their allocated zones at all times unless given permission to leave by an adult.
- Students must follow the TCOLC-10.
- Students will complete the work that has been set for them by their teachers.
- Students must respect social distancing rules.
- Students will ensure they come to school in clean clothes.
- Students will wash their hands as directed.
- Students must agree to have their temperature taken by a designated adult.

Finally, please do get in touch if you have any questions about the content of this email/letter as understanding your obligation here is essential. I once again reiterate, the safest place to keep your child is at home in order to reduce the risk of transmission and spread of Coronavirus.



Jill Walton
Co-Headteacher