

5<sup>th</sup> June 2020

Dear Parents/Guardians/Carers,

**Re: Possible reopening of school to more pupils in June – Year 10 and Year 12 students only**

Further to my recent letter on 18<sup>th</sup> May, we know you will have seen more information in the news that schools may partially reopen from 15 June to year 10 and year 12 students, however this is on the proviso that the Local Authority, the Academy Governors and staff think it is safe to do so. At present we are reviewing this daily **and will notify you via text/email and on the website with any changes/updates\***. Students will not return on a full-time basis, it will probably be one day a week, as we are advised by the government to have no more than 25% of these years in at any one time. This will allow students to get some face-to-face contact with teachers and support staff to support their continued home learning.

**We ask that you continue to encourage and support your child with their home learning** (or work that has been sent home). Where they struggle or have difficulties with this they should contact their teacher or Head of Subject via the email addresses given to clarify. In addition, we still ask that they respond to their tutor's regular weekly email to monitor their learning and health and well-being.

It is a very unsettling and stressful time for us all, but we have been working very hard to get everything done that we can to make sure we will be ready to receive these year groups and rest assured that we will not reopen until we feel we have all the necessary measures in place to protect everyone from potential harm as far as is possible. Schools have the responsibility to decide for themselves when it is safe to re-open to students and how they will do this, each school and area is very different.

We have drawn up a number of safety protocols for your child to follow to protect them as much as possible during this time, if you choose to send them back when we re-open. **It is extremely important that your child understands these rules and follows these upon their return in June for their safety and that of others'. This document is available** on the [COVID19](#) page. **There will also be a video available on the website/social media channels soon to demonstrate how this will operate.**

**\*You are asked to complete an ESSENTIAL PARENTAL INFORMATION REQUEST FORM on the Academy Website on the Home page. It is essential that this is completed by MONDAY 15<sup>TH</sup> JUNE, if you wish to secure your child a place for this face to face support.** This can be completed on-line or contact the Academy email: [postbox@josephleackieacademy.co.uk](mailto:postbox@josephleackieacademy.co.uk).

If you have difficulties understanding the questionnaire or completing on-line please contact the Academy Reception between 9am to 12.30pm and we will help you with this.

It is essential that this is completed on time so we can allocate your child to their group and we will then inform you which is their allocated day and time and when we are starting this for Year 10 and Year 12. This will be communicated to you via your email, your child's email and you will also receive a text. Alternatively, you can call the Academy between 9am to 12.30pm.

Once we confirm re-opening, your child will attend once a week for the remainder of the term on the given date and this will be on the same identified day each week and set times. This is to ensure social distancing and all staff and students are safe. **Your child MUST NOT attend at any other time or try and change groups, if they do they will be sent home.**

Students will work in a classroom/computer room with a maximum number of students in a class as designated to that room to ensure a 2 m distance between every student and teachers/staff member. Students will be in school for approximately 3 hours including a short supervised break. During their time in school they will receive some general and specific subject mentoring with identified teachers from specific subjects, as well as some pastoral support from teachers to check on their mental health, well-being and allowing us to find out ways to further support your child during their home learning.

Whilst in school, they will have the opportunity to work on computers for some of the time to catch up on work or to receive email feedback from staff where they have limited/no access at home. Teachers will focus on identifying gaps in subject content and address key issues and misconceptions either to the small group or one-to-one basis. Precautions we will be taking are clearly indicated on the **Student Protocol** available on the [COVID19](#) page.

However some key points are below:

- They will have a **set day and staggered start times**. It is essential that your child arrives on the set day at this time and there will be staggered leaving times. If they do not follow this, they WILL be sent home.
- They will have a **supervised break during the morning**. They must remain in designated areas and under supervision at all times.
- Groups MUST not mix and students MUST NOT shake hands, hug or break the 2m social distancing.
- They will be sent home at the designated time and should go directly home.
- If you are dropping your child off, only one parent should do this and you must not gather outside in groups. We also advise you avoid public transport and if this is necessary please follow the latest government guidance regarding public transport – a link is on our website.
- **Year 10's will enter and depart via Lord Street entrance ONLY**
- **Year 12's will enter and depart via the New KWB Reception ONLY through the new gate and path.**
- Please ensure that you **read the Student Protocol carefully for full guidance and reinforce with your child**. You will be **asked to confirm this when you complete and submit the Essential Parental Information Request Form indicating that you would like your child to attend**.
- **Students MUST follow these rules** and if they fail to do so they will unfortunately be sent home by a member of the Leadership Team. This is for their safety and the safety of everyone in the Academy.

We hope you will see the benefits of sending them back for some face to face support and guidance. The government has currently advised that fixed penalty notices will not be issued if you do not send your child back to school at this present time.

If your child is clinically extremely vulnerable, or living with someone who is in this group, they should not come back to school and should continue home learning. If your child is clinically vulnerable (but not clinically extremely vulnerable), you should follow medical advice to decide if they should come back to school. Please refer to [government guidance](#) and contact the Academy.

We will continue to keep you updated and advise the start date for your child later in June.

**Please complete the essential parental information request as soon as possible and by Monday 15<sup>th</sup> June 2020 at the latest.**

In the meantime, the school is still open **only** for vulnerable students and the children of critical workers. We know some employers will be encouraging you to return to work, but we are not in a position right now to extend places to other students until we receive further government guidance.

If you have any questions, please contact: [postbox@josephleckieacademy.co.uk](mailto:postbox@josephleckieacademy.co.uk)

Kind regards,

Rachel Cook  
Acting Principal