

Parent/Carer of
Address 1
Address 2
Address 3

8th June 2020

Dear Parent/Carer of ,

RE: Phased Return to School for Year 12

Further to our letter dated Thursday 4th June, I am pleased to confirm that the Academy's Trustees met on Friday 5th June and approved the arrangements we have put in place to facilitate a phased return for some face-to-face sessions for Years 10 and 12. This included unanimously endorsing our risk assessment, developed alongside the local authority and independent health and safety experts.

We are now pleased to be in a position to share with you the arrangements for Year 12 students to have some face-to-face teaching at the Academy from their teachers before the summer holidays and the rationale for reopening at this stage, along with the measures we are putting in place to safeguard student and staff safety and wellbeing.

We are adopting a phased approach, so any arrangements in place for onsite learning detailed in this letter apply to the first two weeks of the phased return (weeks commencing Monday 15th and Monday 22nd June 2020). We may further refine the provision available after these dates following our own review and any subsequent government guidance.

Key Items to Note

As you will appreciate it is our duty to provide parents with full appropriate detail of our plans. The first section of this letter will be a summary followed by specific detailed sections for your information, so in summary, please note that:

- A-Level students will be invited into the Academy for a session for each of their subjects. We will run these subjects on a fortnightly basis and sessions will take place on either a Thursday or a Friday from 10am until 1:30pm.
- Students studying BTEC Engineering will not have any onsite sessions in this subject during the first phase and, As a result, the 'Invitation to Attend' section of this letter will be blank. This is due to the high volume of coursework that can be completed safely from home, alongside the recently successfully launched online-taught programme, which has been engaged with well by students. Engineering teachers have already communicated with students directly about these dedicated online sessions that will cover the final theory elements of the course.
- There will be no canteen facilities and students are requested to bring water from home as the onsite water coolers will not be available.
- Students should attend in 'non-business dress' in order for their clothes to be washed when they get home.
- Small school will continue for those students who are eligible and have already booked a place.
- Online learning remains in place and students should continue to work remotely and complete set tasks when not in the Academy.

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- Students should bring their own pencil case, with at least two black pens, a pencil and ruler. Exercise books will be provided.
- Students will be expected to sign to acknowledge the updated Expectations of Behaviour which can be seen in Appendix 1 of this letter.

Invitation to Attend

Student Name (tutor group):

Subject 1: XXXXXXXX in Learning Base XXX on XXXXXXXXXXXX June 2020

Subject 2: XXXXXXXX in Learning Base XXX on XXXXXXXXXXXX June 2020

Subject 3: XXXXXXXX in Learning Base XXX on XXXXXXXXXXXX June 2020

Arrival time:

Departure time:

If you do not wish you for child to attend these face-to-face sessions, please email info@wmgacademy.org.uk and provide a reason for this planned absence. It is important to note that although registers will be taken, absence for any reason is counted as authorised and parents will not be penalised for not sending their child to school during the COVID-19 pandemic.

Why can more students now attend school?

The Government want to get all children back into education as soon as the scientific advice allows because they acknowledge that it is the best place for them to learn, and because we know it is good for children's mental health and wellbeing to have social interactions with other children, carers and teachers.

As a result of the considerate efforts that the country has made to adhere to strict social distancing measures, the government state that the 5 tests have now been met, meaning education providers can move forward. From Monday 15th June, the Government has asked secondary schools to begin welcoming students back on a gradual basis. Schools, colleges and childcare providers have been planning for this and confirmation that this could go ahead was provided by the Prime Minister on 28th May.

What does the latest scientific advice say?

As an Academy, we have been guided by specific advice at every stage, provided by the local authority and from central government. The latest scientific advice from government is that:

- There is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19) and there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19).
- Limiting the numbers of children going back to school and college initially then gradually increasing numbers, guided by scientific advice, reduces risk of increasing the rate of transmission.

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- Schools and other settings can make changes to how they are organised and put measures in place to reduce risks.

What health and safety measures have WMG Academy put in place?

The safety and wellbeing of our staff and students is, as always, our main priority and we have drawn on the guidance from the DfE, the local authority and independent health and safety experts to ensure we go above and beyond the expected standards of health and safety.

The measures we have taken include:

- Reduced class sizes with a maximum of 15 students in each. You will remember from your visits to our building that many of our learning bases are double the size of those in most schools and give us plenty of space for each student to have their own desk and chair at the prescribed two-metre distance.
- Increased cleaning will take place from now and for the foreseeable. We will have cleaners onsite for the entire working day who will regularly clean high traffic areas. We also have additional cleaners at the end of the working day who will clean the whole building and have designated one day per week for a full deep clean.
- Clearly marked corridors, staircases and doorways are already in place to ensure staff and students can use a one-way system to move around the building and maintain social distances.
- Modified fire evacuation procedures are in place to ensure students can socially distance at the muster point in case of a fire evacuation. Students will be given clear guidance on these, as well as our other measures, on their first session back in the Academy.

Is it compulsory for my child to return to school?

From 15th June 2020, secondary schools and sixth forms will begin to offer some face-to-face support for Year 12 students to supplement their remote education, which will remain their predominant mode of education this term. This approach aims to limit numbers within schools whilst ensuring that the young people who are attending are most able to benefit from doing so.

The Government has strongly advised students who are eligible to attend to do so, unless they are self-isolating or shielding due to underlying health conditions.

The guidance is clear that only eligible students should attend. This includes students in Years 10 and 12, and priority groups, including vulnerable students and the children of key workers. This does not include siblings in different year groups, unless they are in a priority group.

Please note that fixed penalty notices for failure to attend **will not** be issued during the COVID-19 pandemic.

Can my child still attend Small School?

The Academy's small school provision for vulnerable students and the children of key workers will continue to run on a daily basis. Students who regularly attend this provision will be expected to join their own year group in 'bubbles' for face-to-face sessions on their allocated day; however, they may continue to attend small school for the remaining four days of the week.

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Will teaching be provided as normal to students who attend?

The DfE have been very clear that students facing exams next year should be given some face-to-face teaching time before the summer holidays. This means that our remote virtual learning arrangements in place since March continue to be the main way of learning for our students. Any onsite provision is to complement this and help to fill any gaps in knowledge and completion of online work is still expected when not in the Academy. The initial phase of face-to-face provision for sixth form students concentrates on A-Level subjects.

With this in mind, the following arrangements will be in place:

- A-Level students will be invited into the Academy for a session for each of their subjects. We will run these subjects on a fortnightly basis and sessions will take place on either a Thursday or a Friday.
- Students studying BTEC Engineering will not have any onsite sessions in this subject during the first phase and, As a result, the 'Invitation to Attend' section of this letter will be blank. This is due to the high volume of coursework that can be completed safely from home, alongside the recently successfully launched online-taught programme, which has been engaged with well by students. Engineering teachers have already communicated with students directly about these dedicated online sessions that will cover the final theory elements of the course.
- The working day will begin at 10am and end at 1:30pm. Students will remain in the same group or 'bubble' for each day they are in the Academy to minimise the time they spend moving around the building.
- Students will be given short breaks between each session but no canteen facilities are available. There is to be no food or drink, other than water brought in from home, to be consumed on site. Students will be able to use the toilet on a token system to ensure social distancing can be maintained in the toilets.
- Students should bring their own stationary to ensure that they are the only user of their equipment. We will issue each student with an exercise book for all of their sessions, which they will be expected to keep and bring to their next day in the Academy.

How should my child travel to and from the Academy?

In line with government guidance, where possible, students should walk, cycle or travel by car. If public transport is necessary, we encourage students to ensure they maintain social distances whilst waiting at bus stops and when on buses and trains. You will also be aware that from Monday 15th June, face coverings are mandatory on public transport. We have adjusted start and finish times to avoid peak travel times.

How long will my child be expected to attend for?

The working day will begin at 10am and end at 1:30pm and will consist of four sessions of 45 minutes. Students will remain in the same group or 'bubble' for all of these sessions and staff will move around the building to deliver sessions to them.

Will meals be available to students attending?

Due to the working day being shortened, there will be no canteen facilities available. Students are permitted to bring water from home to drink and a small snack as there will be short breaks between

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each session. Students should not share food with each other and will be expected to wash their hands before eating. Students in receipt of Free School Meals will continue to receive supermarket vouchers using the Government's national scheme.

Should I keep my child at home if they have an underlying health condition or are otherwise identified as vulnerable?

Yes, children and young people who are considered extremely clinically vulnerable and shielding should continue to shield and will not be expected to attend. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

Children and young people who live in a household with someone who is extremely clinically vulnerable and shielding **should only** attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions. Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend.

What happens if there is a confirmed case at WMG Academy and can my child be tested?

The Academy has a clear protocol in place in the event that a case is confirmed. At the end of this letter, we have included our protocols and procedures for Self Isolation, Confirmed Cases and Suspected Cases Onsite in Appendices 2, 3 and 4.

Children and young people and staff in all settings are eligible for testing if they become ill with coronavirus (COVID-19) symptoms, as are members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative.

A positive test will ensure rapid action to protect their classmates and staff in their setting.

What happens if my child needs first aid?

By nature, first aid requires close contact between students and qualified members of staff. To limit this contact, students will be encouraged to administer basic first aid to themselves under supervision. This includes cleaning and dressing small cuts and grazes. Where this is not possible, staff will wear personal protective equipment (PPE), including gloves, surgical masks and aprons, to administer first aid.

At WMG Academy, there are few accidents and injuries, but those that do occur are reported at break times through use of the onsite sports equipment. Due to the restrictions in place and limited activities at breaks, we anticipate less need for first aid treatment.

Should my child wear PPE?

The Government have made it clear in their guidance that wearing PPE at school is not recommended and neither staff nor students will be expected to wear PPE in the Academy; however, staff and students are permitted to wear a face covering if they wish. Please remember that from Monday 15th June, face coverings are mandatory on public transport.

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Arrival, Departure and Movements within the Building

Students will be given clear guidance and training on how to maintain social distancing on their first day in the Academy. However, we wanted to outline some of the key instructions below to ensure we have a smooth and safe start:

- Arrival will be through the main Academy doors and the rear doors, where clearly marked walkways will lead students to their learning bases. Staff will meet and greet students both inside and outside of the building to guide them.
- Students should go straight to their learning bases where a member of staff will allocate them their own desk and chair within their own space within the room.
- Students will be expected to remain in the room for all of their sessions on each day that they attend. Teaching staff will move around to deliver sessions, limiting the number of people each student has exposure to during the day.
- Students will be permitted to go to the toilet on an individual basis when requested. Each teacher will have a pass for a specific toilet within the building. This will ensure that only one person is in the toilet at any one time to allow for social distancing to be maintained.
- At the end of the day (1.30pm), a member of the Senior Leadership Team will dismiss each room individually, allowing students to clear the building before the next room is dismissed. Again, this is to reduce the number of people moving around at any one time to ensure social distancing can be maintained.

Ongoing Communication

If you need any more information, or would like to speak to someone about your child's return, please email info@wmgacademy.org.uk and we can arrange a mutually convenient time to speak to a member of staff. Telephone messages will still be routinely monitored, however you will receive a response far sooner via email communications. Please remember that any parental communications are also available on our website by clicking [here](#).

Once again, thank you for your patience and support at the present time. We are working tirelessly to ensure your child can return safely to school and benefit from some face-to-face teaching.

Yours faithfully,



Mrs K Tague
Executive Principal



Mr M Brady
Associate Principal

Appendix 1 - Student Behaviour Expectations

1. Introduction

- 1.1 The WMG Academy is obligated to follow all government guidance related to COVID-19 and ensure the concept of social distancing, procedures related to hygiene, being alert and staying safe are applied at all times.
- 1.2 To ensure the safety of learners, staff and wider family networks, all rules must be followed from the time learners arrive at the academy to the time they return home.
- 1.3 It is hoped that learners have an appreciation and the maturity to recognise the severity of the current situation and act responsibly. Any behaviour that increases the risk of infection or creates undue distress will be considered as a sanctionable behaviour. The academy will decide, based on the evidence related to the incident, if guidance, re-education or the application of sanctions is appropriate to mitigate any risk that may be presented by a learner's behaviour.
- 1.4 This policy is in addition to the existing Behaviour Policy and defines behaviours in relation to COVID-19 and keeping people safe.

2. Sanctions

- 2.1 The sanction of isolation or exclusion will be considered regardless of the explained intent by the learner, e.g. if, when a learner is asked to explain their behaviour, and is justified by the learner as a 'joke'.
- 2.2 Learners who demonstrate any of the behaviours below may be isolated from other learners to ensure that people are kept safe:
 - Coughing in the direction of another learner with the intent to spread infection or cause fear of infection.
 - Bullying behaviour regarding COVID-19 towards another learner.
 - Throwing of any object at another learner with the intent to spread infection or cause fear of infection.
 - Deliberate repeated movements out of the designated areas the learners have been given to work within.
 - Repeated refusal to follow a reasonable request to wash hands or sanitise hands/ equipment.
 - Refusal to take reasonable precautions to prevent unnecessary contact or close proximity with others.
 - Refusal to follow reasonable requests to follow the rules and procedures that have been brought in by WMG Academy to protect learners, staff and families.
- 2.3 Fixed term or permanent exclusions will be considered for the following behaviours:
 - Spitting at another learner with intent to spread infection or cause fear of infection.
 - Racial or verbal abuse with a COVID-19 aspect to it.
 - Wiping of any body part on another learner with the intent to spread infection or cause fear.
 - Threatening behaviour towards a member of staff and not respecting their personal space.
 - Having specific intent and acting in a way that causes distress to other learners or staff in relation to COVID-19.
 - Consistently and persistently refusing to co-operate with the rules and procedures that have been brought in by the academy to protect learners, staff and families.

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Appendix 2 - Procedure for Self-Isolation – COVID-19

WMG Academy Trust has adopted the Government guidance on self-isolation for staff and students. In this procedure, 'you' refers to either students or employees of WMG Academy Trust. Self-isolation is the practice of staying at home because you have, or might have, coronavirus (COVID-19). This is to help stop the virus spreading to other people.

Staff and students should self-isolate if:

- They have the following symptoms - **a high temperature, a new continuous cough or change to your sense of taste and smell.**
- They are waiting for a coronavirus test result.
- They have tested positive for coronavirus-this means you have coronavirus.
- They live with someone who has symptoms, is waiting for a test result or has tested positive.
- They have symptoms of coronavirus you usually need to self-isolate for at least 7 days
- They live with someone who has symptoms, you'll usually need to self-isolate for 14 days.

If you are self-isolating, you and anybody you live with must not leave your home. Parents should inform the WMG academy through the student absence procedures that their child is now self-isolating. Staff should inform their line manager of staff absence immediately.

This means self-isolating staff and students should:

- not go to work, school or public places and should work from home
- not go on public transport or use taxis
- not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- not have visitors in your home, including friends and family – except for people providing essential care not go out to exercise – exercise at home or in your garden, if you have one

Testing

Staff and students should have a test if they have symptoms. This can be accessed by clicking [here](#). **If you test positive then you must inform WMG Academy Trust immediately.** There is separate advice if you're told by NHS Test and Trace that you've been in contact with a person with coronavirus.

Appendix 3 - Procedure for Dealing with Staff and Students Displaying Symptoms Onsite

WMG Academy Trust has adopted the Government advice on COVID processes. If a member of staff or a student, whilst in the WMG Academy buildings, exhibits COVID-19 symptoms, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance, which is available [here](#). The symptoms include:

- A new or continuous cough;
- A high temperature (38°C or above);
- A change in their normal taste or smell senses.

If a student is awaiting collection, they should be moved; if possible, to Meeting Room 1 where they can be isolated behind a closed door, the windows should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use the disabled toilet on the ground floor. The Facilities Manager should be informed and the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE (gloves, masks and apron) should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained, and this is available in the designated room. There are designated first aiders who should deal with this situation.

Student and parents should be given a copy of Appendix 2 when they leave, which gives further guidance on self-isolation. Copies will be available in the designated room.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

The Facilities Manager should be informed so that the affected area can be cleaned and disinfected using standard cleaning products before being used by anyone else.

Appendix 4 - Procedure for Confirmed Cases of COVID-19 at WMG Academy

The following process will be followed at WMG Academy Trust in the event of a confirmed case of coronavirus.

When a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home with advice to self-isolate for 7 days and arrange to have a test to see if they have COVID-19.

Tests can be arranged through the website [NHS.UK](https://www.nhs.uk) to or by contacting NHS 111 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending WMG Academy will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

When a student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the student or staff member tests positive, the rest of their class or group within WMG Academy should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.