

June 2020

Dear Parent and Carer

I hope you and your families continue to be safe and well during these uncertain times. We are looking forward to welcoming year 10 back as we reopen the academy on 15 June. Thank you for completing the Google form notifying us that your child will not be returning from the week beginning the 15 June. I would like to give you the information shared with parents and carers of students who are returning to use from 15 June so that, should you wish to send your child(ren) back to school, you can do so in an informed way. If you are intending on sending your child(ren) into school moving forward, you **must** send an email to enquiries@acklam.outwood.com stating the following:

- The name of your child
- The HMG of your child
- The date at which you are happy for your child to start returning

I must be clear that students who wish to return to school will **only** be able to do so if this process has been followed. I will then return an email to you giving you the details of when your child(ren) can return. If a student attempts to return to the academy before having had this information, they **will not be permitted** to enter the site.

As outlined in government guidance the academy can only be open to 25% of the year group on any given day. We are planning for each student to receive 2 hours academic mentoring each week throughout the remaining 5 weeks of the summer term. Only children who have an allocated session will be able to attend the academy. Further, we are operating staggered starts for students and are using different entrance points for students arriving at the academy. Details of which can be found below on the Academy Map.

I thought it would be helpful to share a little more information about the planned return with students and parents.

It is important that we recognise that the reopening of the academy can only happen if it is safe to do so. The staff at the academy have been working hard to make the appropriate arrangements to ensure we have everything in place to ensure risks are minimised to reduce transmission. We have created a video that can be viewed on the academy website and viewed on YouTube [here](#). The video demonstrates the range of measures that are in place to keep students and staff safe.

The 2 hours of academic mentoring will have a primary focus on pastoral support for students returning, reviewing their online learning and some initial work on maths and English. Staff are keen to support students with their studies but also understand that students have experienced a significant period away from the classroom.

As children have been away from the academy for some time, the pastoral input will include opportunities for children to talk about their recent experiences: be that with learning at home, mental health and well-being and how they have kept themselves safe. For students who need an opportunity for further pastoral support staff will be available for one to one conversations.

On arrival for their allocated session students will view a brief daily welcome presentation outlining the expectations regarding staying safe, hygiene and behaviour.

Minimising transmission is vital to ensure we all stay safe; with this in mind, all students have been allocated a 'bubble' this is their class for their sessions. They remain in the same bubble class and classroom for all their sessions. Students will be registered by a senior member of staff at their entrance point escorted to their bubble where they remain for their two-hour session. They will then be escorted out of the academy using the same path they entered through. All bubbles have staggered starts and finishes, we are also operating a one-way system and only utilising specific sections of the academy. This will assist in minimal transmission.

Other measures we would ask parents and carers to support with minimising transmission are:

- ensuring students do not wear school uniform, they should wear clothing that is easily washed and suitable for a school environment. **Students should not wear any jewellery or makeup.**
- they must not bring any bags or equipment into the academy. Each child will be allocated their own personal bubble pencil case that remains in the bubble and on their desk to be used only by them.
- I would also note that there are currently no facilities available for break, students will come in for the two-hour academic mentoring session only.
- to support social distancing and keep everyone safe your child must keep to their entry slot for their session. We all need to work together and support each other in the present situation. Please reiterate the importance of social distancing if your child is walking to the academy, they must not congregate in large groups with other students prior to or upon leaving the academy site.
- If your child arrives LATE (up to 30 minutes) for their session, they will need to present at reception following the social distancing expectations. On late entry your child will be accompanied to their bubble classroom by the senior leader responsible for that bubble.
- When your child exits the academy, they will be expected to adhere to social distancing to keep everyone safe. Any children who are walking home must adhere to social distancing on their journey in the community to ensure everyone's safety. It is imperative that they do not congregate with other children in the community.

Please support us all by ensuring your child understands the expectations with social distancing and demonstrates these expectations consistently to make sure everyone stays safe through being alert.

The academy is **not open** for visitors; all parents and carers are politely advised to NOT come into the academy, where at all possible, and contact us via telephone, to help keep us all safe.

If your child is arriving or being collected by car, please follow the instructions below:

- As you turn into the academy from Hall Drive, you **will not** be able to drive round to the right-hand side where many parents and carers drop off and pick up students.
- The car park which runs parallel to the staff car park is the **only car park** to be used to drop off and collect students.
- Cars need to park, leaving at least one space between cars (see video for demonstration).
- You will see on the video that distancing markers have been applied to the floor in the car park. These show students' which route to follow to get to the fenced path, leading to the crossing (white arrows on Academy Map).
- When students have been dropped off, cars are required to drive to the end of the car park, turn back toward the crossing and turn left, leaving the site in the normal manner.
- Staff will be on duty at entrance and exit times to ensure the safety of our students.

To make sure we prioritise the safety of everyone, please make sure you arrive on time as per the allocated time slot.

Any students who are travelling on bikes will take their bikes to the normal bike path and will be expected to **walk their bike down the path**, adhering to the social distancing markers.

Any students who are traveling by public transport must make sure they follow the government guidelines these can be accessed here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#history>

- Plan ahead and use a direct route
- Wear a face covering and if you can take hand sanitiser
- Wash or sanitise your hands before and after your journey
- Maintain a social distance of 2 meters
- If you can, pay by a contactless method

Your support and cooperation with the new arrangements is really appreciated. Although this guidance and information is very extensive, it is essential that everyone has a clear understanding about how hard we are working to ensure Outwood Academy Acklam is a safe and reassuring place for your child to be. We have worked tirelessly ensuring we are able to accommodate your child and support them through the coming months and over the next academic year.

Academy Map



Please do not hesitate to contact us if you have any questions, concerns or would like to clarify any information. There is also additional information on our website, including the Academy Map and the video. Do take time to talk through our plans with your child so they are clear about the plans and expectations outlined; be assured we have their health and wellbeing at the heart of everything we do.

As a reminder, if you wish for your child(ren) to come back to school, you must email enquiries@acklam.outwood.com and await a return email from me.

Yours faithfully

Mr M Gray
Associate Principal