

Alternative Provision Service

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Dear Parents and Carers

Alternative Provision teaching bases **close on the 17th July 2020 for the summer holidays.**

The government have announced that **all children should come back to school in September.** We have made plans to try to ensure that everyone feels safe, secure and happy to be back in school when the autumn term starts.

All children should return to school on Thursday 3rd September at the usual time for your child's teaching base.

We will be following DFE guidance which is constantly updated and although no school can guarantee a 100% risk free environment, we will always try to minimise contact between everyone and maintain social distancing wherever possible. We will be open for staff training on Wednesday 2nd September if you need to contact us about any concerns you may have about the Government advice at the time of reopening.

To ensure that our pupils and staff are as safe as possible during the time of Covid-19 please note the important information below

- **Please do not send your child in if they, or anyone else at home, have any symptoms of Covid-19. In the interests of safety, we will contact you to collect your child immediately if they display symptoms in school.** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Teaching 'bubbles' will be in place to reduce the numbers of contacts between pupils.
- Pupils and staff will be encouraged to practice social distancing. Adults are expected to remain 2m away from pupils wherever possible.
- Pupils and staff will be expected to wash their hands thoroughly more often than usual.
- Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach.
- There will be an enhanced cleaning regime in place, including cleaning frequently touched surfaces often.
- Your child will be provided with their own set of equipment to help them access their learning and avoid sharing with others.
- Your child will be expected to wear the uniform appropriate to their teaching base and this should be washed regularly.
- PPE is not required in school (only on transport to and from school).

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- Pupils should arrive as close to their start time as possible to avoid the temptation of congregating with others. They will be expected to leave site as soon as lessons finish.
- Lunches and break will take place in bubbles and will be staggered to avoid mixing. If you pay for a school meal, please note that the daily cost has increased to £2.45 per day.

Getting to school

Please encourage your child to walk or cycle to school where possible and sensible.

If you must use the car then please ensure that you drive safely and practice social distancing when on site.

If your child travels to school on public transport they will need to wear a face covering which must be disposed of, or stored, safely when they arrive at school. If they use a reusable mask, they will need a plastic bag to store it in. If you have any concerns about your child wearing a face mask or have difficulties purchasing face masks, please contact us.

Attendance

It is vital that pupils attend school on time each day. This will help us follow our routines and help to keep everyone safe. If your child is too ill to attend, please phone before 9.30am to let us know. If your child is persistently late or has a poor attendance pattern, we will ask to meet with you to discuss this further. We will do all we can to remove any barriers to good attendance and progress.

The Department for Education have told us that from September the usual rules on school attendance will apply, including

- **It is a parents' duty to ensure their child attends school regularly**
- **It is schools' responsibility to record attendance and follow up absence**
- **Schools can issue sanctions, including fixed penalty notices in line with the Local Authority Code of Conduct**

Track and Trace

As a school we will be working with the government by complying with the Track and Trace strategy <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Up to date details

It is vitally important that we have the correct contact details for you - please ensure that you inform us of any changes to numbers, email addresses and addresses as soon as possible.

We will, of course, endeavour to maintain the highest of standards to keep our pupils and staff safe, but need the full support of pupils, parents **and carers to do this effectively**. Please help us to keep your **children** as safe as possible throughout this time.

May I take this opportunity to thank you all for your continuing support over the last few difficult months and to heap some praise on the fantastic staff who always work so hard to support your children and each other.

I wish you and your families a wonderful and safe summer, and we look forward to welcoming everyone back in September.

Kind regards

Rachel Guyer
Acting Head of Alternative Provision Service

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