



10th June 2020

Dear Parent / Carer,

We are writing to confirm our plans for face to face contact with those Year 10 students who have expressed a desire to attend school from week beginning 15th June. The link below takes you to a video which also explains everything that is in the letter.

https://passmoresacademy-my.sharepoint.com/:v/g/person/a_alderson_pclc_co_uk/EV12_xfO5uZLokmtojEP7UBU7gcAy0ne2NI7GHGtFXVUQ

Our underlying principles when planning for this wider opening have been safety and equity. Our aim for the next five weeks is to mirror what we are offering those students in school with those who are continuing to work at home. If, on reading this information, you would like to change your decision regarding attending / not attending school please contact Ms Conway by Friday 12th June.

All students have been allocated a coach; this is to enable a weekly conversation about work and to help students to further develop those much-needed self-regulation skills as well as being able to have a regular conversation with a member of staff. This will be different to the tutor contact as it will focus predominantly on learning.

Week beginning 15th June (for students attending school)-

Coaches will meet with students for a face to face conversation in the sports hall (entry via the sports hall door not reception). This will enable us to explain the expectations of being in school and to address any anxieties that students may have whilst also getting a clearer picture of where students are at this time. You have already received a separate letter with individual times for this meeting; this has also been sent to students via their school email account.

Monday 15th June – Unicorn students

Tuesday 16th June – Dragon students

Wednesday 17th June – Griffin students

Thursday 18th June – Lion students

Week beginning 22nd June (to coincide with the next round of work) –

All students will be invited in for two mornings a week as outlined below –

Unicorn – Monday and Tuesday		Dragon – Monday and Tuesday	
9.30am – 9.40am	Arrival and registration	10.00am – 10.10am	Arrival and registration
9.40am – 9.55am	Coaching / Goal setting	10.10am – 10.25am	Coaching / Goal setting
9.55am – 11.55am	Guided Learning Session	10.25am – 12.25pm	Guided Learning Session
12.00pm	Exit	12.30pm	Exit
Griffin – Wednesday and Thursday		Lion – Wednesday and Thursday	
9.30am – 9.40am	Arrival and registration	10.00am – 10.10am	Arrival and registration
9.40am – 9.55am	Coaching / Goal setting	10.10am – 10.25am	Coaching / Goal setting
9.55am – 11.55am	Guided Learning Session	10.25am – 12.25pm	Guided Learning Session
12.00pm	Exit	12.30pm	Exit

- Students need to arrive on time but not any later than their designated time. If they arrive later, they will not be permitted to enter the building.
- If parents need to accompany students, only one parent should attend.
- Students are encouraged to walk or cycle to school and avoid public transport where possible.
- Students do not need to wear school uniform, but appropriate clothing for the environment.
- Students will be registered in the sports hall by a senior member of staff and they will be asked specific questions about their health before starting the day. No-one will be permitted to enter the building if they are showing symptoms.
- Students will then enter the building via the superloos, to go to the toilet and wash their hands before entering the classroom.
- Toilets will be allocated to each 'bubble'.
- All students will be in the same classroom every day and will be allocated their own table and laptop that they will use each time they are in the building.
- Students need to bring their home learning packs and own equipment to use.
- Students need to bring their own drink.
- First day contact will operate as normal if a student doesn't arrive as expected. If your son/ daughter is unwell / unable to attend, then please call the absence line as normal.
- Hand sanitizer, disinfectant wipes, tissues and lidded bins will be provided in each classroom and toilets.
- Students will be asked to wipe down their laptop and table at the end of each day.
- All staff will promote hand hygiene and respiratory etiquette, providing tissues and ensure students and staff avoid touching their face.
- All areas will be cleaned at the end of every day. A deep clean will take place every Friday.



- We have been advised that the wearing of masks or other PPE is not necessary, although some staff and students may choose to do so.
- Students refusing to follow expectations, including social distancing, will be removed from their class and parents will be contacted.
- If a student becomes unwell during the morning, they will be isolated away from others until they can be sent home.
- A bespoke evacuation/fire policy has been written and communicated with staff.

For those students not attending school –

During the week beginning 22nd June, parents / students will be contacted by their allocated coach to begin the process. This will ensure that those students continuing their study at home can have similar learning conversations as those students in school.

We are looking forward to welcoming back some students, we know that it is going to feel very different to what we are used to. However, our aim during the next five weeks is to work closely with all our year 10 students in order to assist them and our further planning ready for September, whatever that may look like.

If you have any questions regarding the wider opening please do not hesitate in contacting.

Take care and keep safe.

Yours faithfully

Natalie Christie & Vic Goddard
Co-Principals of Passmores Academy