



Dear Parent/Carer

Before I begin, I would like to take this opportunity to thank you for your understanding and cooperation since we had to close to the majority of students due to the current pandemic. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs or disability, or if you are a single parent or carer. Following on from the government's decision to open schools more widely, I am now writing to confirm that we will be welcoming Year 10 and 12 children back in small groups from Monday 15 June 2020. We are not permitted to have more than 25% of the total number of students in these year groups in at any one time and will therefore be operating on a rota basis.

In order to best protect your child and our staff we have put a number of temporary measures in place. I have summarised the most important information you need in order to decide whether your child should attend the academy:

- **Keeping your child safe**

The Trust Estates team have been working tirelessly with the academy to ensure all possible protective measures are in place.

Our aim is to reduce as much interaction as possible through containing students and staff in 'bubbles'. Measures such as 2m distancing in classrooms, one-way systems around the academy and more focus on hygiene routines will be in place from Monday 15th June. Where break and lunch times are necessary, these will also look and feel very different as we attempt to keep students from mixing with any more people than necessary.

All of these additional measures are laid out in detail in a comprehensive suite of risk assessments. You are welcome to view these on our academy website.

We have also added some temporary procedures to our standard policies, including safeguarding and behaviour. Attached is a quick guide as well as an additional Home Academy Agreement for you to sign up to so that we can all truly work together to keep your child safe.

- **Attendance expectations**

If a member of your household is displaying symptoms related to Coronavirus (cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell) please do not send them into the academy. You can access testing through the NHS website. If anyone in your household is positively tested for Coronavirus, your child should not return to the academy for 14 days and you must let us know.

Children who are classed as clinically extremely vulnerable (please check the following link for an up to date list): <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> should not return to the academy. If someone else in your household is classed as extremely vulnerable, then you should only return your child to school if you believe your child can stringently adhere to social/physical distancing measures and follow all instruction.

If your child is clinically vulnerable but not on the above list, please seek medical advice before making your decision whether they should attend.

Whilst our desire is to welcome all Year 10 and 12 students back, we completely understand that you will be anxious about whether your child will be safe in the current circumstances and I wanted to be clear that you will not be held to account in the normal manner should you choose not to send your child to the academy during this unprecedented time. We may make calls home to check on the safety of children who can be in the academy and are not but I wanted to assure you that the government has confirmed that no action (including fines) will be taken for non-attendance.

Your child will be asked to attend the academy on:

We are allocating one day per Year 10 student based on their English set.

Monday 10Q1a and 10Q3

Tuesday 10Q1 and 10Q2

Thursday 10X1 and 10X2

Friday 10X1a and 10A

Year 12 are being invited in for the morning sessions of each subject. Subject teachers will contact them via their MCA email to confirm this. Year 12 sessions will also take place at Bury Road. MCA6 remains closed at present.

It is very unlikely that the academy will be opening to any other students for the remainder of this academic year and we will continue to provide home learning resources until we can invite them back.

We regret to confirm that brothers and sisters of Year 10 and 12 children will not be able to attend the academy unless they fall into either of the other two categories for attendance.

It is important to note that, if we do not have enough staff to safely supervise all of the children attending (this may be because of increased demand for key worker places or staff sickness), we may have to retract the offer for some students to attend the academy on certain days and revert to home learning. We will obviously give you as much notice as possible if this situation arises.

- **Uniform expectations**

We do not expect children to wear academy uniform during the remainder of this academic year but ask that your child has clean clothes every day and sensible footwear.

- **Transport**

Wherever possible, your child should avoid public transport. Walking and cycling would be the preferred methods of transport.

If you are bringing your child by car, please be considerate to our academy neighbours and park in a safe manner.

If your child uses transport arranged by the Suffolk County Council, we have taken the following steps in respect of safety:

- Advising against travel by this method
- Reducing the number of students able to travel daily on the buses (for example a 53 seat coach can only transport 12 students)
- Marking the Dome car park to ensure all students wait at least 2m apart

- **Dropping your child off and picking up**

We have also allotted different entry and exit points to the academy for different groups of children. Your child will be told on their first day which room they are in and each time they are in the academy they must go

straight to this room using the external door where there is one.

A member of staff will meet your child at the classroom door.

During the day, we may check your child's temperature, including on entry to the academy. Should the reading indicate that they have a high temperature, you will be required to take your child home.

- **Arrangements for lunch provision**

Our caterers are providing meals for anyone who is attending site to purchase but we ask that you provide a packed lunch where this is possible. If your child is entitled to free school meals then this will be provided at no cost.

- **Equipment provisions**

To minimise the sharing of equipment within the academy environment, we have identified some resources that will not be in use during this extraordinary time. Our curriculum has been adapted to take account of this. We ask that you send your child to the academy with the following equipment: Blue/Black pen, pencil, ruler, calculator. Whilst we will be explaining why they shouldn't share their equipment with classmates, it would be helpful if you can reinforce this message at home. Any resources that are kept at home should be cleaned on a daily basis, using anti-bacterial wipes, washing up liquid and/or detergents as appropriate.

- **Parental visits**

To ensure we minimise the amount of individuals entering the academy site, we ask that parents/carers do not enter the site for ad-hoc meetings. It is also more important than ever to make sure your child has everything they need for the day so please do ensure you have supplied them with all the equipment they need. If you need to speak to anyone please call 01638 714645 or email [help@mca.attrust.org.uk](mailto:help@mca.attrust.org.uk) and a relevant member of staff will be in touch. Whilst your child's teachers are always keen to discuss your child with you, in the current circumstances we request that you contact subject teachers via their MCA email address or use the help email should you have any questions around wider opening.

Thank you for your ongoing support,

Best wishes

Miss N Hood