



THE PRIORY ACADEMY

LSST

Dear Parent/Carers

Year 10 Face to Face Support

Following the most recent Government information regarding the wider opening of schools and academies, we have carefully considered how we can enable Year 10 and 12 students back into the Academy as safely as possible whilst still making provision for children of keyworkers and 'vulnerable' children. Our most up to date risk assessment can be found on our website under the 'Parent' tab.

Throughout our preparation the safety and well-being of your children, your families and our staff is of our utmost priority. From the 15th June 2020 we will be inviting in students from Year 10 and Year 12 on a rolling programme using two different entrances and areas of the Academy. Year 10 will use the Cross O'Cliff Hill entrance and be based on the main site using classrooms in Mathematics and Modern Foreign Languages. Year 12 students are to use the 6th Form entrance and be based within classrooms in English and the Newton Centre. Our registered keyworker and 'vulnerable' children will now be based in the History, Geography and RE classrooms and will have a different start and end time to their day. All three groups of students, Year 10, 12 and our keyworker/vulnerable students, will be in different areas from each other throughout the day, will have a dedicated team of staff for that day and different social areas and toilets.

Throughout this phased opening of the Academy it is imperative that if your children have, or are showing symptoms of COVID-19, or have someone in their household who is, they should not be attending the Academy and should remain at home, in line with the [guidance for households with possible coronavirus infection](#)

Much work has been undertaken to follow the government guidelines. Within the classrooms being used, chairs have been removed to ensure all seating complies with the regulations. Two metre markings have been placed in corridors and outdoor spaces where appropriate and there are one-way notices to be adhered to. Doors, where appropriate, will be open and, if the weather allows, windows will be open throughout the day.

During the day we will continue to promote the need for increased hygiene and students will be regularly reminded to clean their hands more often than usual, particularly after arriving at the Academy, touching their face, blowing their nose, sneezing or coughing, and before eating or handling food. The guidance on this will be emphasised to students that they should wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub/sanitiser ensuring that all parts of the hands are covered. Each group will have an allocated toilet area to use with handwashing facilities and there will be hand sanitiser in all designated classrooms. There will also be anti-bacterial sanitising wipes in each designated classroom for students to use to regularly wipe down equipment and workspaces. Advice will also be given to students on respiratory hygiene reminding them to: avoid touching their mouth, eyes and nose; cover their mouth and nose with disposable tissues when coughing or sneezing, if one is not available, sneeze into the crook of the elbow, not into the hand; dispose of tissues into a disposable rubbish bag and immediately clean their hands with soap and water or use a hand sanitiser.

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The Priory Academy LSST is part of The Priory Federation of Academies Trust. For further information please contact:

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We will obviously remind students of both personal hygiene and the national expectations of the 2m social-distancing requirements to ensure they develop an understanding of their own responsibility. However, we ask you for your support too in reminding your child prior to them coming onto the academy site. Any student who fails to adhere to these national expectations will obviously be reminded in the first instance, however, in the interest of safety of all of our staff, students and their families, we will ask parents/carers to collect their children from the Academy if they persistently breach these expectations.

All students when attending the Academy must wear their usual academy uniform but they do not need to wear the blazer. The usual expectations on piercings and the rest of the uniform will apply, including the use of mobile phones. Please do remember mobile phones should be turned off at 0830 and turned on again at 1500 unless instructed otherwise by a member of staff. Students will also need to bring with them the necessary basic equipment for a day in school – pen, pencil, ruler, calculator, books. Students will not be able to share equipment with other students or with staff. These guidelines will also now apply to the key worker and vulnerable students. However we would continue to encourage these students to bring their trainers with them. At the current time and to minimise the number of staff on site and potential contact between students we are not operating any catering facilities, so all students must bring a packed lunch and drinks in with them.

As per the government guidance students will need to get to the Academy by foot, bicycle or car as the usual transport services are not currently operating. The County Council Transport team have stipulated that: 'It remains very important that transport is only used for those children and young people that really need it. **We ask that you transport your child to school unless you have no other option, even if your child is normally entitled to transport.** If there is no other option, you can contact the County Council by emailing TSG@lincolnshire.gov.uk or those without access to email should call 01522 782020.'

We will be splitting Year 10 students into five 'day' groups. Each day group will be further split in six 'class' groups of no more than 11 students.

'Day' Group 1 – Monday (Class Groups M1, M2, M3, M4, M5, M6)

'Day' Group 2 – Tuesday (Class Groups TU1, TU2, T3, TU4, TU5, TU6)

'Day' Group 3 – Wednesday (Class Groups W1, W2, W3, W4, W5, W6)

'Day' Group 4 – Thursday (Class Groups TH1, TH2, TH3, TH4, TH5, TH6)

'Day' Group 5 – Friday (Class Groups F1, F2, F3, F4, F5, F6)

Each class group will receive six taught lessons across the day covering English, Mathematics, Science, History or Geography and French or German. There will also be a session focusing on wellbeing, mentoring, careers and further support with the ongoing online learning. The lessons will provide students with some face to face contact with staff, to reassure, consolidate, assess and progress.

Lessons will be stand-alone lessons, in line with Schemes of Learning and will provide an opportunity to build content and skills with any follow up work being submitted electronically. The same staff will work with their allocated group each week to minimise the number of people encountering each other.

The academy day for Year 10 will be:

Period 1	0830 to 0925
Period 2	0925 to 1020
Break	1020 to 1050
Period 3	1050 to 1145
Period 4	1145 to 1240
Lunch	1240 to 1310
Period 5	1310 to 1405
Period 6	1405 to 1500

You will be informed of your child's 'day' and 'class' group and room allocation through an email in the next 24 hours. Please be wary that due to technical reasons this email will only go to the first parent/carer listed as a contact on our data systems. An email confirming your child's day and group will also be sent to your child. The 'day' and 'class' groups have been formed using your child's core options choices and we have tried to accommodate children from the same family on the same day. These groups are **not** negotiable; I am sure you can appreciate that we are unable to respond to individual requests for certain 'day' or 'class' groups. Year 10 students in the key worker and vulnerable group have been invited to attend the Academy as outlined above with their designated group on their designated day and are welcome to continue attending with the key worker and vulnerable students for the other days.

Your child's 'class' group will, wherever possible, remain in the same room throughout the day except for their well-being lesson that will be delivered in an ICT room. No ICT room will be used twice on the same day. For break and lunchtimes each 'class' group will be allocated a certain garden area to use. Students will be supervised during break and lunch times to ensure social distancing is promoted and they must remain in their allocated areas. On days where there is inclement weather, breaks will be taken in the designated teaching rooms. Two 'class' groups will be allocated a set of toilets to use and once again these will be supervised at social times.

The academy day will begin at 0830 and we request that students arrive on site between 0815 to 0830. To minimise any unsupervised contact between students as they arrive it is very important that they are not arriving before 0815. As they arrive students will be directed to socially distanced markers in the tennis court area and supervised until teaching staff are in position to receive them in teaching rooms. Staff will then direct students to their teaching room for the day where they will be supervised to ensure social distancing rules are modelled. The day will end at 1500. Each classroom will be dismissed one at a time. Students should not wait for others but exit the Academy immediately via the Cross O'Cliff exit on foot or bike or walk to their parents'/carers' car on the tennis courts. It is expected all Year 10 students will have left the site by 1515.

Access to the site is at the Cross O'Cliff Hill entrance only and cars will drop off at the front of the academy and then exit via the usual exit gate. Due to the tennis courts being used by students at this time in the morning this area is out of bounds to any vehicles. At the end of the day the tennis courts at the front of the Academy will be available for parking to meet and pick up students. When dropping off and picking up please remain in your car at all times.

Please bear in mind that this is all a proposed plan and depending on the government guidance, which is being monitored, this plan may need to be changed at short notice.

Whilst we will endeavour to make the academy as safe as possible for your children to return, we completely understand that many of you may NOT want your child to return to school until all children return. There will be NO repercussions for children who do not come back to the Academy. We will continue to support those children learning from home and will do our very best to ensure they are not disadvantaged. In order to further help us to plan and organise staffing, please could you let us know if you are not intending to send your child back to the Academy from Monday 15th June by completing this survey by 4pm on Tuesday 9th June:

<https://forms.office.com/Pages/ResponsePage.aspx?id=a4b7hEpr50GQiiDXWqYdgQo8IfnpscluDQX5ZauzfNUQT BISFFZUDFLTUpETkZMSkVCT0tYTDFKWS4u>

If you do choose to send your child to the Academy but your child becomes unwell and cannot attend we ask that you follow the normal procedures by contacting Main Reception to report their absence for that given day.

It is important to remember each academy or school will have a different approach, and without an in-depth knowledge of the layout, children's needs and their staffing situation it is difficult to compare what may be happening at different organisations; we have implemented the guidance to best meet the children's academy needs.

As always please do not hesitate to contact your child's Head of Year or Pastoral Learning Mentor should you have any questions. I once again sincerely thank you for your continued support and patience during these difficult times.

Yours faithfully

Mrs J Hopkinson
Headteacher

