

September 2020

Dear Parents,

I hope that you are all well and that you are having a good summer break. I am writing to let you know of our arrangements to bring all children and young people back into college safely from Wednesday 2nd September. The College will be operating a “Blended Learning” approach this year. That means some students are being educated fully on line, some have a mixture of onsite and online and some are mainly on one of the sites, with some lessons being delivered from the YMCA building, which is within walking distance of Cranbury Road. These personalised learning plans have been developed in consultation with our young people and parents.

### **Adaptations to Cranbury Road**

Firstly, I would like to explain the changes we are making to the college building at Cranbury Road. We are installing two new outdoor canopies to add additional space for break and lunch time as well as some outdoor learning. We have added a new entrance to the exterior from Kensington Road, this will allow access to the “west wing”. The west wing will house KS3 in the morning and KS5 in the afternoon. A new temporary toilet block will be added to the car park area to be accessed by KS3 and KS5 students only.

Hand washing basins have been installed at the main entrance of Cranbury Road and there will also be one at the entrance on Kensington Road.

### **Government Guidance**

The Government guidelines are that all children and young people must return to college in the autumn term to resume their learning. I must be very clear in stating the government recognise social distancing between children in colleges is a challenge. However, adults will be following social distancing rules as far as possible. I cannot guarantee total safety from Coronavirus in college, but we will do everything we possibly can to reduce the risks.

### **Experience**

During the summer term, we invited some students in Year 10 to attend college. After reflecting on this experience and checking updated government guidance, we have revised our risk assessment and procedures accordingly. There are changes that have been put in place in order to keep everyone as safe as possible. Please read this letter carefully. We strongly advise that you begin to share these new procedures with your children, particularly if they did not attend during the summer term.

### **How will it work?**

College will not physically look the same and rules and routines may appear very different to past experience. We will continue to use the term ‘bubble’ to explain how we will ensure that students do not mix with everyone. The purpose of these ‘bubbles’ is to reduce the chance of cross infection

between different groups across the college. Each key phase will be treated as a 'bubble' and will not mix with other 'bubbles' as far as possible when inside the building.

In the mornings Key Stage 4 will enter via the Cranbury Road main entrance and Key Stage 3 via the new Kensington Road entrance. The afternoons will be slightly different and you will receive instructions from your phase leaders for the afternoon timetables.

There will be members of staff on duty during the morning and afternoon arrivals to ensure students understand the new procedures and expectations.

The students will enter one at a time and have their temperature taken with a non-contact thermometer. If a child has a temperature above 38.5 degrees centigrade, we will request they return home to isolate. Upon arrival, each student will wash their hands and collect a breakfast bar, if required, and their own personal stationary pack. Then they will be encouraged to head straight to their classroom. Each classroom will be disinfected after each class by the member of staff, staff and students are expected to regularly sanitise their hands. Hand sanitisers are located throughout the college sites.

At the end of their timetabled lessons on site students will be asked to return their stationary packs. Lunch will initially be a "grab and go" offering, this worked extremely well during the summer term. Additional outdoor seating is being created for lunch and break time

No parents are allowed to enter the College site unless pre-arranged.

### **What Will Classrooms Look Like?**

- All classrooms will be kept ventilated with windows open at all times.
- All classrooms will have the absolute minimum of furniture in them to ensure easy cleaning and allow adequate space between desks and chairs.
- Students will have their own place. The desks will be spaced out as far as possible and facing the front of the classroom. We will have a maximum of 4 students in each classroom.
- Students will have their own equipment, provided by college. Please do not send any stationery items to college.
- All soft furnishings and equipment that cannot be cleaned easily and regularly have been removed from classrooms.
- Plastic water bottles are available throughout the day, all water fountains have been removed.
- Staff will be unable to touch students' books so all marking will be done through self-marking and verbal feedback
- Plain face coverings may be worn by students in and around the college but should be removed during lessons.

If you have any questions please email or call the office and the message will be passed on to the appropriate phase leaders.

If your child needs an inhaler, please complete a medical form and return to Cranbury Road by 1st September 2020.

### **What happens if there is a suspected case of Covid 19 in college?**

If your child is showing symptoms of a high temperature; new persistent cough; loss of sense of taste or smell, you **MUST NOT** send your child to college. Please phone the office as per usual and explain the absence. You should arrange for a Covid test and inform the college of the results as soon as possible.

If your child becomes unwell with Covid symptoms during the college day, they will be taken to an 'isolation room' where a member of staff will sit with your child and reassure them whilst you are contacted to take them home. The member of staff will be wearing PPE kit which will include an apron, mask (and / or a visor) and gloves. We have non-contact thermometers to take your child's temperature if we feel that is necessary. This isolation room will be thoroughly cleaned after your child has left the college. When you arrive at the College to pick up your child you will be able park outside, but please remain in your car and a member of staff who is wearing PPE, will bring your child out to you. After your child is sent home, you would need to organise for them to be tested and inform the college of the results as soon as possible.

Your child will not be allowed to return to college until you have the results of the test. If the test is positive, you will be contacted by text, email or phone and asked to log on to the NHS Test and Trace website. If we are informed of a positive case of Covid 19 in college, we will inform the local authority health team and engage with the government track and trace scheme immediately. In circumstances in which a bubble or even the whole college are advised to self-isolate, education will resume through to Microsoft Teams and our Education Contingency Plan will come into effect.

Please note: A Covid test can be arranged via the gov.uk web page.

Please encourage your children to thoroughly hand wash. Please remind your children how to sneeze and cough into a tissue that can then be thrown away. Use the slogan – 'Catch it, Bin it, Kill it' undoubtedly, there will be challenges ahead, but please be reassured that we have thought and planned extremely carefully so that all of our children can return to the College as safely as possible.

The full risk assessment can be found on our website.

Thank you for your support and we look forward to starting to see all our students from next week.

As a reminder; KS3 from Wednesday 2<sup>nd</sup>, KS4 Thursday 3<sup>rd</sup> and KS5 Friday 4<sup>th</sup>.

Please don't hesitate to contact the front office if you have any questions

Kind regards



Mandy Wilton

Head teacher

Cranbury College