

8th June 2020

Dear Parents/Carers,

Partial Opening of Elutec

I hope that you and your loved ones have been able to keep safe and well during the COVID-19 pandemic. I am writing to you regarding the recent Government announcement that all secondary schools in England are permitted to provide face-to-face contact for year 10 and year 12 students from 15th June 2020. In response to this announcement it is our intention to partially re-open Elutec to provide students with the opportunity to benefit from face-to-face contact with the majority of their subject teachers.

I apologise in advance for the length of this letter.

It is important that all Elutec students are provided with the opportunity to benefit from face-to-face contact with their subject teachers to enable them to continue to make academic progress during the COVID-19 pandemic, and to begin preparing the students to return to school more fully in the autumn term.

Elutec Leadership team and Governors have agreed upon the introduction of a number of measures to keep both students and staff safe during the partial re-opening:

- **A Blended Learning approach**
Students will be required to attend school part-time for face-to-face contact with the majority of their subject teachers. This face-to-face contact will be supplemented by on-line live streaming lessons. A Blended Learning student timetable accompanies this letter.
- **Later start time to avoid travelling at the peak of rush hour**
Year 10 students will start at 10:00am and year 12 students will start at 9:30am. A staggered start time will also ensure that a reduced number of students will be entering the building at any one time.
- **Lunch time finish so students can have lunch at home**
There will be no canteen facilities. This will limit the amount of safety requirements during the partial re-opening of Elutec. Students can bring their own snacks to eat during comfort breaks. Free School Meal students will continue to be provided with a voucher to purchase lunch from supermarkets.
- **Lunchtime finish so students can avoid travelling at the peak of rush hour**
Year 10 students will finish at 12:30pm and year 12 students will finish at 12:45pm. Selected year 10 students will finish on some days at 12:50pm (parents will be kept informed). A staggered finish time will also ensure that a reduced number of students will be exiting the building at any one time.

- **Two metre demarcation throughout the school**
This will ensure that all students and staff are clear regarding the two metre distance, enabling us to effectively maintain social distancing requirements.
- **One-way system of movement around the school building to enter, leave and use the toilets**
This will enable us to effectively maintain the two metre social distancing requirements.
- **Sanitation stations**
Sanitation stations will be provided at the entrance of the building and outside each face-to-face contact classroom. The sanitation stations will include hand sanitiser and wipes, as well as water to fill and re-fill student and staff water bottles.
- **Students based in one classroom**
All students will be allocated a single desk, with a single chair, two metres apart in a classroom base. Subject specialists will deliver their face-to-face contact sessions in the student classroom base. There will be no movement of students around the building during the summer term. Students will enter the building and go directly to their classroom base and remain at their desk for the morning. Students will only be permitted to leave their desk and the classroom to go to the toilets and re-fill their water bottle at the sanitation station. Students will be able to use the toilets throughout the morning. The face-to-face contact sessions have been limited to a maximum of two to three hours because we acknowledge that there is a limit to the length of time students can be expected to sit at one desk in one classroom.
- **Students with named individual desk**
Each student desk will be named. Only the named student will be able to use the desk.
- **Maximum of 15 students per classroom**
In-line with Government guidance.
- **Ventilation of the classroom through the use of open windows**
In-line with recommended guidance.
- **Students named individual bin**
To ensure only the named student will come into contact with the bin. Students will be required to place all their rubbish in a small single bin under their desk. On exit each day they will be required to tie the small bin bag and drop it into a larger bin outside of the classroom base. This will help ensure the safety of the cleaner and allow a greater amount of time each day for a thorough cleaning of the building.
- **Student named individual book box**
To ensure that only the named student will come into contact with the books. Students will have a book box under their desk where they can keep all their text and exercise books.
- **Students named individual visor**
To ensure that only the named student will come into contact with the visor. Each student will be provided with a visor to wear in the face-to-face classroom base, which will be kept on the individual student desk. There are no medical benefits to wearing a visor in the school building. However, wearing a visor limits the number of times a person touches their face. Visors also provide a feeling of psychological safety, which is conducive to learning. Wearing visors is voluntary and the choice of the individual student and teacher. Elutec will provide each student with a visor for use during the summer term. The use of Face Masks by students will not be permitted in the building. This is in-line with Government guidance.

- **Students individual cleaning wipes**
To ensure that only the named student will come into contact with the wipes. Students will be provided with one packet of cleaning wipes on their desk for use during the remaining four weeks of the summer term. This will allow students to complete an additional layer of cleaning if they wish. Please note that classrooms and desks will be thoroughly cleaned each day by the school cleaner. The wipes are provided simply for an extra layer of cleaning for the individual student health and well-being.
- **Student named individual water bottle**
To ensure that only the named student will come into contact with the water bottle.
- **Only one student at a time using the toilet facilities**
To ensure social distancing.
- **Staff supervision on entry and exit of the building, and in area outside of the toilets**
To ensure social distancing.
- **Non-admissions to students (and staff) displaying symptoms of any illness**
To help limit the spread of COVID-19, and to help ensure the health and well-being of students and staff attending the face-to-face contact sessions.
- **Well-being area for students not managing the classroom environment**
To provide a safe space for students who require some (limited) 'time-out' from the classroom base.

It is important to the Elutec Leadership team to take into account the views and wishes of the students and their parents. Accompanying this letter is a questionnaire regarding the partial re-opening of Elutec for your completion. Can I kindly request that you complete and submit the accompanying questionnaire by **Thursday 11th June 2020.**

It is our aim to introduce the Blended Learning timetable from Wednesday 24th June. From this date year 10 students will be expected to attend Elutec in the morning for three days a week, and year 12 students for one to two days a week, in order to benefit from face-to-face contact with the majority of their subject teachers. When students are not attending Elutec for face-to-face contact they will be expected to attend their on-line live streamed lessons with their subject teachers.

As a consequence of COVID-19 we are all finding ourselves in new and unfamiliar situations. The Elutec Leadership team will continue to review ways in which we attempt to ensure that Elutec students can continue to make academic progress during these unusual times, whilst also keeping safe and well. We greatly appreciate your support in achieving this.

Yours sincerely,



Ms K Donovan-Maddix
Principal