

24th June 2020

Dear Parents and Carers,

We are delighted with the commitment and enthusiasm that our Year 10 students are showing towards their Virtual Tutor Times and Live Lessons. It is crucial that all students engage with every opportunity, so that they do not fall behind their peers and are excellently prepared for the challenges of Year 11.

Thank you to the many families of students in Year 10 who have come into the Academy to have a tour of the site with the Senior Team, to see the extensive measures we are taking to ensure the safety of students and staff members.

The feedback we have received from families, in terms of the excellent quality of Live Lessons; the commitment that Team JQA have shown to support students to access their online timetables; the regular and thorough communication since late March and the measures taken to ensure the site is safe for students and staff, has been overwhelmingly positive. We really appreciate the feedback that you have offered over time, which has been factored into our plans. Collaboration is key.

Year 10 Return To School – ‘CORE Cares Days’

To further support our students in Year 10, we are offering each student the opportunity to attend the Academy on designated days to support their physical and mental well-being. This is designed to complement our online learning offer.

The day will be a mix of structured social time, socially-distant sport – led by our PE team, and also activities to support and further develop our young people’s good mental health – carefully planned and delivered by our Well-Being team and Senior Staff. We recognise that students may have missed each other and not had many meaningful, face-to-face social interactions during lock-down and we want to give every Year 10 student the chance to do this safely.

Each student will also have a one-to-one meeting with one of our Designated Safeguarding Leads to assess how best we can continue to support them. The dates of these ‘CORE Cares Days’ are:

| Form Group | Days (Dates) |
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| 10MSH | Mondays (29 th June, 6 th July, 13 th July) |
| 10CLO | Tuesdays (30 th June, 7 th July, 14 th July) |
| 10CSC | Wednesdays (1 st July, 8 th July, 15 th July) |
| 10FCL | Thursdays (2 nd July, 9 th July, 16 th July) |
| 10CWH | Fridays (3 rd July, 10 th July, 17 th July) |

How The Day Will Work...

Students will be split into three small groups and will remain in these, supervised by staff, always, during the day.

Students will not be required to wear uniform on the day, but should wear appropriate clothing and footwear for the weather and to be able to take part in sports activities. Students will be expected to bring in their own food for these days. They will have staggered, supervised breaks and lunches to avoid large gatherings in designated areas.

We will clearly outline to students the expectations whilst on site regarding social distancing and conduct – and these procedures can also be found in [Appendix H: 'Safe on Site' of our Behaviour Policy](#). We advise that you discuss these expectations of conduct with your child before they return on site. Students are welcome to arrive on site anytime between 8am and 9am, to limit the impact on public transport and will be dismissed between 14.30 and 14.45 in a staggered way.

Personal Protective Equipment (PPE)

Students will also be issued with Academy PPE on arrival. There is no need for them to bring their own in unless they travel by public transport. When this is the case, students will be issued with a fresh facemask on arrival. Students travelling by public transport to the Academy will need to ensure they were a facemask to avoid a local authority fine. Gloves are not permitted to be worn as there will be regular, structured opportunities to wash hands during the day. We will ensure students leaving the academy who travel by bus or train are provided with additional PPE by our staff.

We are very much looking forward to seeing our Year 10 students on their designated day; we have missed their laughter, joy and energy.

Where students have existing medical conditions, we have advised they remain at home. Where families have advised us that there are vulnerable adults in the household, we respect the decision by parents/carers for their child not to attend on these designated days before the Summer Holidays. We are very aware of the disproportionate impact CoVid-19 has had on the BAME community in particular and respect the decision of families, again, to keep their child at home if necessary. Everything we do or have done is to minimise risk. We have completed full risk assessments and put appropriate measures in place, in line with government guidance. We are happy to share a full Risk Assessment with you (attached) that we have published for families so they can be confident their child will be safe on site. This is also available electronically on our website and app from Friday 26th June 2020.

I'd like to finally say a huge thank you to families of Year 10 students who have taken time to visit the site and meet with us to discuss their child's online learning and transition back to school. You will shortly receive a report, outlining your child's current progress in their subjects with clear targets as to how they can continue to develop. We will continue to publish work and activities that your child can complete over the summer on your child's Microsoft Teams groups. We will not have Live Lessons but there will be a range of activities and assignments that will support them.

We will write to you again before the end of term to outline our plans for over the summer and in September too. Stay safe; stay in touch.

Yours sincerely,



Mr J Barton – Deputy Headteacher

| <u>Jewellery Quarter Academy</u> Risk Assessment for Year 10 students returning to site in June/July | |
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| Cleaning | <ul style="list-style-type: none"> • Regular cleaning of Academy, before and after school and throughout the day – specific cleaning attention will be given to the designated pods that students / staff will be in. • Reduce access to shared resources – all students will have their own stationery and laptop whilst in school • All shared resources to be cleaned at the end of the school day • Classrooms cleared of any non-essential items to ease cleaning • Toilets will be on a 30-minute cleaning rota • All cleaning will be documented on time sheets • All classrooms are equipped with hand sanitizer and cleaning solutions to enable staff to clean the desks throughout the day |
| Handwashing and hand sanitizer | <ul style="list-style-type: none"> • On leaving their house, all students must wash hands thoroughly • On entry to the Academy, all students to use hand sanitizer • Before and after break and lunchtime, all students must wash hands thoroughly • At the end of the day, all students must use hand sanitizer • Hand sanitizer is accessible in all learning pods for staff and students to use throughout the day • Additional signage will be placed around the Academy to remind / promote satisfactory hand washing • Hand sanitizer is available around the Academy • Designated toilets for each group 'pod' of students |

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| <p>Respiratory hygiene</p> | <ul style="list-style-type: none"> • 2 boxes of tissues in every configured classroom used • Additional bin bags in classrooms for tissues and any discarded PPE • Reminders on <i>Catch it-Bin it-Kill</i> it will be placed around the Academy and in pods • Staff will be required to encourage students not to touch their mouth, eyes and noses • Lidded bins will be used to store waste |
| <p>Managing Conduct</p> | <ul style="list-style-type: none"> • All stakeholders with students on site will receive a letter outlining our expectations (Appendix H of the Behaviour Policy) and the consequences of not meeting those • All expectations and procedures will be reiterated on posters around the Academy and in person to students by senior staff • All staff will understand the expectations and follow the same Behaviour Policy and updated procedures in a new Appendix H |
| <p>Reducing contact with others</p> | <ul style="list-style-type: none"> • Students will stay separate from the Key Worker students and adults in school • 2-metre markings to be placed in specific areas to mark social distancing • Parents / Carers to use email and telephone communication only • The Academy will communicate with all stakeholders via the Piota School App and the Academy website • The Academy office will always have two Administrators in and the office has been adapted to ensure social distancing • In school meetings and shared spaces, staff will remain 2 metres apart; however meetings via Teams / Zoom will be encouraged where possible. • Signs will be placed around the Academy to encourage and enforce social distancing • Staggered break and lunch times in designated spaces in socially distanced groups • Drop off and collection to be carried out by one adult only where possible |

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| <p>Entrance and exit from the Academy</p> | <ul style="list-style-type: none"> • Staggered start and end times • Students must enter and depart the Academy using the Student Gate only. No students are allowed to walk through Reception. • Parents / Carers to drop off students at the Student Gate only if necessary (Limit of one parent / carer) • All communication from parents / carers must be by telephone or email to limit the amount of people on site |
| <p>Moving around the Academy</p> | <ul style="list-style-type: none"> • Students will be assigned to pods of no more than 7 students in a configured 2m-distanced classroom and key worker students supervised in a larger space away from Year 10s • Staff and students to avoid communal areas • Clearly timed activities for each group to avoid contact with others • Doors to remain open to prevent students and staff having to touch door handles • Students will have designated toilets and toilet times • Appropriate signage will be displayed in all areas to remind students about social distancing and handwashing |
| <p>Teaching groups</p> | <ul style="list-style-type: none"> • Teaching groups of a maximum of 7 with supervising staff moving to them • No mixing with other classes • Staggered break and lunchtimes for any Year 10 students on site and Key Worker students • All students will have their own desk and equipment and laptop |
| <p>Lunch time arrangements</p> | <ul style="list-style-type: none"> • There is a limited catering facility onsite that will make food to order, therefore, we advise your son / daughter to bring in a packed lunch • Year 10 students on site will have a different lunch time to the Key Workers students. • Break and Lunch times will be staggered to decrease the amount of students walking in the corridors. |

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| <p>Use of PPE</p> | <p>Staff</p> <ul style="list-style-type: none"> • Masks and gloves are available for all • Compulsory use of face coverings when in school <p>Additional PPE has been purchased for staff administering first aid</p> <p>Students will be issued with a disposable mask each day at the Student Entrance which they are expected to wear. They are not permitted to wear gloves.</p> <p>Parents / Carers and Visitors</p> <p>We are avoiding Parent / Carers being on-site as much as possible, therefore, meetings will be held via telephone where possible. If Parents / Carers need to collect their son / daughter early, they must ring beforehand, then wait for their son / daughter outside the Student Entrance.</p> |
| <p>Extremely vulnerable (shielded) and vulnerable staff and Students</p> | <p>Staff</p> <ul style="list-style-type: none"> • All staff who are extremely vulnerable (shielded), vulnerable or pregnant may work from home • All staff that are not on the Academy Rota should work from home • Staff living with someone extremely vulnerable (shielded) may work from home • Staff living with someone vulnerable may attend the Academy if appropriate social distancing measures are adhered to. <p>Students</p> <ul style="list-style-type: none"> • All students who are extremely vulnerable (shielded) will continue with their live learning timetable • For students who are vulnerable, their parents should follow medical advice and inform the Academy about whether they will return to school or not • Children living with someone extremely vulnerable (shielded) can continue with their live lesson timetable and should not attend the academy in June/July. |

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| <p>Medical</p> | <p>Staff</p> <ul style="list-style-type: none"> - Medical records for staff to be updated <p>Students</p> <ul style="list-style-type: none"> - The Medical lead to reassess all medical plans / care plans of students on-site to update any needs or considerations. - For all medications on-site to be assessed and updated due to circumstances changing |
| <p>If someone becomes unwell</p> | <p>Staff</p> <ul style="list-style-type: none"> • Must not come to school if tested positive for Covid-19 or suspect they have it. If staff suspect they have Covid-19, they must request a test from https://www.gov.uk/apply-coronavirus-test. Staff must self-isolate until they receive the outcome and they must communicate this outcome to the Headteacher / Operations Manager. If the test is negative, the staff member can then return to work, if the test is positive, they must self-isolate for a further 7 days. • If someone in their household has tested positive for Covid-19 or suspects they may have it, they must self-isolate and proceed with taking a test. <p>Students</p> <ul style="list-style-type: none"> • Students must not be sent to school if they test positive or are suspected of having Covid-19 and should self-isolate for 7 days and keep isolating until they no longer have a temperature • If a family member in a students' household has tested positive or suspects they may have Covid-19 they should self-isolate for 14 days • If a student arrives at school unwell we will contact their parent / carer to get authorisation to send them home • If a student becomes unwell whilst at school, they |

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| | <p>will be directed to the Medical Room immediately and request a parent/carer to collect the student; if necessary, we will use the Academy's thermometer; parent / carers will be informed that their son / daughter cannot come to school for a further 7 days</p> <ul style="list-style-type: none"> • If a student or member of staff in the teaching group 'pod' tests positive for Covid-19, all students must self-isolate for 14 days and staff should self-isolate until they have been tested and received the result. <p>Parents / Carers and Visitors</p> <ul style="list-style-type: none"> • Parents / Carers and visitors must not come to the Academy if they or someone in their family has tested positive or suspects they may have Covid-19 • Reminders to parents will be regularly shared |
| <p>Transition back into school learning</p> | <p>Routines</p> <ul style="list-style-type: none"> • We will re-introduce regular routines and expectations immediately with students, giving clear expectations by senior staff • Despite social distancing, we will encourage good relationships between students and adults in the classroom • With students in small groups, they will socialise during break and lunchtimes in a supervised way • The initial focus will be removing barriers to online learning and providing students with welfare support |