



# Ark John Keats Academy

18<sup>th</sup> May 2020

Dear Parents and Carers,

I am writing to you with regards to our plans for a gradual, phased and safe return to school for pupils in exam years in the secondary phase. As you will have seen in the national media, and in various government briefings, the Department for Education has asked secondary schools to prepare pupils in Years 10 and 12 for some face to face contact with their teachers, in support of their continued remote learning.

Firstly, I would like to extend my thanks to our entire community for their support in engaging with our remote learning offer for the pupils. We have been inspired by the work ethic of our pupils, particularly in Years 10 and 12. We are aware of the challenges that this period has posed for all of our families, and we appreciate all of your efforts and support. Given the level of uncertainty in the community in the current climate, I wanted to ensure that you had certainty on how we were preparing for a gradual, phased and safe return to school.

I want to be clear that whilst we are eager to have our pupils back in to school, and eager to make up for lost time in lessons, with subject teachers, we will not do anything that compromises the safety of anyone in our community, be that pupils, parents or staff. As such our approach to supporting your children in this period will be based on supporting children with their remote learning, as opposed to a full return to school. The first stage of this will be an appointment, in school, with their form tutor, a member of the senior team, or their Head of Year, to discuss their progress in terms of remote learning, and set targets for the following week. The appointments will begin on the 9<sup>th</sup> June. We will then build towards small group teaching, where safe, in core subjects. This will ensure that your child has support from school staff in continuing to access remote learning, at home, in a safe environment. Each appointment will last for fifteen minutes, and we will be staggering the appointments, with one tutor group split across two days in a week, and a maximum of five pupils in the hall at any one time.

As I have stated above, we will be taking a range of measures, in order to ensure the safety of the entire community. They are outlined below:

- **If a pupil has any symptoms at all, they must not be sent in; these include, but are not limited to: a new persistent cough, and a high temperature (above 37.5)**
- If your child and/or family have been advised to isolate, you must adhere to that guidance.
- **Appointments are to be attended by pupils only**, where we understand the desire from all of our parents to attend, this will increase the risk of infection. We understand that this is difficult, however you will be able to maintain contact with the school via your child's tutor, if you are walking your child to school, you must wait outside the school gate, maintaining social distance from other parents.
- The appointments will be staggered, with an absolute maximum of five pupils in the assembly hall at one time. Pupils must arrive promptly, but not excessively early for their appointment.
- We ask, that in this early stage, pupils avoid travelling on public transport.
- Pupils must travel on their own, and not meet friends on the way in to school.
- The appointments will take place in the hall, which will work as a one-way system, all of the doors and windows will be opened to ensure adequate ventilation.
- Pupils will wait outside for their appointment, by the side of the assembly hall they will wait according to social distancing guidelines, with 2m spaces marked out for them to wait on.
- A senior member of staff will register them **at the side entrance** to the hall, and take their temperature on the way in, with a non – contact thermometer. Pupils with a high temperature will be sent away and parents contacted. Pupils **must not enter through secondary reception**, they must enter through the side entrance to the hall, next to the bike stations.
- Pupils should bring only their English, Science and Math's books to show at the meeting. These will not be handed over but will allow pupils to show what they have been focusing on during the last few weeks.

**Executive Principal:** Jane Witheford  
**Secondary Headteacher:** William Mackintosh  
**Primary Headteacher:** Amy Baird

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- The pupils will sit at a table 2m away from their teacher, and talk through their continued access to remote learning, they will then leave through a different exit, ensuring a one-way flow in the assembly hall.
- There will be 6 tables in the hall, each will be separated by space dividers.
- Pupils must enter the site through the secondary gate on Eastfield Road.
- Alternate appointments will sit at different seats. There will be wipes available on the tables.
- There will be hand sanitizer available for pupils on entry and exit.
- Teachers will check through the pupils work records online, the pupils will not pass work to their teacher, to reduce the risk of transmission. When pupils leave they will collect a pack of work from their English, Maths and Science teachers to complete for next week's appointment.
- The assembly hall will be cleaned thoroughly at the end of each day.
- We will be limiting the numbers of staff on site. There will be members of the Senior and Pastoral Team available, along with Mr West and where possible, the form tutors. Where staff are not required to be on site, they will be asked to work at home, in order to reduce risk.

Your child's form tutor will call this week to arrange the meeting, we ask that all pupils attend unless there is a medical reason for this. Whilst safety is our primary concern, we have to be realistic that your child will be examined next summer for their GCSEs, and we have to work together to ensure they are prepared. Without effective completion of work in this period, it is highly unlikely your child will receive the grades they are capable of. Both of these year groups are in an important position, they will sit public exams next year, we are all aware of the challenging position the pandemic has put them in, and we will need to work together, as a whole community, to support them to achieve their potential.

Pupils must attend in full AJK uniform, this should then be washed when they return home, again to limit infection. The DfE guidance is clear that PPE is not required in school settings, if your child wears a face mask on the way into school, they will be asked to take it off when they come in to the building, again, we understand the reasons why children would want to wear masks, but the guidance is clear. We ask that pupils bring the following with them:

- A record of work completed.
- Information about how they have kept fit and healthy during the lockdown
- Any questions that they need support with.
- An open mind with regards to the work that they will need to complete.

I cannot overstate how much the staff are looking forward to seeing your children again, and also our willingness as a school to support the community as we come through a very challenging period.

If you have any questions about this, please speak to your form tutor, or ask them to pass them on to Mr West, or Mr Collingwoode-Williams.

Yours sincerely,

Nat Nabarro  
Vice Principal

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