

WOOTTON ACADEMY TRUST

Wednesday 10 June 2020

Dear Parents and Carers

Face-to-face contact for Year 10 and Year 12 learners

In this letter I want to provide you with information on the arrangements the MAT board is putting in place to enable some face-to-face contact for learners in Year 10 and Year 12.

Prior to re-opening Wootton Upper School and Kimberley College to learners, other than to children classified as vulnerable and/or the children of key workers, the MAT reviewed a detailed risk assessment produced for it by senior staff on Friday 5 June. The MAT Board will meet again on Thursday 11 June to make a final decision on re-opening, by which time it will have received a report from the MATs **Health and Safety Competent Person** [*an external consultant who advises the Trust on all Health and Safety matters*] who will have reviewed not only the risk assessment but also all other documentation staff have produced to enable some face-to-face contact to start at the school and college.

We are planning two stages to our face-to-face arrangements.

Stage 1

Next week, i.e. week beginning Monday June 15, we would like all Year 10 pupils **and one parent/carer** to attend a face-to-face meeting of approximately 30 minutes with a member of staff at Wootton Upper School and all Year 12 students at Kimberley College to attend a face-to-face meeting of approximately 30 minutes with a member of staff at Kimberley College.

A significant proportion of parents/carers who have responded to the Bedford Borough Council survey have commented that they want an opportunity for their children to engage with a member of staff to discuss their learning over the last few weeks and to talk to them about their experiences of learning over the last nine school weeks.

It is important to us that you and your children in **Year 10 and Year 12** understand fully the arrangements and protocols we have put in place for our subsequent face-to-face. Therefore, we would like to talk to you and to your child about those arrangements and give you an opportunity to ask any questions you may have about these arrangements.

There will be up to **seventy appointments** a day on Tuesday 16 June, Wednesday 17 June and Thursday 18 June and up to **thirty-five appointments** on Friday 19 June at Wootton Upper School for Year 10 pupils and one parent/carer.

At Kimberley College there will be up to **sixty appointments** a day on Tuesday 16 June, Wednesday 17 June and Thursday 18 June and up to **thirty appointments** on Friday 19 June.

The first appointment each day will be at 10:00 am and the last at 5:00pm on Tuesday, Wednesday and Thursday and 1:00 pm on Friday.

Appointments at Wootton Upper School will take place in the Sports Hall and at Kimberley College in the Atrium. Between appointments the tables and chairs will be cleaned by our housekeepers.

We will operate a one-way system into the Atrium and the Sports Hall.

You will be able to book appointments using our normal Parents Evening booking system. Bookings will open on Thursday 11th June at 9.00 am.

How to book appointments on-line:

- a) Log onto <https://woottonupperschool.parentseveningsystem.co.uk> or click on the link on the school website, and complete your details (each time you log on you must enter exactly the same forename and surname for both you and your child. You must also enter the same email address and telephone number). To login you will need to complete your child's forename, surname and date of birth.
- b) Please select your preferred time slot and click on '**book a place**'. You will receive an email confirming the details.
- c) Click '**logout**' in the top right hand corner to log off the system.

We really do want to see every child in Year 10 and Year 12 wherever possible; we know that a small number with complex health issues have been shielding or have other immediate family members shielding which mean that it simply will not be possible for them to attend face-to-face. Please let us know where this is the case.

We know that many parents/carers have been furloughed or are working at home, but not all. If you are working at home or have been furloughed, please try wherever possible to book an appointment between 10:00 am and 2:00 pm to allow parents/carers who are working to attend one of the appointments available at 4:00 pm or 5:00 pm.

We very much want to encourage as many Year 10 and Year 12 learners as possible to attend a face-to-face meeting next week so they, and you, can see an example of how our classrooms have been changed to enable social distancing during subsequent face-to-face contact.

We expect most parents/carers and their children will travel to their appointments by car. Where this is the case, at Wootton Upper School, please park at the back of the school on the tennis courts. The front gates will be locked for much of each day next week. At Kimberley, please park in the main car park and follow the signs to reception.

Stage 2

From Monday 22 June, we are planning that 25% of Wootton Upper School pupils in Year 10 will attend face-to-face teaching for one day per week from Monday to Thursday to supplement their on-line learning. At Kimberley, our plan is that face-to-face learning will take place Monday to Friday with up to 25% of Year 12 learners in college on any day. We are still working on the details of our Year 12 programme, but we expect it to be organized so that every student attends at least one extended session in each of their subjects with their specialist teacher to supplement the on-line learning being provided.

Year 10 pupils will be in small groups of a maximum of eight pupils for lessons in English, Mathematics and Science. Children will attend the same day each week and we will let you know which day we want your child to come to school. Year 12 students will be in groups of a maximum size of 10 – most will be around eight or nine students. Some rooms at Kimberley are very large and make group sizes of up to 10 possible whilst maintaining social distancing.

We are communicating with Central Bedfordshire and Bedford Borough Councils regarding arrangements for school transport. As in Stage 1, parents/carers of children entitled to free home to school transport may be entitled to claim travel expenses if they transport their children to school. We will confirm this with you as soon as possible. We anticipate that school transport will run buses, but this is not yet confirmed.

Face-to-face contact for Year 10 [and Year 12 see below] learners is likely to be arranged about a shortened day; many of our learners rely on public transport and we want to avoid

times when public transport has heaviest usage. Therefore, we anticipate that lessons will start at 10:00 am and that learners will arrive between 9:30 am and 10:00 am so we can ensure that everybody does not turn up at the same point. Wherever possible, we would encourage parents/carers to find alternatives to using public transport, including walking and cycling or by family car.

We expect lessons will end by 2:00 pm and that children will then go home. This will be partly dependent on the availability of school transport to take children, who need to use it, back home.

If your child is entitled to free home to school transport provided by the Local Authority, you may be entitled to claim travel expenses, of 36 pence per mile for your journey to and from the school. The Local Authorities have not confirmed this at the moment.

Given that many pupils will have out-grown their school trousers, shoes and/or other uniform and, given that pupils will only be in school for four face-to-face days, we have relaxed our uniform policy for this period so that Year 10 pupils do NOT wear school uniform but instead come to school appropriately dressed – no shorts, no ripped jeans, no cropped tops etc.

As part of our keeping everybody safe planning we have determined that children attending lessons will need to bring a packed lunch and a drink with them from home. No food will be available at the school or college to learners or to staff.

All Year 9 pupils are continuing with distance learning and on any given day, up to 75% of Year 10 and Year 12 learners will continue to learn at home too. We are working with staff to develop some virtual face-to-face teaching as soon as possible using a platform such as Zoom or Microsoft Teams. A group of staff are being trained to deliver training to other colleagues to support this initiative. We are very mindful that we must address all of the safeguarding issues related to live teaching so that we can keep everybody safe. At the same time, we are keen to develop our provision to make this possible as it will represent a further step forward in what we are able to do to engage with our pupils and students. Finally, we are seeking to arrange some face-to-face contact for Year 9 children, possibly virtual, dependent on what the government guidance allows, at the end of June and beginning of July.

Yours sincerely

Michael Gleeson
Executive Principal
Wootton Academy Trust

Wootton Academy Trust operates:
Wootton Upper School & Arts College
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