



4<sup>th</sup> January 2021

Dear Parent/Carer

**School Based Provision for Vulnerable Students and Children of Critical Workers  
From 5<sup>th</sup> January to the 15<sup>th</sup> January 2021**

This information is for:

- Parents who have been contacted by school and have accepted a place at the school based provision for their vulnerable child / children
- Parents who are ['Critical Workers'](#) and have completed the online form to book a place at the school based provision for their child / children.

If your circumstances have changed since making arrangements for your child to attend the provision, please let school know as soon as possible. We have created registers for attendance from Tuesday morning onwards, based on your replies, and will therefore send absence texts if expected students fail to attend.

The school provision will be available to invited students from Tuesday 5<sup>th</sup> January to Friday 15<sup>th</sup> January, during normal school hours: 8.25am until 3.00pm. Key Stage 3 students will follow their normal timetable and will be supervised by their normal class teacher (wherever possible) whilst they complete their remote learning tasks. Key Stage 4 students will follow their normal timetable but will be based in one classroom throughout the day and will be supervised by a range of staff whilst they complete their remote learning tasks. Students will be required to stay within in their Year Group 'bubble' throughout each day. This means that they should not mix with other Year Groups at any time.

**Arrival Each Morning:**

Students should enter the school building by 8.25am, using the external entrance nearest to their registration base. The registration bases for school based provision during this period are:

YEAR GROUP	REGISTRATION BASE
7	Main Hall
8	Library
9	Henry's Diner
10	PE1 – section 1
11	PE1 – section 2
12	IT part of the Library – section 1
13	IT part of the Library – section 2

Students must arrive at school in time to log on (via Microsoft Teams) to registration or assembly with their Personal Tutor or Progress Leader at 8.30am prompt.

### **Expectations of students attending the provision:**

- Students will be required to wear school uniform and bring all the usual books and equipment for lessons, including their iPad and school planner (and PE kit on the days that PE is on their timetable)
- Students will be required to follow PD expectations, including the normal rules for the use of mobile phones in school.
- Students should make sure that their iPad is fully charged. We recommend students also bring their iPad charger as it may be necessary to top up the charge throughout the day.
- It is important that students bring personal headphones because the live sessions with their teachers will use audio.
- Students should bring their lunch card or a packed lunch. The school canteen will be open (with a reduced offer).
- Students should remember to bring a reusable face covering
- Students will be required to follow the existing safety measures, which includes social distancing from adults, using hand sanitizer regularly and wearing a face covering on corridors and communal areas where social distancing cannot be maintained.

### **School Transport:**

Our understanding is that school bus service will continue to run as normal during this period, using the usual timings and pick-up points.

### **Expectations of parents:**

- Please inform the school immediately if your emergency contact details have changed. It is important that we have accurate information so that we can contact you easily should your child become poorly or exhibit symptoms of COVID-19 whilst in school.
- Social distancing **must** be enforced whilst your child is not in school to help prevent/minimise the spread of infection.
- School **must** be informed if you no longer require your child to take up their place, or for any reason they are not able to attend a booked session.

### **A Reminder:**

If you, your child or any member of your household is displaying Coronavirus symptoms then your child must **NOT** attend school, and you should follow government guidance about self-isolation and test and trace. Your child must not come into school whilst any member of your household is waiting to have a COVID-19 test, or is awaiting the result of a test, or if your child has been told to self-isolate. In such circumstances, please follow the government's test and trace guidelines - [NHS Test and Trace: how it works - GOV.UK \(www.gov.uk\)](#)

Yours faithfully



**Ms Janet Sheriff**  
**Executive Headteacher**