

Corporate Services  
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Date: 21<sup>st</sup> May 2020

Dear Parents/Carers

### **Reopening Plans– June 2020**

Further to my most recent correspondence regarding planned re-opening of our Teaching Centres, I would like to thank you all for completing the online survey and sharing your thoughts and concerns around reopening, but mainly for your continued support of us as we try to navigate this complex and testing time.

The Senior Leadership Team and Governing Board have taken onboard the concerns raised; mainly around transport and implementing social distancing, and have been working very closely with Birmingham City Council (Education Transport), Centre Leaders, and the Facilities Teams to produce very detailed risk assessments across all our sites, and for pupils and staff. The arrangements we have put in place are in line with guidance from the Department of Education, which you can access via this link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

As with many other schools, we are very clear that we will only reopen our Centres when we feel we are fully prepared to do so. **We have therefore made the decision to open all 3 teaching centres, Northfield, Parkway and Dovedale from Monday 8<sup>th</sup> June 2020 to the young people who have confirmed this week that they will be attending in the first instance.**

***Each Centre will have a different offer so please look at the information regarding your child's Centre carefully (see end of this letter)***

Moving forward, if you would like us to make plans for your child to return to school, please contact your child's Centre Leader. We will review numbers weekly, and let you know how soon we can accommodate your child at their normal Centre.

We will continue to provide home learning materials for all other children not in school, and as per government advice, no parents will be penalised for not sending their children into school.

### **Staff Training**

For us to ensure we are fully prepared for the return of our young people; staff will return to work on **Monday 1<sup>st</sup> June** and begin preparation and training. Staff will be updating pupil support plans and other relevant planning for the groups that we are expecting.

### **Maintaining a safe school environment**

As per the advice from the government, the following actions for infection control will be in place:

- We will ensure that all children are always in the same small groups each day, and that different groups are not mixed during the day or on subsequent days. Details about the groups will be shared with you by your child's Centre Leader as soon as possible.
- All sites will have a deep clean before staff and pupils return to our buildings.
- All internal doors, where possible, will be propped open to avoid people touching handles.
- Rooms will be well ventilated with windows open where possible.
- New bins for the classrooms will be purchased (with lids) and they will be emptied twice a day
- Social Distancing measures will be adopted where possible and appropriate to the age of the children.
- Increased cleaning daily
- All children will have their own personal stationery packs which only they will use. This equipment will be kept in a hardwearing plastic folder with their name on. These packs will remain in school and will not be allowed out of their room.
- All soft furnishings and toys which cannot be cleaned and may harbour the virus will be removed from the classrooms.
- All rooms will have cleaning products and hand sanitizers
- All staff and pupils will be encouraged to wash their hands regularly throughout the day. This includes as they enter and leave school, when they come in after break times and before and after eating.
- Displaying coronavirus infection control measures information posters around the school
- Ensuring children and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
- Telling staff and pupils to stay at home for 14 days if they develop symptoms of coronavirus
- Providing further staff training on PPE, rubbish disposal, mental health and well-being
- If a member of staff or a pupil develops a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia) or a persistent cough while at school, we will:
  - Ensure their Centre leader or a member of Senior Leadership is informed
  - Ask that they return home immediately, or parents be contacted to collect
  - Avoid touching anything
  - Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work/school until their period of self-isolation has been completed.
  - A test will be booked for the individual concerned through the online portal available to schools. All people who come into contact with the member of staff or pupil must remain off school for 14 days unless a negative test result is received by the person originally going off.

## Transport

We have asked for clarification from Birmingham City Council who arrange transport with different providers for our young people around what steps they are taking to ensure that the transport arrangements are safe and adhere to social distancing guidelines. They have stated the following:

- All transport providers are following the advice from the Department for Transport and are ensuring that drivers carry hand sanitizer and anti-septic wipes to clean door handles, seatbelt buckles and seats before each journey is undertaken. Vehicles are also being cleaned thoroughly each day.
- We are also insisting that social distancing of 2 metres is maintained for every passenger, so this will limit the number of pupils that can travel in the existing vehicles.
  - For an MPV, it would be 2 pupils and for a saloon car taxi, it would be one pupil.

Further to this, staff have contacted you all over the past few days to confirm if your child will require taxi transport. We have now shared this list with the different transport providers and have asked them to draw up routes, including pick up and drop off times which will be shared with you as soon as we receive it.

### **Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We will implement the following measures for when children return to school:

- There will be a clear, one-way system for entering our buildings, accessing classrooms and for exiting the buildings.
- We will widen the window for dropping off children to reduce crowds and will also stagger the time for collecting children.
- Only one adult per family will be allowed on to school grounds to drop off or collect children.
- Appropriate signage will be displayed to encourage social distancing.
- Breakfast club will still run, but we will take orders in advance and deliver to pupils in their groups.

### **Arrangements for break times and lunchtimes**

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

- Our caterers will provide lunch bags for children who require a school meal, and these will be delivered to classrooms
- Break times and lunchtimes will be staggered to reduce numbers on the playground at any one time
- Children will be supported to play in zoned areas of the playground

### **Transition arrangements – Year 6, Year 9 and Year 11**

We recognise that this is a really important time for particular year groups as they are preparing for transition in September. Whilst we will not be conducting any on-site visits to our other sites or other providers, we will still be doing everything that we can to support these pupils to be ready and have a positive ending with us. This includes:

- Liaising closely with Post 16 providers to make sure they have all the important information about your child in preparation for September.
- Providing bespoke sessions and guidance for year 6 pupils about transferring to Secondary, for Year 9's about transferring to Parkway and for Year 11's going to college or other providers.
- Online meetings and video tours to familiarise themselves with new staff and new settings.
- We will answer any questions that they have and support them with any anxieties so that they can make the best possible start.

### **Support for children**

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on emotional wellbeing as well as a return to learning. We will continue to provide opportunities for children to talk about their feelings with staff as well continuing to provide the highest possible standard of pastoral care.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please speak to your child's Centre Leader.

Our Pastoral Managers and Mental Health Practitioner will continue to be available and offer targeted interventions to pupils as appropriate.

Our Academy wide lead for Personal Development will also be putting together a program of activities to support the social and emotional development of all pupils.

We also know that our Centres will look quite different since the last time your child attended, so our Centre Leaders will be recording a video message that you can share with your child showing what their Centre looks like, and we will also share some guidance on social distancing and what it'll look like at our school.

**Doing your bit to keep us all safe and healthy**

As an important part of our school community, we will ask that you continue to encourage good infection control practices, such as thorough handwashing at home and keep your child informed about the things, they can do to discourage the spread of infection.

Where a child has been classed as 'shielded and clinically vulnerable' medical advice must be followed as to whether the child should or can attend school.

Government advice is that staff and children living with a shielded person or 'clinically vulnerable' person can attend school.

Where a child is classed as 'clinically extremely vulnerable' **the child should not be attending school.**

Staff and children living with a person classed as 'clinically extremely vulnerable' are advised to only attend school if stringent social distancing can be adhered to, and in the case of children, that they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to, we do not expect them to attend and they will be supported to learn or work at home.

Parents are reminded that pupils must not be sent into school if they, another member of their household or someone they have been in contact with have symptoms or diagnosis of COVID-19.

**If the behaviour of a young person also means that we are unable to keep them, their peers or our staff safe, we will ask that you collect your child immediately and continue to educate them at home until we feel we are able to safely have them return to school.**

**Teaching Centres - pupil groups from June 8<sup>th</sup>, 2020**

Parkway

Monday	Tuesday	Wednesday	Thursday	Friday
Year 10 pupils only			Year 11 pupils only	
From 8.30 - 3.00pm			From 8.30 - 12.15pm	
*arrival and departure times to be clarified by Centre Leader*			*arrival and departure times to be clarified by Centre Leader*	

**Dovedale and Northfield Centres will be open every day to all year groups that requested provision from 8.30 - 3.00pm. Arrival and departure times will also be clarified by Centre Leaders.**

**Important next steps**

I hope this letter provides you with the information you need to begin to support your child to return to school.

During the week beginning the 1<sup>st</sup> June 2020, the families that have confirmed they will be sending their child to school will receive a call confirming

- The days your child will be attending, as some families have requested part-time provisions
- Transport arrangements for those who will be sending their child in via taxi transport
- Arrival and departure times
- Timetables – including staffing and pupil groups

Finally, it is worth saying that all these plans are dependent on several variables – mainly advice and instruction from the government and Birmingham City Council, but also our staff being healthy. If any of these plans change, we will inform you at our earliest convenience.

It is a challenging time for us all, but we continue to be committed to trying to meet the needs of our JBA family in the best way possible, with the resources and capability we have. I feel that the measures we plan to put in place are ensuring the safety of our children and staff to the best of our abilities.

Thank you again for your continued support and understanding.

Yours faithfully



**Tosin Gabriel**  
Vice Principal – Head of Parkway, Northfield and Dovedale Centres