

Dear Parent/Carer

I wrote to you on the 21 May outlining our plans to extend our provision to Year 10 and Year 12 students. I am pleased to confirm we are ready to start this provision for your son or daughter from Monday 15 June. This will run alongside the provision for vulnerable and critical worker children that is already in place. A thorough risk assessment has been carried out by the academy and has been shared with the Executive team, Teaching Unions and staff. We are following all the government guidance on implementing protective measures in education settings. Below is a link to this guidance:

<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#personal-protective-equipment-ppe-including-face-coverings-and-face-masks>

All Y12 students will be invited in for an academic tutoring session to review the student's wellbeing and learning. Your child's Academic Tutor will be a member of staff who teaches them, or will be teaching them in Y13. During this meeting, the other staff that teach or will teach your son/daughter from their other subjects will also join the meeting. This will be done virtually via Google Meet to ensure social distancing is maintained. This will ensure your son/daughter will have a detailed discussion regarding all of their subjects with the appropriate staff. Staff will review the work previously completed, giving feedback, setting targets and providing guidance for future work. These meetings will take place at least fortnightly, however some subjects may request the meeting to take place weekly. Meetings will last approximately one hour. Please note these mentor sessions are for students only. In order to minimise people on site and to maintain social distancing parents/carers are not invited to attend. An email regarding the targets set from the meeting will be sent to students, so that parents/carers can discuss them with their child.

From today staff will be contacting you to organise the time of the mentoring session. If your child is unable to attend due to following government advice to shield then your child will be offered a virtual meeting using Google Meet. All virtual meetings will have at least two members of staff present to ensure we follow our safeguarding procedures.

Alongside these academic mentoring sessions, students will still be expected to continue with their online learning.

To help you understand the process further you will find attached to this letter a frequently asked questions document. If this does not resolve any questions you may have, then please contact the academy on enquiries@hemsworth.outwood.com. Finally, I extend a heartfelt thank you for your support and understanding given to the academy during this unprecedented time.

Yours faithfully
Toby Rutter



Principal



Frequently Asked

Questions: Parents

Question: What is an academic mentoring appointment?

It is an appointment where the student can have some face to face time with their teachers in order to support home learning. The purpose of the meeting is to provide the student with the opportunity to review their learning and engagement, allow teachers to provide detailed feedback and set appropriate targets. As part of the meeting, the academic tutor will also check on the student's wellbeing. The aim is to offer Year 12 students at either weekly or biweekly meetings, lasting approximately 1 hour before the summer break.

Question: Why are only Years 10 and 12 being offered the appointment?

The academy is following the Government guidelines which can be found at:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

Question: Who will be present in the appointment?

The appointment is for the student's teachers and the student. There will be one teacher present in the classroom and the other two teachers will sign in virtually. These will be the only two people in the classroom. Parents/carers cannot attend the meeting - this is not a parents' evening appointment. There are no plans to teach students in a classroom based situation prior to the summer break.

The door of the classroom will remain open at all times to maintain safeguarding procedures.

Question: What is discussed in the wellbeing part of the meeting?

The academic sessions will start with a more general check-in with the student about how they are coping. We recognise that the lockdown has created challenging circumstances, some of which are difficult but can be managed by the family unit and the interventions already provided by the academy. If a student is struggling significantly with anxiety; has contracted Covid-19 or a member of their household has; have suffered a bereavement or any other wellbeing issue emerges the Academy can offer increased contact or referrals to other agencies. This would be discussed with the parent/carer and student.

Question: How will the academy ensure social distancing measures are met?

There are a range of planned measures that the Academy has implemented to ensure social distancing during the academic tutoring appointments. The Academy has been closed to all students during half term to allow us to plan and prepare for the next phase of education.

Each of these measures will be explained below. However, parents/carers will need to support the Academy in reinforcing with their child the importance of adhering to social distancing measures both in travelling to/from the Academy and whilst on site.

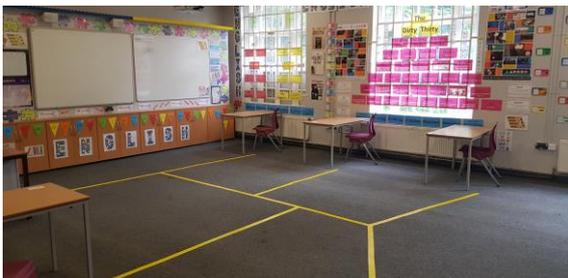
The timing of the appointments:

Each appointment is scheduled to last 1 hour. To ensure that students do not come into contact with others, there will be a 15 minute gap between appointments. The appointments are staggered throughout the week and limited to five per day. Therefore, this will mean only 2 - 5 Year 12 students will be on site at any one time during the day.

The location of the appointments:

We will be using many different classrooms in several blocks across the academy site. This will allow for each student to be allocated a desk/seat within a specific classroom for their appointment – that is to say, as students arrive during the day they will each be allocated a new, different desk/seat. In subsequent meetings, the student will go to the same room and use the same seat/desk.

Classrooms have been completely redesigned to include only the teacher desk and approximately five individual desks for students. The student and teacher will sit at least 2 metres apart. There are also markings on the classroom floor to direct students to ensure they are always 2 metres away from those desks other than their own allocated place. All students must follow these at all times.



Creating a 'bubble':

The teacher will be responsible for a 'bubble' of 4 students. These 4 students are the only ones the teacher will have any face to face contact with on site. They will see students individually and will not see them in groups.

Travelling to the appointment:

Government guidance currently advises people to travel either via car, foot or by bicycle. If dropping your son/daughter off at the academy by car and you wish to wait until the appointment is finished, please park in the main car park but we would ask parents to please stay in their cars.

The bike shed will be available for those students who wish to use this facility. However, please note that the gate to the shed will remain open all day (to avoid several students opening/closing the gate). As it will not be locked, students must ensure they bring a lock/chain for their bike.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

There will be a one way system in place on the paths around the car park which will be easily identifiable via arrows. Students should follow this system: on entering the academy they should walk the way they would normally do towards the pedestrian gate. They should then cross by the electronic gates and walk up to reception. There will be markings outside of reception, two metres apart. These should be used if a student is already in reception when your son/daughter arrives. They will therefore queue until it is appropriate to enter thus ensuring, once again, social distancing is maintained.



If any student needs to travel to the academy using public transport they need to be aware of the Government's guidance which can be found at:

<https://www.gov.uk/government/news/new-guidance-published-to-ensure-transport-network-is-safe-for-those-who-need-to-use-it>

Arriving for the appointment:

To ensure social distancing measures can be met, it is vital that students arrive no more than five minutes before their appointment time. This will ensure the students who have finished their appointment will have left the site before the next students arrive. Students must go into the main reception to sign in and then make their way to the classroom for their appointment. Their mentor will have shared this information prior to the meeting and will also offer the choice of meeting the student at reception and walking together to the classroom. There is a one-way system in place from reception which is easily identified by markings on the paths. Students must follow this one way system at all times.

Students do not need to bring anything with them for their appointment. They must not bring any food or drinks onto the site.

Students do not need to wear uniform for their appointment but we ask that they dress appropriately for a meeting with a member of staff.

Keeping the site clean throughout the day

The academy's site and cleaning staff will be working throughout the day in the academy. They will regularly wipe down any relevant surfaces, empty bins in classrooms every two hours and maintain a high standard of hygiene. All doors which students need to use will be propped open so there will be need to touch any door handles.

Question: What if my child cannot attend the meeting (e.g. as they are shielding)?

We would still like to speak to the student and, if possible, will arrange an online appointment via 'Google Meet'. If this option takes place, the mentor will conduct the Google Meet from the academy whilst a second member of staff will also dial into the meeting to ensure safeguarding measures are met. Parents are also encouraged to be present in these meetings.

Question: Will online work continue for my child?

YES. It is really important students continue to engage in the remote learning provided by class teachers, via Google Classrooms. The academic tutoring is to help address any emerging gaps or issues for Year 12 who are expected to take their Key Stage 5 qualifications in 2021.

Question: What happens if a student does not adhere to the guidelines whilst on site?

The academic tutorials must be conducted in a safe environment for all students and all staff. Clearly, any student who cannot behave in a safe, sensible and responsible manner could put students and staff at risk. A student may be asked to leave the meeting and the site if their behaviour is deemed to be unsafe. Your support in reinforcing the messages in these FAQs before the appointments take place is incredibly important. Working together we believe we can provide Year 12 students with much needed contact in a secure and safe environment.

Question: What will happen next?

The academic tutor will be in contact to arrange an appointment time and deal with any general queries you may have.

There is also an FAQ for students and this will be posted on the Post 16 General Google Classroom.