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Principal: Julia Collins

10<sup>th</sup> July 2020

JCO/MTC/DA101

Dear Parent/Carer

## **RE: Year 8 and Year 9 Chaucer College return to The Leigh Academy**

Further to my letter dated 2<sup>nd</sup> July, I am pleased to be able to share with you our plans for Year 8 and Year 9 **Chaucer** students to return to The Leigh Academy for a 'Keeping in Touch' tutor session on **Monday 20<sup>th</sup> July**. Thank you to those of you who have responded to the survey which has helped us with our planning.

The purpose of this session is to reconnect with the academy and each other, to re-establish relationships and reassure students about the safety of the academy as the new precautionary measures are explained to them before their full time return in September. We wish for your child to leave the day feeling reassured, as well as having re-established relationships with their peers and with their tutor, whilst being reminded of our expectations and what it means to be a Leigh student as they move into Year 9 and Year 10.

### **Our safety measures include:**

Social distancing, small groups, minimising student movement, allocated toilet facilities, staggered entry, exit, lunches, regular handwashing, increased cleaning throughout the day, hand sanitisers in every room, one-way systems and updated procedures for our medical room if a child is unwell. We have carried out risk assessments to ensure we are following all guidance as best possible; in line with the particular context of our site and community. The use of public transport to and from the academy is discouraged but if necessary then the government's guidelines regarding the use of public transport should be followed.

Students do not need to wear academy uniform as I am very aware of how much children can grow over the space of 14 weeks and I am sure that uniforms and shoes will be outgrown with little opportunity to buy new ones at this time. As such students are asked to wear comfortable, sensible clothes to the academy. This could be a tracksuit, skirt or shorts and a T-shirt etc. All clothes should be washed on returning home from the academy. Shoes could be trainers or summer shoes but no sliders or flip flops. Shoes must be closed toe and heel for health and safety reasons.

The academy restaurant will be closed and so we encourage students to bring a snack and a drink with them. They will have time to have a short break to have their refreshment, either in the classroom or outside (weather dependent).



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Students will be able to use the toilets when they need to but each group of students will be allocated a set of toilets for their use. Only one student will be able to go into the toilet block at one time. The guidance is that schools do not require the use of PPE. However, this is a personal choice for staff and students, who may choose to wear PPE, gloves and/or a face mask if they wish to do so. PPE will be used by cleaners, site staff and first aiders.

I do appreciate that this is a worrying time for parents and I want to reassure you that safety has always been and remains a priority. It is important that we begin to re-establish relationships and this plan enables us to do this in a carefully managed way, allowing students to finish the year and begin to plan for the year ahead. We encourage students to attend, but no parent will be penalised for absence.

The times for your child's session can be seen in the table below. If you have any questions please email your child's tutor or Head of Chaucer College, Sarah Forde on [sarah.forde@leighacademy.org.uk](mailto:sarah.forde@leighacademy.org.uk) .

I look forward to welcoming your child back to the Leigh and getting ready to see them full time in September.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julia Collins', with a stylized flourish at the end.

Julia Collins  
Principal

Please see the times when students from Chaucer College will be required to attend the 1 hour and 30-minute sessions. All students will be greeted outside the main reception by members of the College Senior Leadership Team and Tutor and will be free to leave after their session.

MONDAY 20th JULY - CHAUCER YEAR 8 AND YEAR 9 TIMETABLE							
AM				PM			
TIME	TUTOR	STAFF	ROOM	TIME	TUTOR	STAFF	ROOM
8:30-10:00	CH10	Mr Crouch	B1.07	12:00 - 13:30	CH5	Miss Matthews	B1.07
8:30-10:00	CH2	Ms Farah	V1.07	12:00 - 13:30	CH6	Miss Van Leeuwen	V1.07
08:45-10:15	CH3	Mrs Stevens	C.106	12:15 - 13:45	CH8	Mr McGarvey	C.106
08:45-10:15	CH4	Miss Heasman	C2.03	12:15 - 13:45	CH9	Miss Stroud	C2.03
09:00-10:30	CH7	Mr Lecky	C1.07	12:30 - 14:00	CH1	Mr Cutler	C1.07