



25th August 2020

JCO/JHW/P162020

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Principal: Julia Collins

Dear Parents/Carers of Post-16 Students

Re: Return to The Leigh Academy – Post-16

After many months of disruption to education, we are pleased to be welcoming all students back to The Leigh Academy with **Year 13 on Tuesday 1st September** and students in **Year 12 on Monday 7th September**. We will be providing a full curriculum offer with a new one-week timetable that will allow us to deliver the required number of lessons per week for every subject. We recognise the importance of getting every student safely into school, so that they can continue learning and achieving, in order to be ready for final Year 13 examinations in the summer of 2021 and to make sure that Year 12 students make the required progress in the coming year to be ready for their own examinations in 2022.

In light of the ongoing pandemic, we have implemented physical changes to the building in order to preserve the year group bubbles that will minimise the potential for transmission of Covid-19, as per government guidelines. Every year group will have an allocated entrance and there will be staggered arrival and departure times for each year group, with separate break and lunch times. Each year group will have its own zone within the building and all lessons will be taken within those designated for the year group bubble. Hand sanitising stations are prominently placed throughout the building and the one-way system we introduced when we reopened in June remains in force. For the time being, we are still unable to welcome visitors to the building, with meetings being held by phone or video conferencing. All of these arrangements are designed to keep staff and students as safe as possible during these uncertain times.

All students are reminded that, for safety, they should bring their own equipment and avoid sharing it with others. Equally, they should consider bringing their own small bottle of hand sanitiser with them, as well as a small packet of disinfectant wipes, if they feel safer doing so. Students may choose to wear face coverings, if they feel this will not hinder communication between themselves and others. Students should certainly bring enough water to get themselves through their day at school, as public health restrictions require us to keep the drinking fountains out of use.

Arrangements for Year 12 and 13 students within the Post-16 year group bubble

- Mr Burton, the Director of Post-16, will lead the Post-16 group bubble
- Post-16 students will enter and depart the building via the front doors at main reception, so that they can still swipe in and out of the academy for registration purposes



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- The Post-16 year group bubble will be zoned on the ground floor of the building and lessons will take place in classrooms on that floor, while other year groups utilise classrooms on the upper floors - this is to enable Post-16 students to access Post-16 Reception, the Post-16 Study Centre and the offices of Mr Burton and Miss Maxwell, without crossing paths with students from other year group bubbles
- Post-16 lessons will be taught in subject blocks, as usual, mainly within two hour periods, running from 9.00am till 11.00am and 11.30am till 1.30pm (though a few lessons have had to be scheduled for an hour after lunch to make the timetable function)
- Post-16 students will only be expected to be on site when they have a taught lesson, conducting private study at home to prevent the building exceeding capacity under Covid restrictions
- As very few Post-16 students will have a lesson after 1.30pm, most students will leave the site at 1.30pm, without the need to take a lunch while they are in school - to compensate for this, all Post-16 students will spend their break time (from 11.00am till 11.30pm) in the restaurant, so that they can have a meal, if required
- Post-16 students will not be allowed to go off site during the day, unless they are leaving school to attend an authorised appointment, so they are expected to bring any food or drink they will require with them (unless they choose to purchase it from the restaurant, which must still only be done using the cashless system)
- There will be a compulsory tutor time every day from 8.45am till 9.00am, which students must attend if they have a lesson at 9.00am - it is vital that students attend this tutor time as often as their timetable dictates, as tutors will be leading Year 13 students through UCAS applications, preparing them for applying for apprenticeships and employment and delivering a new programme designed to help them to study, revise and prepare for examinations successfully, while Year 12 students follow their own bespoke tutor time programme
- If a Post-16 student does not have a timetabled lesson at 9.00am, they must make sure to be on site no earlier than 11.00am but ready for their lesson at 11.30am
- If a Post-16 student has a lesson at 9.00am but no lesson at 11.30am, they should arrive for tutor time at 8:45am and will be expected to leave the site at 11.00am after their lesson (unless they choose to use the restaurant, in which case they must leave the site at 11.30am)

Approaches to Teaching and Learning

We appreciate that this new way of working will present some challenges for students and parents but hope that you understand that the restrictions imposed by Covid have made our approach necessary to keep everyone in school as safe as possible, while still providing a full education for all students. After many months of working independently at home during lockdown and being required to take responsibility by completing study at home during the

Mr L Forcella-Burton
Director of Post-16

Mrs J Collins
Principal

partial reopening from the start of June, we have confidence that Post-16 students and especially those in Year 13 will be ready to embrace this new approach and continue to thrive. Students will see their teachers for four hours per week per subject and will continue to work remotely via Google Classroom while off site in a flexible, blended learning approach that will prepare students for successful university study and the world of work. By now, Year 13 students will have created workstations at home to facilitate successful home study and we encourage the parents of Year 12 students to help their children to do the same. Year 12 tutors will be providing support and guidance to their tutees as students adapt to a way of studying that will be unlike their previous experiences of education.

Parents' and Carers' Roles in Supporting Post-16 Students

We encourage parents and carers to help their children to maintain good study habits, healthy daily timekeeping and a balance between study, exercise, downtime and part-time work. We ask parents and carers to exhort their children not to mix with students from other year group bubbles on the way to and from the academy and to follow public health guidelines if using public transport by wearing protective face coverings.

Support for Post-16 Students

Months away from on site education may well have taken a toll on the academic preparedness and wellbeing of young people in Post-16 but they can access the support of their tutors, their college Senior Leadership Team, their year group lead (Ms Shepley for Year 12 and Miss Marshall for Year 13) and Mr Burton (the Director of Post-16). All of these members of staff can be contacted by email via the academy website or via a 'request for contact' email or phone call to the Post-16 Administrator, Mrs Howell (julie.howell@leighacademy.org.uk or 01322-620439).

Mrs Howell will be the admin support. If you have any queries please contact any of us via email – our email addresses can be found on the academy website, or call the academy reception on 01322 620400 and they will be happy to forward your call to one of us.

If your child is absent, please do contact Mrs Howell on 01322 620439 and leave a message should she be unavailable.

If you have any questions relating to the approach being taken in the 2020-21 academic year or require support, guidance or help with supporting your children at home, please do not hesitate to contact us.

Yours faithfully

