

«Parental\_Salutation»  
«HouseNumber» «Street»  
«District»  
«Town»  
«Postcode»

1 July 2020

Dear «Parental\_Salutation»

### **Year 9 short face-to-face catch-up session – guidance and allocated time slot**

Thank you for agreeing that «Forename» can come into school for a single, face-to-face catch-up session in these final weeks of the summer term. As we explained in the telephone call, schools continue to focus on having up to 25% of Year 10 in on any given day, but as long as this percentage figure is not exceeded, Year 9 can also be met where there is safe capacity. It is therefore our hope that we can also see every Year 9 in person for a short session between now and the end of term.

I would like to confirm that «Forename» is scheduled to attend the academy as follows:

**«Forename» «Surname» – «Day» at «Time»**

Of course, it is important that everyone understands and is reassured by the arrangements in place to reduce the risks of Covid-19 transmission, so I have outlined some points below:

#### **We are here for our young people**

We have missed working in person with our students, and it has been great to work in school with Year 10 again. For Year 9 we will be focussing on listening, discussing the challenges of keeping to daily routines, and solving any Google Classroom issues whilst celebrating work completed. Supporting our young people with their mental wellbeing is obviously crucial at this time too.

#### **One to one teacher sessions**

Year 9 will come into school for a single, one-to-one session with a teacher in the Auditorium where we usually hold assemblies. The session will be for around 15-20 minutes, although the overall slot is 30 minutes if needed. Where my colleagues feel that perhaps an additional session may be beneficial, we have the capacity to facilitate that and would be in touch with you again by telephone to discuss.

#### **Arrival at school**

Individual Year 9 students should arrive on site promptly, around 5 minutes before their allocated slot is due to begin. They should aim to walk or cycle if possible, and avoid public transport, and those with bikes should walk them down the main drive once on the school site. We ask that students maintain 2m social distancing, including on the way to and from school where possible. Where students are dropped off/collected by car, we ask that the visitors' car park is used. Students will be asked to go straight into the Auditorium, after using the mobile hand-sanitiser at the side door. A maximum of only five Year 9 students will arrive at any one time.

### **Arrival by public transport**

If your child does need to use public transport, please can they follow the guidelines that are available here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travelguidance-for-passengers> which include wearing a face covering and carrying hand-sanitiser, washing or sanitising hands before and after the journey, maintaining a 2m social distance, and using a contactless payment method if possible.

### **In the Auditorium**

Desks are set up in the auditorium to maintain 2m distancing, and to ensure privacy, with only five teachers and five students in this large space at any one time. There is a disabled toilet just outside the Auditorium if needed. All of these arrangements mean Year 9 will not mix with other students in the main building.

### **Other information**

Students are NOT required to wear school uniform. They should wear clothing that is suitable for a school environment and that can be easily washed when home. We ask that students don't wear make-up or jewellery, for health and safety reasons should a child become ill or require first aid. We have a number of dedicated rooms and access to PPE should a student require first aid, or starts to exhibit Covid-19 symptoms.

If your child is then not able to attend the pre-booked one-to-one session, please can you ring our attendance team on 01642 374798 or reception on 01642 454577 Option 1, or send an email to [o.fletcher@normanby.outwood.com](mailto:o.fletcher@normanby.outwood.com), and give a reason. School is not open for visitors, and visits to reception should be avoided where at all possible. Instead contact us by telephone on 01642 454577.

**Please can I direct you to our dedicated reopening website page that has further guidance, information and a series of pictures and videos that explain elements of social distancing and safety within the academy.** This can be found at [www.normanby.outwood.com/reopening](http://www.normanby.outwood.com/reopening). **Please can you and «Forename» then sign and date the enclosed Parental Agreement Document,** which can then be dropped in school when «Forename» comes in. Alternatively you could take a photo and email it to [partialreopening@normanby.outwood.com](mailto:partialreopening@normanby.outwood.com)

Thank you for reading this relatively long letter! I hope it has reassured you that suitable arrangements are in place to make the school as safe as can reasonably be anticipated. Please do not hesitate to get in touch, if you have any further questions after reading my letter and webpage, by email as above.

Yours sincerely



Andrew Wappat  
Principal