

26/08/20 (Revised)

This letter includes important information to students, parents and carers about the return to college for all secondary students (years 10 and 11) and sixth form students (years 12 and 13) in September 2020.

ENROLLING FOR YEAR 12 STUDENTS

Dear Parent/Carer/Students,

Re: Full College Opening in September 2020

I hope that this letter finds you and your family safe and well? Our examination results have been incredibly positive and in particular, as many of our leaving. Year 13 students are moving on to university. Some students have been accepted to study at Aston University.

We are now approaching the beginning of the term, and I want to get in touch on the current situation in college to provide you with some updated information. We will be returning to a full college opening with modifications.

September Start Dates

Staff Training days (students not in the college)	Tue 01 and Wed 02 September 20
Year 10 start	Thu 03 September 20
Year 11 return	Fri 04 September 20
Year 12 start	Fri 11 September 20

We have been planning in detail for the return of all our students in September. As always, the safety of all our students and staff remains paramount whilst constructing these plans. Like in May, we will be holding staff training on 1st and 2nd September before opening. You will appreciate that we need to ensure that our staff are fully trained in all protocols and routines to be appropriately prepared and organised for your child's safe return.

The College Day: Staggered Arrival and Dismissal Times

As stated above, to minimise contact of year group bubbles student arrival times to college and dismissal times at the end of the college day will be staggered until further notice- see the table below.

We are also staggering the start days of different year. Our new Year 10 will attend on **Thursday 03 September** to carry out our transition/settling in the programme. Year 11 and 13 will also start college on **Friday 04 September**. Year 12 students will start on **Friday 11 September**.

Thursday 03 September

Year Group	Start of the day	End of the day
10	08.30	15.05

Friday 04 September

Year Group	Start of the day	End of the day
10	08.30	15.05
11	08.40	15.05
13	09.00	15.05

Friday 11 September

Year Group	Start of the day	End of the day
12	08.50	14.45

Normal start of the college (once students start)

Year Group	Students should arrive by	Start of the day	End of the day (Mon and Tue)	End of the day (Wed to Fri)
10	08.25	08.35	15.40	15.05
11	08.35	08.45	15.45	15.00
12	08.45	08.55	15.35	14.40
13	08.55	09.05	15.30	14.45

Government Guidance

The Department of Education (DFE) published the guidance for the full opening of colleges from the beginning of the autumn term on 02 July. It has been updated and remains a 'live' document with updates.

The link below will take you to the full guidance produced for parents and carers:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-colleges-and-colleges-during-the-coronavirus-covid-19-outbreak>

The DFE guidance is very lengthy. Therefore, the key summary information below will hopefully answer any questions you may have and also gives you all the information required for your child's return to college in September.

Key headlines from the DFE document

- All colleges and colleges are to open to all children in all year groups from September.
- Mandatory attendance by law will be in force to allow colleges to open at full capacity. Parents/carers have a duty to ensure that their child attends college every day. The only exceptions are if a pupil falls into the category of approved shielding pupils or temporary self-isolating pupils (confirmed COVID 19 case). See below for further information.
- Colleges are to deliver their full curriculum for all year groups.
- Restrictions on class sizes will be lifted. Classes will return to their normal sizes.
- COVID-19 secure hygiene & cleaning and social distancing measures will be in place to reduce the risk of infection. Measures will include:
 - Increased cleaning of furniture, equipment and frequently touched surfaces.
 - Frequent washing of hands and sanitising of hands with alcohol-based hand sanitiser.
 - Reducing the use of frequently shared items to mitigate against infection.

Key College operation

- Students will be in year group 'bubbles' to minimise contact with others and to maintain social distancing wherever possible. To be clear, there will be some movement within a year group bubble to allow for specialist teaching. However, measures will be in place to minimise mixing with students in other year groups.
- With less movement around college, your child will mainly be taught in one room.
- To minimise contact of year group bubbles student arrival times to college and dismissal times at the end of the college day will be staggered- see the table below. All students will still receive their full entitlement to the curriculum.
- We will no longer take temperature checks. The government is clear that routinely taking the temperature of pupils is not recommended for identifying coronavirus (COVID-19).
- All secondary phase and 6th form students will be encouraged to keep their distance from each other and staff. This issue is alongside the infection protection measures mentioned above.
- There will be continued access to testing and advice from local health protection teams where there are any positive cases in colleges. NHS Test and Trace is explained later in the letter.
- The college will teach a high quality broad and balanced curriculum in all subjects and will make use of existing assessment strategies to address gaps in knowledge and skills.
- Teachers and other adults in college are to distance from each other and students where possible, and everyone is to minimise contact in corridors.
- Students are to distance themselves from each other where possible.

Lunchtime/Food and Drink

Due to the staggered start and end times for each year group, we will not be holding any formal break-time. In light of this, students can bring a snack and a drink (fizzy drinks are not allowed) that can be consumed without mess or fuss as teaching takes place. Teachers will control when this takes place. Please provide your child with a bottle of water as there are no water fountains available.

Lunch will take place as normal for 30 minutes (this has always been the length of lunchtime). This time will be staggered by year group to minimise contact between year groups. Your child will remain in their year group bubble. Normal canteen services will be available, and all children in receipt of free college meals will receive their entitlement. Your child will also be able to go outside to get fresh air. Duty staff will be present to remind pupils about social distancing. Sixth form students without pm lessons may be allowed to leave the site and go home.

Year 10 lunch on 3rd and 4th September

To support parents/carers and to allow time to set up the students on our payment system, the college will cover the cost of lunch for year 10 students on 3rd and 4th September only. From Monday 07 September lunches will be payable unless a year 10 student receives a free college meal. Year 7 students can bring in a snack and a drink in a bottle from the first day of the new term.

College Uniform

All students will be expected to wear full College uniform, including their lanyard from the first day back to college. PE kit will also be worn for PE lessons. Please see the college website for further details about our college uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Equipment and Stationery for College

College resources will be frequently cleaned and/or rotated. To avoid unnecessary sharing of resources, your child must have a college bag and bring it to college every day. They must have the necessary stationery and equipment with them as we will not be loaning stationery equipment due to guidance on sharing. The minimum requirements are that students have a pencil case with a pen (plus a spare), pencil, ruler, rubber and pencil sharpener as well as their student planner and any subject books. Your child can also bring in a coat. The college will issue subject exercise books and the student planner.

Breakfast club and after college clubs

Regretfully, we will not be able to provide a breakfast club or any after college clubs for the foreseeable future. We will not be able to restrict social mixing between year group bubbles. We will regularly review this in the autumn term.

Public Transport

The government has said that it expects that public transport capacity will continue to be constrained in the autumn term. We ask that all families avoid the use of public transport and lift-sharing in cars where possible. We encourage parents, staff and pupils to walk or cycle to college if at all possible. Be aware that it is now mandatory for anyone over the age of 11 to wear a face-covering on all public transport.

Face Masks and Face Coverings

Following the government announcements, It is **now** mandatory to wear a face mask and face coverings in **moving around the college (for example, in corridors and transition into and from buildings)**. However, this is not compulsory in lessons. Staff and pupils can wear face masks/coverings if desired.

If your child wishes to wear a mask or covering, please encourage your child to wear it securely and appropriately (fully covering the nose and mouth) and not to touch the front of their face during use. Students must wash their hands immediately on arrival (as is the case for all students). If the mask or covering is to be disposed of, your child must do so in a bin provided when entering the building. Face masks and coverings can be kept by your child in a plastic bag. The plastic bag must be kept secure in your child's college bag. Your child must wash his/her hands again before heading to their classroom.

Because face masks and coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing, it is important to follow all the other government advice on coronavirus (COVID-19) including staying safe outside your home.

For further information, please read the government advice:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Visitors on site including parents and carers

There will be strict control of who is allowed on-site to prevent infection. If you wish to talk to a member of staff, please use other forms of communication such as a phone call or an email to our enquiry email. Any visitors on site will be by prior appointment only. We do not want to stop home-college communication. Indeed, it is especially important, that said we are sure that you will fully understand the reasons to limit visitors in college at this time.

All visitors on site will be required to wear a face mask/covering and to use the provided alcohol-based hand sanitiser.

Pupils who are shielding or self-isolating

Much more is now known about coronavirus (COVID-19), and so by September there will be very few children and young people advised to shield. The overwhelming majority of pupils will be able to return to college in September. You should note, however, that:

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).
- Shielding advice for all adults and children paused on 01 August. This issue means that even the small number of pupils who will remain on the shielded patient list can also return to college, as can those who have family members who are shielding.

Read the following government documents for further information:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

If your child falls into either category above, please contact us in college as soon as possible via the enquiry email. We must know urgently about the situation.

Remote Education Support

Where a class, year group or a small number of pupils need to self-isolate, are shielding or there is a local lockdown requiring pupils to remain at home, we will offer remote education. Students will follow a curriculum sequence that allows access to high-quality online and offline resources and teaching. Knowledge and skills will be built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject. We will provide further details about our remote learning plans in the autumn term.

Catch-up support

You may have heard that the government announced a package of catch up support for colleges to support colleges to help all pupils make up for lost teaching time, with extra support for those who need it most. This support will include a national tutoring programme. As we receive more information, we will plan and deliver. More details will be shared with you.

Be vigilant and help us prevent transmission and NHS Test & Trace.

All colleges have been instructed by the government to follow this process and to make students, parents and staff aware:

Important Virus Prevention Measures

It is important to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend college. Pupils, staff and other adults must not come into the college if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days.

If anyone (child or adult) in the college becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they must self-isolate for at 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). In the case of a child, we will contact home and ask one parent only to collect the child. Other members of their household (including any siblings who may also be students in college) should self-isolate for 14 days counting day 1 from when the symptomatic person first had symptoms. If the test result is negative, the child or adult will be able to return to college, and anyone who is self-isolating for 14 days will be able to end it.

Read the following government documents for further information:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/guidance-for-households-with-grandparents-parents-and-children-living-together-where-someone-is-at-increased-risk-or-has-symptoms-of-coronavirus-cov>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Government guidance in different languages-web links:

[Stay at home: what to do if you or someone you share your home with has coronavirus symptoms - an easy-read guide.](#)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909176/Stay_at_home_guidance_for_households_with_possible_or_onfirmed_coronavirus_COVID-19_infection-arabic-1.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909177/Stay_at_home_guidance_for_households_with_possible_or_onfirmed_coronavirus_COVID-19_infection-bengali-1.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/909187/Stay_at_home_guidance_for_households_with_possible_or_onfirmed_coronavirus_COVID-19_infection-urdu-1.pdf

We are asking parents to keep us informed of COVID 19 test results if your child has to have one so that we can track attendance and support your child with learning at home. We will keep your child's test results confidential to only key members of staff, e.g. the appropriate senior leader and the college nurse.

Clean hands thoroughly and more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This issue can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including when they arrive at college, before and when they return from lunchtime and when they change rooms. Regular and thorough hand cleaning is going to be needed for the foreseeable future. To support college to instil good handwashing and hygiene habits in our students, please reinforce these good habits at home. The 'catch it, bin it, kill it' approach continues to be especially important for everyone to follow in college and at home.

Manage confirmed cases of coronavirus (COVID-19) amongst the college community

We will take swift action if we become aware that someone who has attended college and has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) and has attended the college – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, colleges must send home those people who have been in close contact with the person who had tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. We will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This situation is because the individual could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform college immediately, and must isolate for 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'- see above.

Suppose we have two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected. In that case, they may have an outbreak we will and must continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. Whole college closure based on cases within the college may not be necessary and will not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a college is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole college if necessary, in line with routine public health outbreak control practice.

Important final key messages for parents and carers to share with students before they return to college

Students! Please read the following:

- Follow all staff instructions at all times and other instructions on the screens, on signage and posters.
- Make sure you comply with all college rules and the college's behaviour policy. The health, safety and wellbeing of everyone in college relies on everyone complying with rules and following guidance.
- Arrive to college safely and on time. Leave college promptly at the end of the day. Go straight home and social distance on your journey to and from college.
- Wash and sanitise your hands regularly in college - this is the main way to eliminate the infection.
- Maintain social distance at all times. It will be hard at times, not to gather with and to be in proximity to friends and peers. However, social distancing is another important way to reduce the possibility of infection.
- Stay in your year group bubbles. These bubbles have been created to keep you safe from infection. Limiting the movement around college and keeping students in year group bubbles is another important way to reduce the possibility of infection.
- Follow your timetable when you receive it and only go to locations that you are allowed to
- College uniform, including lanyards, is to be worn as normal. PE lessons require the usual PE kit.
- Bring your college bag and stationery to avoid sharing.
- Bring your drink in a bottle (no fizzy or energy drinks). No Water fountains are available.

Final notes

We have a strong pastoral team involved led by Mr Anderson, Vice Principal and Mr Williams, Director of Pupil Well-Being. For any student who feels a bit nervous and worried about study and lessons and the return to college after a long time away, I find that this quote helps: 'Success is the sum of small efforts, repeated day-in and day-out'. It will not seem like a large mountain to climb and a lot to take in if students simply try their best

The risk assessments and safety plans have now been ratified and will be on our website. Waverley Studio College is in a position to welcome back all our students in September. We are currently finalising our plans to make Waverley Studio College as safe as possible for our students and staff to deliver the full curriculum. We will continue to adapt to the on-going updates from the Department for Education and should it be necessary, we will yet further refine our plans.

On behalf of all staff and our governors, I would like to thank you for your understanding and patience over the last few months. This period has been an incredibly challenging and unprecedented situation. We appreciate all the support that families have offered college over this time. Many of you have been in communication with college, and your kind words and continued support have been well received. For us to be able to open safely, we will continue to rely on your support, and we would like to thank you in advance for that; your cooperation will be vital.

Please continue to regularly check our college website for the latest updates over the coming days and weeks.

Finally, I would like to wish you a good end to the summer break. I look forward to working with parents/carers in the new term, and I am very much looking forward to welcoming our students back from 03 September 20.

Yours faithfully,



Mr R Lau
Principal