

Our ref: AST/GHA

10 August 2020

Dear Parents and Carers

### **Re: Year 10 into 11 Transition School**

I hope that you are all enjoying the summer holidays and your son/daughter is relishing the opportunity to spend time with your family. With Transition School (TS) commencing over a fortnight period as from Monday 17 August, I felt it important that I inform you of the safety measures and associated steps we will be implementing to ensure we minimise the ongoing risk posed by COVID-19.

On the first day of each TS, senior colleagues and I will be available from 8.30 am to greet all attending students upon their arrival to our Mill Road Campus (MRC). Students will be directed to the field located beside the academy staff car park where they will receive their timetables for the week as well as clear guidance regarding the health and safety expectations they must follow throughout their time attending the TS. Immediately following entry into the academy, all students will be directed to use the hand sanitiser provided. Alternatively, they may use their own should they wish to do so.

Upon entering MRC, the following safety measures and associated procedures will be implemented to ensure that all our stakeholders are able to fully maximise this fantastic learning experience but within a carefully controlled environment.

### **Cleaning and Waste Disposal**

- An enhanced cleaning schedule will be implemented throughout the site ensuring that contact points, work surfaces, door handles and toilets are all thoroughly cleaned and disinfected on a regular basis. This will be prior to the start of, at the end of as well as during each working day.
- Hand sanitisers will be available across the academy for all stakeholders to sanitise their hands upon entering the academy, entering and exiting each classroom, after break and after lunch.
- Soap and paper towels will be available in all student and staff toilet areas with at least 20 second hand washing positively encouraged after every toilet visit.

### **Classroom and Office Environments**

- All classrooms will be fully equipped with hand sanitiser and antibacterial wipes, however, students will be encouraged to bring their own supply of both on a daily basis.
- Forward facing seating will be provided in every classroom.
- In practical lessons, students will be encouraged to socially distance where possible.
- All internal windows and doors will remain open so as to ensure as much ventilation as possible occurs in every room used as well as throughout the campus.
- Staff and students alike will be advised to socially distance where possible.
- No air conditioning units or classroom fans will be able to be used so that any potential harmful germs are not inadvertently circulated around any rooms or areas that will be in use.
- All staff and students will have the option to wipe down any text books prior to use in addition to sanitising their hands upon entering and exiting every classroom.
- With regards to any other shared equipment, students and staff are strongly encouraged to sanitise before and after use, however, students have been encouraged to bring in their own equipment where possible.
- Each faculty will have specific requirements for their individual areas and all the faculty staff will be fully au fait with these and the associated expectations prior to delivering any lessons.
- All class, team and staffroom environments will be kept, clean, tidy and clear of an unnecessary items at all times.
- All stakeholders are strongly **encouraged** to wear their own face coverings but these also need to be appropriate in terms of pictorial design.
- All identified and clinically vulnerable stakeholders are **strongly** advised to wear a face covering.

## **Student Expectations**

- Student clothing and attire should be appropriate to a learning environment and education setting at all times.
- All stakeholders are required to follow a one-way system around the campus at all times.
- Again, all students and staff will sanitise prior to entering the academy as well as entering and exiting every classroom and the canteen area.
- Where possible, all classrooms will be forward facing.
- During break and lunch, no students will sit in the canteen but instead will be expected to go outside to the allocated areas. In the event of a wet break or lunch, the students will be able to access specified classrooms for them to socially distance whilst they eat. These will also be supervised by the academy's staff.
- Water fountains will be available but for bottle use only.
- Students waiting in line for the canteen will adhere to 1 metre plus social distancing which will be clearly marked on the floor.

## **Contact Test and Trace Protocols**

**Should your son/daughter develop any of the COVID-19 symptoms of: a high temperature, new persistent cough, a shortness of breath or loss of smell and/or taste during the working day, he/she will be sent straight to our on-site First Aid Administrator who will liaise with me or the first available senior leader with regards the next steps. You will also be contacted without delay.**

**If your son/daughter develops any of the COVID-19 symptoms at home after attending one of the TS days, please contact me or the academy as soon as soon as possible. This is so we can advise you of the required next steps as well as to ensure our own ensuing communications and associated protocols can be pursued with immediate effect.**

We have greatly appreciated your support over the past five months and continue to value your input with regards to this fantastic learning opportunity for Year 10. Therefore, should you wish to discuss any aspect of this correspondence, please do not hesitate to contact me via [A.Stoneman@plume.essex.sch.uk](mailto:A.Stoneman@plume.essex.sch.uk) as the input, thoughts and views of any parent or carer taking the time to do so will always be duly noted and responded to accordingly.

Finally, I look forward to welcoming your son/daughter to the Mill Road Campus for his/her respective TS week as I wholeheartedly believe that they will benefit greatly from the experience moving forward.

Yours sincerely



**Mr A Stoneman**  
Assistant Vice Principal  
Cambridge Road Campus Lead