

Tudor Grange Samworth Academy

A Church of England School



22nd September 2020

Dear Parents,

RE: Contingency Planning for COVID 19

I apologise for this lengthy letter, but I do wish to maintain a clear line of communication with you so that as parents, and important people in our community, you have clear facts and we share a sense of truth, trust and honesty. As you are aware we had our first positive case yesterday. I would like to thank the parents and children involved who enabled us to swiftly ensure that we removed any potential increased risk from the academy site. It is well documented that COVID 19 cases are increasing both locally and internationally and therefore it is increasingly likely we will face similar scenarios in the future. I am confident that the procedures and measures we have in place are effective to respond to this if required.

I would like to thank all of you for your continued support over the past four weeks. I am very proud of the fact that we have successfully fully re-opened the academy to all pupils, we could not have achieved this without the collective support of our staff team, our parents and our children. I am very pleased with the way that the children have adapted to the measures we have put in place. The level of respect, patience and unity they have displayed shows that they understand the importance of working together and reflects the progress we have made improving behaviour and attitudes towards school over the last few years. The children appear to be thriving from the opportunity to get back to school. Getting back into the routine and structure of school life seems to have had a positive impact on the children's wellbeing.

The most effective way to prevent COVID 19 affecting our school is to keep the virus out of our building. It is therefore vital that you continue to support the national advice; if your child, or someone in your household, shows any symptoms of Coronavirus, **they must NOT come into school**. Please follow the advice on our 'stay safe' poster.

Academy Car Park, Drop off and pick up

I would like to thank parents for the way you have supported our arrival and departure arrangements. There has been a positive response to our new coloured groups for staggered arrivals. By closing the Car Park to parents, we have made this area much safer for pedestrians and created the space to allow effective social distancing.

50 Trenant Road Leicester LE2 6UA

0116 278 0232 office@samworth.tgacademy.org.uk

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The staggered arrival times has also had a positive impact in reducing congestion on Trenton Road. It is vital that we continue to work together to keep our children safe by;

- Walking or cycling to school wherever possible (over 90% of our community live within 1 mile).
- Ensuring you child has a suitable coat to protect them as the colder, wetter weather approaches.
- Being punctual for your arrival and pick up time.
- Not congregating in groups at the school gate or on Trenton Rd. Please leave the site promptly and do not stand waiting in groups.
- Wearing a face covering when near the academy as social distancing is more difficult when lots of people are moving.
- If parking, please do not block the entrance to resident's driveway, wheelchair access kerbs or park on yellow zigzags.
- Not coming into the academy reception without an arranged appointment – please email or call to speak to a member of staff.

Open Evening and Parents Evenings

Our usual Open Evening will not be happening in the traditional sense this year. This is because we are heavily restricting visitors from entering the academy site to minimise the risk of Coronavirus entering our site (this is why we ask parents to NOT come into reception – please call or email). Our Open evening is being delivered via video, I look forward to being able to share this with you soon. I have also begun planning how we can make parent's evening appointments happen in a safe way. I will be writing to you again before half term to communicate how this will work.

We have spent a lot of time refining and planning a 'recovery curriculum'. This is supporting our children to ensure that they cover all of the content they may have missed during lockdown. I would encourage parents to be proactive in supporting your children with their work, please ensure that you have access to Class DOJO (primary parents) or Show My Homework (secondary parents) so you can monitor your child's work. Please contact us at the office if you require any support with this. I hope that you find the attached Contingency Planning documentation helpful.

Please do contact us if you have any feedback or questions. Thank you again for your continued support.

Yours sincerely,

Alan Wilkinson
Principal

50 Trenton Road Leicester LE2 6UA

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**STAY
SAFE**

If your child, or someone in your household, shows any of the symptoms of Coronavirus they MUST NOT come into school.

The symptoms are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

What should I do if my child or other family member is displaying symptoms of Covid 19?

DO NOT SEND YOUR CHILD TO SCHOOL – Inform the school of the reason for absence via email office@samworth.tgacademy.org.uk or telephone **0116 278 0232**.

Your household should self-isolate for 14 days and you should book a test for any family members who display symptoms. Please inform the School Office of the test results as soon as you receive them.

TUDOR GRANGE ACADEMIES TRUST TIERS OF INTERVENTION – TGSA Contingency Planning

The government have stated that schools should be open for all pupils in all year groups from the beginning of the autumn term. However, they have asked that every school plans for the possibility of local restrictions and how we will ensure the consistency of education in exceptional circumstances where there is some level of restriction applied to education or childcare in the local area. The government have created a four tier system to give schools and parents guidance as to how arrangements for schooling may change depending on the governments assessment of COVID 19 data. Leicester is currently in Tier One. In the table below, we have given details of how things would change for children at TGSA depending on the government informing us Leicester had moved up to a higher tier.

	Local restrictions applied	School response	Action parents need to take
Tier One No school closures	Leicester continues to be subject to national intervention and restrictions will be in place, but these will not impact on education and childcare.	We will remain open to all pupils. We will make the wearing of face coverings mandatory for all adults and secondary students when using school corridors.	All parents – If you come to the site to collect your child, please wear a face covering and leave the site quickly to minimise social mixing. Secondary only - Please prepare for this situation by ensuring that your child has a plain cloth face covering that you can clean each evening (they can be hand washed in warm, soapy water). Your child will also need a plastic bag that can be sealed so that they can safely store their face covering during lessons.
Tier Two Partial closure of secondary schools: a rota model	Leicester continues to be subject to national intervention and restrictions will be in place, these will impact on secondary school settings.	Primary - We will remain open to all pupils in this scenario. Secondary - In this scenario, we would operate a rota model for most children. Children of critical workers and vulnerable children would be allowed to attend full time. We will continue to make the wearing of face coverings mandatory for all adults	If you believe you are a critical worker then please inform us that this is the case now . We are asking all parents to do this because we know that circumstances can change. Please email office@samworth.tgacademy.org.uk Or call 0116 278 0232. Please DO NOT attend the academy site without an appointment to minimise the risk of the virus entering the building. Secondary Parents – please download the Show My homework App so you can see what work your child has been set and has completed or not. Please contact us (as above) if you need any support with this.

		and secondary students when using school corridors.	
Tier Three Full closure of secondary schools only.	Leicester continues to be subject to national intervention and restrictions will be in place, closures will include secondary school settings. The DfE will decide which year groups are prioritised for on-site provision.	Primary - We will remain open to all pupils in this scenario. Secondary - In this scenario, most children will switch to remote learning. Students have access to a suitable device and have been taught how to use the TGSA online resources whilst in school. Only children of critical workers and vulnerable children would be allowed to attend on-site provision. We will continue to make the wearing of face coverings mandatory for all adults and secondary students when using school corridors.	If your child does not have access to technology and/or the internet then you must contact us now, please. Please email office@samworth.tgacademy.org.uk Or call 0116 278 0232.
Tier Four Full closure of all school settings.	Leicester continues to be subject to national intervention and restrictions will be in place, closures will affect all school settings.	Primary - The school will be closed and only the children of critical workers and vulnerable children will be allowed to attend. In this scenario, we would switch to remote delivery for most children. We will continue to use Class DOJO and paperwork packs to set work and communicate as we did during the previous lock down. Secondary – As above	Ensure that you can access Class DOJO. If you require any support with this, please contact us. Please email office@samworth.tgacademy.org.uk Or call 0116 278 0232.

Tier Two Rotation Model (The table below gives an example of how we would organise the secondary students over a four-week period if the government instructed us to move to Tier 2).

Rotation Cycle	Week A	Week B	Week C	Week D
Year 11	Attend school as normal On Site Normal Timetable	Attend school as normal On Site Normal Timetable	Attend school as normal On Site Normal Timetable	Attend school as normal On Site Normal Timetable

Year 10	Attend school as normal On Site Normal Timetable	Attend school as normal On Site Normal Timetable	Work from home Remote Learning – follow normal timetable	Work from home Remote Learning – follow normal timetable
Year 9	Work from home Remote Learning – follow normal timetable	Work from home Remote Learning – follow normal timetable	Attend school as normal On Site Normal Timetable	Attend school as normal On Site Normal Timetable
Year 8	Attend school as normal On Site Normal Timetable	Attend school as normal On Site Normal Timetable	Work from home Remote Learning – follow normal timetable	Work from home Remote Learning – follow normal timetable
Year 7	Work from home Remote Learning – follow normal timetable	Work from home Remote Learning – follow normal timetable	Attend school as normal On Site Normal Timetable	Attend school as normal On Site Normal Timetable

TGSA Approach to Remote Learning

In the event of a future lockdown, we would encourage students to follow their usual timetable and would not need to organise a separate timetable for lockdown. In addition to practical benefits (availability of staff and familiarity with the timetable), this ensures fair coverage and input time for all subjects allowing students to continue with their broad and ambitious curriculum.

‘Show My Homework’ would continue to be used as the main platform to give details regarding the work to be completed during the lessons. Details of the work would be posted in advance of the lesson. This ‘Show My Homework’ posting would include:

- A video tutorial from the teacher introducing the topic of the lesson.
- Details of work to be completed during the session. This may be a powerpoint and questions or a link to another website or TG Moodle.
- The teacher will be ‘live’ in their onsite classroom and will be available to interact with students through the use of the ‘chat’ facility in ‘Show My Homework’.
- Staff will monitor student’s virtual attendance and quality of work.

Assessment and Reporting

Students will be expected to attend remote lessons at the same time they would happen at school. Teachers will monitor attendance and quality of work as they would do when a child is on site. Parents will be contacted if their child is not meeting expectations. The full curriculum would continue including all scheduled assessments. This includes the usual lesson by lesson quizzes and recall tasks as well as more formal end of unit assessments. We will continue to report to parents as we usually would, even if students are forced to work remotely.