



The Sutton Academy

Together Students Achieve

Principal: Mrs Alison Sherman

Dear Year 12 Parent/Carer

May 2020

I hope you and your families are safe and well. Following Mrs Sherman's letter earlier in the week, I am writing to give further details on the academy's plans to provide safe face to face tutorials for Year 12 students.

We are aiming to offer this provision from the 1st June. However that will be dependent on the government feeling that the five key tests have been met, and that as an academy we have been able to meet all the requirements of the checklist to ensure the site is safe to open.

To be clear, students will not return to a normal academy day or experience before the summer holidays. We have continued to provide students with access to online learning throughout the lockdown but with Y12 approaching final exams next year it is imperative they also have access to staff led tutorials to supplement their online learning. We apologise for the length of this letter but we think it is important to provide parents and students with as much detail as possible so that students know what to expect. Our priority is the safety of both students and staff, and this letter details the precautions that everybody needs to take.

The provision for Year 12 students will initially be limited, and will only increase once we feel comfortable to do so. Students will be able to attend a 2 hour face to face tutorial a week for each of their subjects. This has been carefully timetabled to ensure that there are no clashes for students and so that students will only need to attend a session in the morning or the afternoon on any one day. This means that students will only be on site for two hours maximum and removes any concerns over social distancing at breaks and lunch times. To support social distancing, class sizes have been limited to no more than 11 students per class, but most classes are much smaller. This means that some of our larger subjects, for example Health & Social Care, will be split into more than one group. If this affects your child, we will inform you of which group they are in. Year 12 students will have their own start and finish times and we ask that students arrive before the tutorial starts to ensure a prompt start but no earlier than 15 minutes before the start. The planned timetable for the face to face tutorial sessions is below:

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9:00 to 11:00	Design & Technology	Business Studies 1	History	Information Technology 1	Childcare 1
	Health & Social Care 1	Biology	Music	Information Technology 2	Childcare 2
Afternoon 12:30 to 14:30	Health & Social Care 2	Business Studies 2	Maths	Dance	Forensic Science
	Health & Social Care 3	English Combined	Food Science & Nutrition	Sport Studies	Chemistry Psychology

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Students will arrive through main entrance and swipe in using their lanyard. Hand sanitiser will be provided and they will be directed to their classroom. The site is being prepared to ensure clear markings are in classrooms and key areas to illustrate 2m social distancing. Hand sanitiser and tissues are being purchased as well as bins for the classrooms, which can be opened by a foot pedal. The rooms are being prepared to ensure students and staff are not at risk. Each room will only be used once that day then thoroughly cleaned.

Tutorials will be delivered from the front of the classroom by and feedback provided by teachers using the visualiser linked to the board. Students will already be used to this method of learning in lessons. The policy at the academy is that all students attend fully equipped ready to learn (pen, pencil, ruler, rubber). Under current circumstances, this is even more important to avoid students having to share equipment. Each student will be provided with exercise book to use for all of their tutorials which they will keep at home and bring into school along with the rest of their equipment.

At the end of the tutorials, students will be dismissed one class at a time to ensure students can leave the site in a safe manner. Students are required to leave site immediately and not wait around for friends.

To ensure the academy is in a position to open we are completing all required risk assessments and will also be implementing an addition to the normal behaviour policy, as advised by the Department for Education. This will be available on the web site before reopening and will include a range of issues related to the current situation. We will inform you when this is ready so you can go through it with your children before they return.

In order to ensure that we have an accurate register of who will be attending the academy please can I ask you complete the survey below which will give us an idea of the intention for your child to attend. You have until midnight on Sunday 24th May to complete the survey.

<https://www.surveymonkey.co.uk/r/KV75DMT>

We appreciate and understand that there will be a number of valid reasons that students will be unable to attend the tutorials. This may be due to either students or family at home having underlying health issues or parents/carers generally feeling anxious regarding students attending. To clarify the government's stance, there would be no prosecution for students not attending this provision. If parents, carers or students would like some reassurance regarding the provision, please do not hesitate to contact me.

We understand that this is a difficult time for all involved and hope this letter shows the level of detail we considered when offering an educational provision for your child whilst also reassuring you that above all, their safety is paramount.

We will write to you again soon with further details and confirming the date for the start of this provision but in the meantime please do not hesitate to get in touch with any question. Thank you for your continued support.

Yours faithfully

L Grace

Mrs L Grace

Vice Principal – Teaching Learning & Assessment, and Sixth Form

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