

Dear Learners

It has been a really unusual start of term. I'm really proud of the way you have settled in and coped with the changes to your timetables, your classrooms and the The Academy environment. I know it has been particularly tough for our new learners, hang in there, you are doing a great job.

I'm writing to remind you of the precautions we are taking to manage the spread of Covid 19 within The Academy. Please share this letter with your parents or guardians.

Covid Cases:

If we have a confirmed positive case on site, we will follow a very swift track and trace process and notify anyone who may have been in contact with that individual. If you are affected by this, we will contact you directly and immediately via your student email **and** by telephone. So, it is really important we have your correct contact numbers.

If we don't contact you then you have no reason to be concerned, you haven't been in contact with a positive case. Keep protecting yourself and others and carry on as normal.

If we do contact you, we may ask you to self-isolate for a period of time. If this is the case, we will provide you and your family with all the information you need to be safe. Your learning will continue from home.

Face Coverings

We are not asking everyone who attends The Academy to wear a face covering at this stage unless you travel in on our bus, if you do you must wear a face covering for the duration of the journey.

Social Distancing

We are asking those who attend The Academy to practice social distancing outside of their classrooms/workshops where possible. We are also asking you to stay with your year group 'bubbles'. This helps prevent the spread of the virus.

Personal Hygiene

You should wash your hands with soap and water more frequently than you would normally, but most definitely:

- When your hands are visibly dirty
- After coughing or sneezing into your hands
- Before and after using the toilet
- After using shared work equipment such as tools or computers
- Before and after eating
- When leaving a class/office/workshop
- When coming in from outside

Wash your hands for at least 20 seconds

Hand sanitiser stations are available across the Academy, please use them regularly

Self-Isolation

Please self-isolate if:

- You have any symptoms of Covid-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- Arrange a test by calling the NHS (119) or accessing NHS online support.
- You're waiting for a Covid-19 test result
- You've tested positive for Covid-19
- You live with someone (or someone in your support bubble) who has symptoms, is waiting for a test result or has tested positive
- You have been contacted by the NHS Test and Trace Service.

You **MUST NOT** come to The Academy if any of the above applies to you. Please report your absence via phone or email and let us know the reason.

We are doing everything we can to make sure your learning continues in a safe environment. I promise if there is anything you personally need to know we will get the information to you as quickly as we can, until then try not to worry and work hard in your classrooms. You deserve the best possible future and we will help you get there.

Thanks
Matt.