



28 August 2020

Dear Parent,

I hope all of you have had the chance to relax this summer. Detailed preparations have continued in readiness for the full school opening in September. We are looking forward to having all of our students back in school. Although there will a lot of changes in the way that school operates, everyone is looking forward to getting back to a more normal routine and being able to teach youngsters face to face rather than remotely.

If your youngster shows signs of COVID-19 they must NOT come into school. Any student that shows signs of COVID will be isolated and you will be asked to collect them immediately. If a student is sent home with signs of COVID, they will not be allowed to return until the period of isolation is completed, or they can show evidence of a negative test result.

You have already received two letters regarding the full school opening in September. This letter contains ADDITIONAL INFORMATION. Please ensure that you read the points below and the previous letter that was sent out in July.

- As you are aware, each year group bubble has designated gates and start and finish times. Students will be directed by staff straight onto school site and they will not be able to congregate outside the gates. Social distancing guidelines must be maintained.
- Students who are late must report to main reception. Any reasons for absence must be sent to attendance@leesbrook.co.uk rather than a note sent into school.
- At break time, students will remain in classrooms, fruit will be provided for students (free of charge.) Students will not be able to buy food at break time but can bring in appropriate items from home if they wish.
- Please ensure that your youngster has a water bottle with them.
- There is hand sanitizer, tissues and wipes in every room, however students can also carry their own if they wish.
- Students will have allocated times and zones for lunch, they must remain in these zones at all times. During lesson 1, they will be asked to choose from two cold sandwich options. For a set price of £2.20, students will receive a sandwich/baguette, cake, piece of fruit and water. Students are able to bring in their own packed lunch if they prefer.
- School cannot accept cash and all money for lunch must be put onto the Gateway system.
- Staff will make every effort to return phone calls as soon as possible. Please be aware however that this is unlikely to be on the same day.

- Changing rooms will not be used. Students will be required to come into school in their PE kit on the appropriate day. Staff will not be able to look after jewellery for students and will not be responsible if it is lost.
- Windows and doors will be kept open whenever possible and students will go outdoors at lunchtime. Please make sure your youngster has their blazer every day and an outside jacket if necessary.
- Visitors are not permitted onsite. Please do not arrive without an appointment as you will not be allowed access through the school gate.

I am trying to ensure that the return to a full school opening will be as smooth as possible. For the week beginning Monday 7th September, students will remain in tutor groups so that the new routines and safety measure can be established.

On the school website, a COVID-19 tab has been added with additional information. This will continue to be updated. I know there is a lot of information, but please take time to familiarise yourself with it.

My main priority will be to ensure that the school remains operational as much as possible in September, however there may be occasions where a year group bubble will be asked to remain at home. The quickest way to inform parents of this is by text message. It is vitally important that the information we have for you remains up to date. In the case of a positive test of COVID-19 in school, our actions will be based on the advice we receive from Public Health England.

It has been difficult to schedule a calendar for the next academic year. Key dates for parents will be sent separately. There will not be any onsite parent evenings for the first term. The autumn term form tutor meeting will be completed via phone calls by tutors. Events are scheduled for the rest of the year but how these will take place will be reviewed during the year.

If students have any work that was not required to be submitted but they would like to give their teachers, please ask them to bring it into school and give it to their form tutor.

In the media, it has been reported that schools will be issued with COVID home testing kits. I have not received any information about this, but will obviously keep you updated if I do.

You will be aware of the recent change in government guidance regarding PPE in school. A final decision regarding this will be made by our Trust board on Tuesday 1st September and I will update you as soon as possible.

Yours faithfully



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Headteacher



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