

22/45/20

Dear Parent/Guardian,

I would like to inform you of how ELA are making changes to the way we re-open our centres.

We take the health and safety of both our pupils and staff seriously, therefore we have altered slightly how we will operate.

**Behaviour update:**

The following additional rules must be adhered to alongside our normal behaviour policy:

* Whilst in centre there will be strict protocols and guidance for the safety of staff and pupils. If a pupil does not adhere to these rules (social distancing, safe spaces, hygiene measures, etc) we will withhold the right to send the pupil home.
* Any concerns outside of school where pupils are not adhering to government recommended social distancing compliance will be addressed by centre managers and taken to SLT for discussion and decision on action to be taken.
* Where possible school uniform is still to be worn to 1-1 contact sessions, and as we move to an increased timetable.

**Attendance update:**

Whilst in lockdown or amended timetable hours due to the coronavirus, ELA will still be carrying out attendance/wellbeing checks on all our pupils.

We will be conducting:

* Daily phone calls to parents
* Home visits if no contact from parents after 3 days
* Refer to external relevant agency if no contact on home visit.
* ELA will also follow up with families/carers that have arranged a place for their child/children, namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
* Staff will continue to work with and support children’ social workers to help protect vulnerable children.
* ELA will complete both the KCC and government daily online attendance form to keep a record of children of critical workers and vulnerable children who are attending school/college.

Provision will be in place for year 10 & 11 pupils to have a 1-1 contact meeting with a teacher to support future destinations and supplement additional support for online learning at home, whilst under lockdown.

As we increase the timetable for pupils in the coming weeks ahead, we will revert back to our usual attendance expectations for year 10 and 11 pupils.

Provision for vulnerable pupils will remain open for eligible pupils, this may be at a different site to your child/wards usual provision.

**Health and safety update:**

* We are carrying out deep cleans of all our centres, this will continue every week.
* Cleaning will be carried out throughout the day after each session with pupils.
* Pupils will only have limited contact with the same staff, and no other pupils during 1-1 sessions.
* As the timetable increases, we will operate smaller classroom numbers in designated seating arrangements and designated classrooms for the same pupils where possible.
* There will be increased hand washing facilities in each centre.
* Pupils will be required to wash hands on arrival into school.
* Designated stationary will be allocated to each pupil, and stored in an individual storage container.
* Staff will continue to educate pupils on social distancing and safe working spaces whilst in our centres.

We understand that this is a difficult time for families, pupils and staff. This is why we are taking the necessary steps in keep everyone as safe as possible.

If you have any further questions, please contact the centre manager of where your child/ward attends in the first instance,

Your sincerely,

M Clay (Executive Head teacher)