

Dear Parents/Carers

Welcome Back to Manor Green College - September 2020

We are so looking forward to seeing your children return to the College this September. We also welcome our new Year 7 families to the College. We have been working hard on a risk assessment to prepare for the re-opening of the College and have put in place a number of measures to ensure all students, parents/carers and staff are safe. These include enabling social distancing where possible and minimising the amount of contact between different bubbles. We continue to monitor government guidance and therefore the following details may be subject to change. Please read this information carefully as we require your participation in order for our opening to be successful.

I can confirm that Manor Green College will reopen in a staggered way. This is based upon the Special School Guidance that has been issued which is different to the mainstream guidance. This phased staggered return is to support students and enable them to return in the safest and most positive way possible.

Date of Return

On Monday 7th September we plan to re-open Manor Green College for our new Year 7 students and some High Needs students (this will have been discussed with your High Needs Group teacher). Tuesday 8th September Years 8/9 will return to the college with Years 10,11 and FE returning on Wednesday 9th September.

Safe Arrival/Pick Up

We have plans to ensure the safe arrival of children and parents/carers on site each day. Please see the parent drop off and collection windows and also the timings for independent travellers. This is something we will be reviewing on a weekly basis with Manor Green Primary. We anticipate this will potentially have some teething problems, so we thank you in advance for your patience in supporting us manage this.

Parental and Independent Travellers arrival on site: 9:15-9:30

Parental and Independent Travellers collection/leave site: 2:30 - 2:45

Transport drop off: 8:45 - 9:15

Transport collection: 2.50 - 3:45

We encourage independent travellers to walk or cycle to the College and avoid public transport where possible.

Bubbles

The children will be working in their own class 'bubble' and on some occasions the children will be in their larger year group/Key stage 'bubbles'. Shared equipment will be sanitised or stored appropriately at the end of each day.

Bubble 1 – Year 7

Bubble 2 - Year 8/9

Bubble 3 - High Needs

Bubble 4 - Years 10/11

Uniform

Children will wear their school uniform in September. We encourage children to wear trainers or trainer type shoes to school as their school shoes. This will enable children to enjoy PE sessions/outdoor learning without having to change. Initially, we do not require children to bring in their PE kits.

Attendance

If for any reason your child cannot attend school, please contact the office as normal. If the issue is for a prolonged period of time, please discuss with your class teacher in the first instance. This will enable us to support you.

Equipment

It is still recommended that we limit the amount of equipment brought to the college each day, therefore, only essentials can be brought in. If students don't need a bag, then please don't come with one. Please avoid bringing belongings from home into the college as much as possible. All hygiene products that are sent in with students must be clearly labelled.

Medication

If your child requires medicine in school, please ensure it is clearly named and bring it in its original box on the first day. This will need to be signed in at reception either by the parent/carer or escort from transport.

Covid 19

Please find attached two guides of what to do should your child develop Covid 19 symptoms at school or at home.

Social Distancing

It has been recognised that children may not always adhere to social distancing between themselves or adults. However, we have set up the classroom and outside space with control measures to encourage space between the children and staff where possible.

Playtime/ Lunchtime arrangements

All children will have an outside morning playtime as a bubble. This will be on a rota to ensure groups are at separate times. There will also be a further opportunity during the day to have some time outside for PE and other learning activities.

Children will also have a 30-minute lunch play outside with their 'bubble'. Hot lunches will be available as usual from the canteen. However, lunches will be eaten in classrooms and collected from the canteen. Each class will have their own set of cutlery provided daily.

Hygiene and Cleaning

One of the ways we are keeping children and staff protected and safe during this period is to use enhanced cleaning and hygiene routines. Each teacher will take responsibility for maintaining a clean and hygienic bubble, working with the children to increase hand washing, clearing their space and providing sanitised resources. Regular parts of the day will be used for cleaning high traffic areas, door handles, toilets, etc. and there will be increased cleaning during the day on site to maintain the college.

Communication with the office/teacher

We are not receiving parent/carer visitors on site unless there is an emergency or in exceptional circumstances. If you have any queries, please contact the College Office or your child's class teacher in the first instance. If you would like to speak to your child's teacher, please either email, DOJO or contact the College Office. Appointments can be made in exceptional circumstances so we can ensure that you and our staff are kept safe.

Curriculum

We are putting in place a 'Recovery Curriculum' for our students at the College. This involves a dual approach in supporting pupils with the transition back into full time school alongside helping them where they may need additional support. This balance of PSHE and well-being work alongside recapping learning and assessing progress will give all children the best chance to settle into their new year group and enjoy the broad and balanced curriculum we offer here at Manor Green College.

FAQ's and Preparing Your Child to Return

We are sure you will have other questions related to the return to school. Therefore, we have produced a FAQ document which gives more detail on a range of areas and is attached to this letter.

At the college we are all aware of the incredible effort it has taken from everyone to navigate this period. I want to thank you all for supporting the college in the recent months. We hope you all had a fantastic Summer Holiday. We are really looking forward to seeing you all together again. Please email **office@mgcollege.co.uk** if you have any questions regarding this information or any of the guidance attached to this email.

Best wishes

Tom Smith
Headteacher