



Lady Margaret Road, Ifield, Crawley, West Sussex. RH11 ODX

Telephone: 01293 520351

E-mail address: [office@mgcollege.co.uk](mailto:office@mgcollege.co.uk)

Head Teacher: Mr Tom Smith



26<sup>th</sup> May 2020

Dear Parent /Carers

Well done on your phenomenal efforts coping with such a challenging on-going situation.

I wanted to give you an update on where we are currently with the proposed re-opening of the College following the latest Government guidance to schools. We are moving towards a slight increase of numbers at the college after half term. Our Key worker and vulnerable students will continue as they have been doing to come into the College the week after half term (w/c 1<sup>st</sup> June).

However, from week beginning the 8<sup>th</sup> June we will be having our transition students who are leaving the college and GCSE students attend on part time timetables (families will be contacted directly to discuss arrangements). We will then need to assess the changes also take into account any updated guidance from the government before we look at increasing our numbers further.

We have had to consider many different variables whilst preparing for increased numbers at the college and these include:

- Social distancing
- Students understanding of social distancing and the challenges this presents within the college environment.
- PPE for staff in relevant situations
- MGC has a large group of staff who are unable to work for 12 weeks due to underlying medical conditions.
- Entrance and exit to the MGC building
- Transport logistics
- Reduced class sizes to no more than 6 students to facilitate social distancing within our classroom dimensions.
- Guidance states that students should not mix with other groups of students in the day meaning staggered lunch and break times and our building layout makes this very difficult.
- Risk assessments for all pupils, staff and the building.

Any increase in numbers at the college has to be with a sole focus around the health and wellbeing of everyone in our community.

**Free School Meals** - Vouchers have been issued to all FSM families by the college. If you have had any issues with this please contact [SBM@mgcollege.co.uk](mailto:SBM@mgcollege.co.uk)

**Attendance**- The Government have also made clear that any parents/carers who does not wish to send their child to school for the remainder of this term, will be supported and not fined. The College fully supports this and home learning will continue to be provided as is currently.

**Work / Contact** - Class teachers will continue to make welfare calls and set work appropriate for your child. If you require more work, support or something different please let your class teacher know and we will endeavor to support you to the best of our ability.

**Transition** - A key focus in having the year groups back to the college that have been identified is to support students who are moving on to new destinations. It is crucial that we ensure these transitions are successful ensuring a positive start for everyone. If you have any questions re transition please speak you your class teacher or email [office@mgcollege.co.uk](mailto:office@mgcollege.co.uk)

We would also invite students to help us in supporting transition for our new starters in September by:

- Draw and take a photo of a 'welcome' poster
- Take a video of a student waving or saying what they like about MGC

Please send these to [office@mgcollege.co.uk](mailto:office@mgcollege.co.uk)

Thank you for your continued support

With my best wishes to you and your family

Tom Smith  
Headteacher