

Principal: Mr N. Lowry

Westport Road
Tunstall
Stoke-on-Trent
ST6 4LD

Tel 01782 882300
academy@cas.coop
www.cas.coop



Co-op Academy
Stoke-on-Trent

26th May, 2020

Dear Parent / Carer / Students

Partial Return of Year 10 Students

My letter of Friday 22nd May (attached as an appendix) , set out that we were unable to open to Year 10 students on June 1st as planned as government guidance had not been published. The Department for Education helpfully published this on Bank Holiday Monday.

The [guidance](#) stated the following:

- The earliest date for secondary schools reopening is **Monday 15th June**.
- Secondary schools are being asked to offer limited face-to-face support to supplement the remote education of year 10, which should remain the predominant mode of education during this term for pupils in this year group.
- Working with the parameters set out in the guidance, you have the flexibility to implement face-to-face support for year 10 in the way that best suits your circumstances, including considerations around staff availability and workload.
- The assessment, based on the latest scientific and medical advice, is that we need to continue to control the numbers attending school to reduce the risk of increasing transmission. Therefore, you should limit pupils in year 10 to a quarter of pupils in school at any one time. For us this is 53 students.
- Some secondary schools may plan to use rotas. Where rotas are used, you should avoid split day rotas within the same day and ensure that only a quarter of children are ever in the school on any one day, so morning and afternoon rotas should not be applied.
- Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance as above.
- You should try to minimise the risks out of school, for example by considering how pupils travel to and from school.
- Any plans that secondary schools have made for pupils to return earlier in June should be amended to commence from 15 June.

Therefore, our initial plan to open, which I set out in my letter on May 22nd will still stand. **However, as per government guidance we now have to push the start date for this back to 15th June.** All parents who had been offered a place for the week beginning 8th June will now have a place for the week beginning 15th June. There is no need to re-confirm your place unless your circumstances change.

Key Worker Provision

The announcement by the government on 25th May that many workplaces will start opening up will increase demand for school places. However we are currently limited to what we can offer to parents.

- For students in years 7, 8 and 9 it is unlikely that we will open for them before September.
- For students whose parents are key workers (as defined in the guidance [here](#)) please contact us on academy@cas.coop and we will discuss your eligibility. Please note that the government has given no indication that it intends to widen the definition of key workers.

Stay safe everyone.

Yours faithfully,

Mr N Lowry

Principal

Appendix 1 - Please substitute the June 8th date for the new start date of June 15th.

Dear Parents, Carers and Students,

In my letter from 14th May, I stated that we were working on partially reopening based on two principles:

- We will initially focus on the students who have been most disadvantaged by this crisis. For example students who have been unable to complete the online work due to circumstances at home.
- We will then gradually build up the numbers of students when it is safe to do so. This will be reviewed on a weekly basis.

We have decided to initially open up for 30 students, in 3 small groups of 10. In this letter I will seek to give you a detailed overview of what we are offering and very importantly, the safeguards that we have put into place to ensure that this is successful. If this is working well and the health advice allows us to do so, we will offer provision to a greater number of Year 10 students.

Schools have been open to the parents of key workers and vulnerable children since March 20th and safeguards have been in place for this group.

What will learning look like?

- The academy will be open for 3 hours Monday to Thursday for this group.
- There will be staggered start times of 9am, 10am and 11am for each group of 10 students, named Groups A, B and C.
- Monday 8th June will be an introduction to Core subjects and an opportunity to begin catch-up work for option subjects on Google Classroom. The following Mondays will focus on option subjects. Some pastoral support will be available on this day.
- Tuesday will be for science, Wednesday for English and Thursday for maths. These will be 3 hour sessions with one of our teachers. The focus will be on catching up on the work that may not have been completed since closure. However this probably will not be your child's normal class teacher.
- Friday has been allocated as a "home learning day" with students completing independent tasks for their option subjects on Google Classroom.

Key concept - the "bubble"

If you have younger children, you may be familiar with how primary schools are returning. Government guidance at primary schools is to put children and teachers in a "bubble" in order to lower interactions with others and therefore reduce the chances of any transmission. We believe that this is sensible practice and therefore we have decided to initially follow that guidance.

Each group is a "bubble" of 10 students, 3 teachers, 1 assistant teacher and an allocated SLT member. Due to staggered start times and other safeguards listed below, **a child will not come into contact with anyone outside their group**. Teaching staff have been assigned to your group only and will not move between groups. As well as social distancing, this is the key concept to keep everyone safe. At the time of writing the "R" rate is still relatively high in Stoke-on-Trent. If any member of the group tests positive for Covid-19 then the whole bubble has to isolate for 14 days or until Public Health Advice is updated.

Please note that the key worker provision is separate. We cannot mix the key worker provision and the academic groups.

Changes in order to keep everyone safe

It is important to note that many of these safeguards are not new and have been part of our processes in the provision for key workers and vulnerable children. Some of the main changes are listed below:

- Use of largest teaching spaces to enable social distancing. The academy benefits from spacious accommodation and we are able to use this at this time. The three rooms we will be using are the library, F23/24 (two classrooms ordinarily with a partition wall) and our largest science lab F49. Students will sit in the same seat, in the same room for the duration of this period.
- All rooms and corridors have been marked out to comply with the 2m social distancing advice. Going above and beyond the government advice. My aim is to have a video ready to show the changes during half-term.
- There will be staggered starts and ends to the day, to keep students from congregating together outside or on their way to the academy.
- There will be no social time during the 3 hours, again to reduce the chances of transmission. All students attending will be provided with a “grab-bag” lunch as they are leaving the academy. Students will have a break built into each session but they will not be able to leave their desks.
- There is an allocated toilet block for each group, separate from the other groups.
- Windows will be open to ensure proper ventilation. Doors will be wedged open so that door handles do not have to be touched.
- The government guidance does not recommend the use of PPE, focusing on hand washing and social distancing. Students will wash their hands on entry to the academy, hand sanitiser will be readily available. If students wish to provide your own PPE or face covering we regard that as a personal matter.
- Students will have an allocated chromebook, pencil case and equipment. This will stay at the academy and not be used by anyone else.
- There will be a deep clean over half term and we have increased the cleaning schedule. There will be an increased number of site checks during this period.
- There will always be SLT members, first aiders and safeguarding staff on site.
- A full risk assessment will be approved by the governing body and the Trust in advance of the academy and the academy will not open without it. Please note that it is not the policy of the Trust to make risk assessments publically available.

If there you wish to discuss any of the above points to discuss please email academy@cas.coop. You may wish to read the government guidance to parents and carers, which can be accessed [here](#) and guidance on supporting home learning, which can be accessed [here](#).

As ever, stay safe.

Yours faithfully,

Mr N Lowry
Principal