

15th July 2020

Dear Parents/Carers

It would be usual that at this time of year that I would be writing to you all wishing you a joyful and restful summer holiday, reviewing the many student successes of this year and looking forward to new beginnings having completed the transition of our new year 7 students. I am proud to say that we can still celebrate student achievement and review our transition processes despite the significant challenges that we have all faced during the last academic term. I would like to thank all parents, carers and wider family members for supporting our young people and the community through this very difficult period. From an academy perspective it has been hugely motivating to hear feedback from teaching staff of the wonderful engagement of students to their new forms of remote learning. I also am very grateful to those who have written comments, emails or left messages to thank some individual staff members for their efforts during this period. It is greatly appreciated.

We have stayed open throughout the lockdown period providing care for children of key workers and for some of our other students. A huge thank you to all staff who have supported this whilst also teaching and providing feedback to students on our Google Classroom site.

It has been wonderful to see this half term the vast majority of our Year 10 students in the academy. Their engagement in their now twice a week academic tutoring sessions has been superb.

I know that many students across all the year groups, along with their families, will be concerned about being behind with their learning or will be anxious about returning in September. This week your child will have received a "google classroom" review document, the purpose of this document is to provide a measurement of their engagement in remote learning. There will be no further work or assignments uploaded to Google Classroom for assessment during the summer holiday, however students can still engage in any work that has not been submitted. All students will continue to have access to Google Classroom over the holidays. Teaching staff have organised assignments so that all work can now be found in the 'previous week's work'. Please be aware that teachers will not be assessing any work submitted during the summer break. If you require further explanation please contact the Academy on enquires@ripon.outwood.com prior to Friday 17th July.

I can assure you that we are taking every precaution possible to ensure that all on site are as safe as possible. However, for this to happen effectively, I need everyone on site to show social responsibility at all times. On our full return, we all must follow the rules and safety measures in place to ensure that we look after ourselves and everyone else on site. I know that you will support me in ensuring that your children understand and follow these rules. The overarching aim of our behaviour policy is to promote positive behaviour, to ensure our students grow into safe, respectful and responsible citizens and to allow them to learn in a calm environment. Our expectation of all students is that they **Be safe, be respectful, be responsible** now more than ever, our personal social responsibility helps protect both ourselves and others.

To support safety for all in the academy, we have put the following in place:

- A **one-way system** has been in place throughout the academy. This system will continue in September for all to adhere to for the safety of all students, staff and visitors.
- Markers on the floor in corridors at 2-metre intervals to ensure social distancing - this is to support all using the one way system, reminding them of the need to stay apart from others wherever possible.
- Allocated a seat for each student in classrooms, (teachers will decide on the seating plan)
- Safety posters throughout the academy.
- Increased access to hand washing and sanitiser products both in the academy and outside with newly installed external washstations - all on site must wash their hands whenever possible.
- Bins available in all rooms for used tissues as good respiratory hygiene is important - all students and staff must follow guidance of “*catch it, bin it, kill it.*”
- Students will not gather for assemblies at the start of the new academic year and the content of these presentations will be delivered virtually with students in tutor group classrooms rather than gathered as one year group.
- Opening of the entry gate at Bishopton Lane to allow students to enter the academy site in smaller and less condensed groups.
- To reduce transmission, all students will face the same direction when seated in classrooms and in the dining room
- In classrooms, tables have been moved so to that they face the same direction (as per the image below)



- In the dining room students will be informed by staff and displays which side of the table to sit at to support cleaning regimes. Please ensure that funds are added to your child's Scopay account before September if they need to pay for food at lunch time, unless they are bringing a packed lunch. Remember, there will be no food available to purchase at break time - please ensure your child has eaten before they come to school.

Year groups will now be kept together in ‘bubbles’, this is to reduce and limit possible transmission between students and reduce possible cross contamination in spaces etc. Each year group has:

- An allocated ‘zone’ within the academy and the vast majority of their lessons will take place in classrooms within this zone
- An allocated access to an ICT classroom, those year groups who are directly reliant on ICT technology to complete accredited courses have been prioritised for more regular access.
- Changed to year group Horizontal Tutor Groups, this is a change from the previous Vertical Mentor Groups. Information about your child’s new tutor group will be provided prior to the start of the academic year as well as on our website <https://www.ripn.outwood.com/learning-environment>
- A separate year group break and lunchtime (unfortunately we are no longer able to provide any food or drink at break time to accommodate the rolling year group sessions and increased cleaning etc).

Week commencing 7th September

Day and Date	Students in the academy	All students are expected to be in their new tutor room for 8.45am.
Monday 7th	None - INSET	This will allow for teacher and staff training of new systems and procedures. This will ensure a safe reopening of the academy site for all students.
Tuesday 8th	None - INSET	
Wednesday 9th	Year 7 and 8	Opportunity for the youngest two year groups to familiarise themselves with the new academy layout and expectations. Students will now only be allowed on site from 8.15am.
Thursday 10th	All year groups	Students will be able to enter the site through the bus park entrance on Clotherholme Road and the entrance at the rear of the building at Bishopton Lane. Students will now only be allowed on site from 8.15am.
Friday 11th	All year groups	Students will be able to enter the site through the bus park entrance on Clotherholme Road and the entrance at the rear of the building at Bishopton Lane. Students will now only be allowed on site from 8.15am.

New Timetable Structure

WK1	8:30-8:45 tutor room available	Tutor [T] (8.45- 9.05)	P1 (9.05- 10.05)	P2 (10:05- 11:20 inc. break 10:20- 10:35)	P3 (11:20- 11:50)	Lunch (11:50- 12:20)	P4 (12:20- 13:50)	P5(13:50- 14:50)
WK2	8:30-8:45 tutor room available	Tutor [T] (8.45- 9.05)	P1 (9.05- 10.05)	P2 (10:05- 11:20 inc. break 10:20- 10:35)	P3 (11:20-12:50)		P4 (12:50- 13:50 inc lunch 13:20- 13:50)	P5(13:50- 14:50)

The School Day will be slightly different to the one that your child has been used to. The times have been altered so that each year group has a separate break and lunch time. We will also running a two week timetable to ensure all subjects receive equal amounts of teaching time over the course of the year, whilst still maintaining separate lunch breaks for each year group.

Student Uniform and Resources

Please ensure your child brings with them a school bag (large enough for an A4 folder) students will be required to carry their books with them. Students will receive their planners on their first day of return which then must be brought into the academy every day.

In September students will be expected to attend the academy in full uniform, please ensure that new uniform where required is purchased to arrive prior to the end of the summer holiday. I know that during this period of time many students may have changed their hair colour and grown accustomed to wearing nails and make-up, therefore, I would like to take this opportunity to remind you of our uniform expectations:

- Full Academy uniform is expected at all times including uniform for PE - PE kits **MUST** be brought to school on PE days the use of shared school PE uniform is discouraged.
- Plain black socks when wearing trousers
- Plain black tights (at least 40 denier) when wearing a skirt
- Plain black shoes should be worn, they must be free from embellishments and decorations. **No** trainer like shoes, boots, pumps or canvas shoes will be allowed, heels should be no higher than 2.5cm/1 inch.
- **No** jewellery except a wristwatch (smart watches which connect to the internet are not permitted)
- Make-up must be very discrete, fake eyelashes must not be worn
- **No** nail varnish or false nails, hair must be a natural colour
- Chewing gum, fizzy drinks (including energy drinks), sweets and crisps are **NOT** allowed on site. We are a healthy eating academy. Students may wish to bring a refillable water bottle – there are water stations in the dining room where free fresh water can be accessed. Please note that students **MUST** have a water bottle to be able to use these water dispensers.

All students have not been present in uniform in the academy for an extended period, please check the sizes of the uniform of your child and if you require new items use the link below:

www.trutex.com

If you do not already have an account select 'Create an Account' and add LEA00642SC which is the code for Outwood Academy Ripon.

Equipment

To be safe for all, it is essential that students also have their own basic equipment (pen, pencil, ruler, rubber, sharpener, glue stick) sharing of resources will be limited. Teaching staff at Outwood Academy Ripon would promote students bringing different coloured pens (green and red) if students can do so, this will allow increased levels of guided self assessment during a period of teacher assessment restrictions. It is recommended that students bring their own calculator to the academy, in their bag, on the days they have maths and science. Sharing of resources is discouraged in government guidance.

Hygiene

We will continue to promote good personal hygiene to limit the spread of this virus and maintain a safe environment for all. Please wash clothes often, students will be encouraged to wash their hands with soap whenever possible, use the hand gel in every room, try not to touch other people or items unless necessary avoid touching their faces.

Transport

The government guidance is that wherever possible, students should use alternative ways to travel to and from school rather than public or school transport. Given the size and nature of our catchment area we appreciate that this is not possible for many of our students. We have communicated with the school transport team at North Yorkshire County Council (NYCC) who are awaiting final confirmation of guidance from the Department for Education (DfE). They anticipate that they will be releasing information shortly and will do so directly to schools, parents and carers.

If your child arrives by public transport, the government guidance states that they **MUST** wear a face mask on the vehicle. We have a bin for students to safely dispose of these items, reusable face masks must be placed in a sealable plastic bag and put safely in their bag until the student requires them for their return journey.

Due to our bike store being in one designated area, we encourage students to minimise contact with the fixed components of this structure. They must utilise the washing station next to the HUB immediately after locking their bike or scooter at the start of the academy day and prior to collecting it at the end of the day.

Contact with parents and carers

Everytime a new visitor comes into the academy, for everyone's safety, we will need to deep clean that area. Therefore, visitors are only allowed onto site in exceptional circumstances, e.g. to collect an ill child. Any conversations with staff must be by telephone and pre-arranged unless it is an absolute emergency. Our priority is to be with and support students in the academy. Please contact us to arrange a time for discussion by phone during the academy day on 01765 604564 or via email on enquiries@ripon.outwood.com or via our contact page on the website <https://www.ripon.outwood.com/contact>

At present we do not believe we will be able to hold events in the academy as we would normally do so such as parents evenings or open evenings. This is currently being investigated as to how best to be able to communicate this information in a virtual capacity.

Please remember that we do need to be able to make contact with you. If you have changed your contact (phone number or email address) details please inform us of any changes. Please also consider following the academy Facebook page 'Outwood Academy Ripon' and our Twitter account '@OutwoodRipon'.

Attendance to the academy is vitally important

From September attendance of the academy will become compulsory once again. Please **do not** book holidays during term time as this will be counted as an unauthorised holiday and may incur a fine. Students must be in the academy unless they have Covid-19 symptoms, are too ill to leave their home for another reason or we have been informed of a prior appointment. Positive attendance is critical for your child to succeed. If you know that your child is going to be absent, please telephone the Academy where possible before 8:45am.

Please be reminded that the government has provided guidance on holiday destinations that are exempt from quarantine measures, however travel to those countries not on the approved list requires 14 day self isolation after the return date. Please notify the school if you think this may affect your child's attendance in September.

Our Academy will look and feel different in September, this may be unsettling for some, however, everything we have done is to support the safety and welfare of all within it. If you have any specific questions please contact us. Please note that we close on Friday 17th July at 2.50pm if you have any concerns after this time please use enquiries@ripon.outwood.com or our contact page on the website, www.ripon.outwood.com. There will be a delay in response but someone will get back to you as soon as possible.

I hope that you all do have a wonderful summer and look forward to seeing all students return to education in September.

Yours Faithfully



Mr W Pratt

Principal

