Executive Principal: Post 16 Education: Mr D Holtham BSc (Hons)
Chair of Governors: Maurice Miller BComm FCA

Chief Executive Officer: Sir John Townsley BA (Hons) NPQH

16 July 2020

Dear Parent/Carer

Return to college arrangements September 2020

I do hope that my letter finds you and your family safe and well. I did say in my most recent email that I would let all students and families know the detailed arrangements that we are putting in place to fully open the college in September. Can I apologise in advance for the length of this letter, but please read it carefully to ensure you are clear about the way forward.

As I am sure that you can imagine, since the government announced its plans for all students to return to compulsory education in September, we have been working tirelessly to develop a plan that encompasses our three core aims:

- To provide all students with a full-time high-quality education programme
- To provide a safe environment to staff and students which reduces the risk of transmission of coronavirus to the lowest reasonably practicable level
- To provide an engaging post 16 experience for all students

Working together with Sir John Townsley (Chief Executive Officer), Mr Miller (Chair of Governors) and Mr Marshall (The GORSE Academies Trust Director of Health & Safety), we have developed a plan which meets, and in several areas exceeds, government expectations for a safe return to education this September.

A goal of our planning has been to maximise the educational progress that all students will make with us next year in an environment that is as safe as possible. We are mindful of the time already lost and the desire that we all share to provide the right conditions in which our students can prosper. As you will know the college has been open to a limited number of students, each day since 15 June. We will build upon the systems and processes used during this time as we move to full opening in September.

The full government guidance (https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term) is clear that prevention is of paramount importance and places responsibilities on the college to ensure that:

1. Contact is minimised with individuals who are unwell with coronavirus or its symptoms.
2. Hand cleaning takes place more regularly than usual.
3. We ensure good respiratory hygiene and promote the ‘catch it, bin it, kill it’ approach.
4. We introduce enhanced cleaning of the site, especially frequently touched surfaces.
5. We minimise the contacts and mixing between people and that social distancing is maintained.

Arrangements to minimise contacts and mixing

- Students will operate in Year group 'bubbles'.
- Wherever possible students from each 'bubble' will be separated.
- The Year 12 and 13 bubbles will operate within a separate timetable.
- Year 12 and 13 lesson start and end times, break and lunch times will be spaced.
- Students will spend a full day in one subject only.
- Students will only attend college on their specified subject days.

Year 13	Start	Finish	Length of Session	Year 12	Start	Finish	Length of Session
Period 1	9.00	11.00	2 hrs	Period 1	10.00	12.00	2 hrs
Break	11.00	11.15	15 mins	Break	12.00	12.15	15 mins
Period 2	11.15	12.45	1 hr 30 mins	Period 2	12.15	14.00	1hr 45 mins
Lunch	12.45	13.15	30 mins	Lunch	14.00	14.30	30 mins
Period 3	13.15	14.45	1 hr 30 mins	Period 3	14.30	15.45	1hr 15 mins
			5 Hours total lesson time				5 hours total lesson time

There will have to be some compromises, but we feel that this will be the most effective way to deliver the curriculum in these exceptional circumstances. This is a system that will allow us to protect the 'face to face' lesson time of each student in each subject.

To ensure that all students fully understand the systems and procedures that we will be putting in place to keep them safe, we will also be operating a phased return to the college. The table below outlines the induction times that Year 13 students will be required to attend college on **Thursday 3 September.**

Luther King and Yousafzai		
Time	**Activity**	**Location**
9.15-9.45am	Arrival and registration	Reception
9.45-11:00am	Tutorial Session	Various
11:00am	Departure	

Earhart & Hawking		
Time	**Activity**	**Location**
1.15-1.45pm	Arrival and registration	Reception
1.45-3.00pm	Tutorial Session	Various
3:00pm	Departure	

- Attending the induction session is vital. It will allow us to outline the way in which the timetable will operate next year and explain, in detail, the systems and controls that will be in place to safeguard both staff and students.

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- The full Year 13 timetable will then commence on **Monday 7 September.**
- The dress code of the college is unchanged.

Transport

We recognise that for many students they will be travelling to the college using public transport in September. The Trust has discussed the operation of this with West Yorkshire Metro and I can clarify the following arrangements for you:

- We strongly recommend that alternative travel arrangements to using college or public transport are found and hope that the amended start times help with this.
- The college bus routes will operate as normal, adjusted for the new timings. Details of these will be posted on the college website.
- Students will not travel to college in their own 'bubble' on either college or public transport.
- Students will sanitise their hands upon entry and exit from the bus.
- Students will not be expected to socially distance on the college bus.
- Students will be expected to wear a face covering whilst travelling on any college bus or public transport.
- On arrival at the college, students will need to place their face covering in a sealed bag which needs to be placed in their college bag.

I hope that this letter has answered your immediate questions in relation to your son/daughter's return to college. It is my intention to write to all families again during the summer break to outline additional details of on-site procedures, including publishing full details of the risk assessment we will have in place to keep everyone safe. If, however, in the meantime you have any questions/ concerns, please contact us via info@elliotthudsoncollege.ac.uk.

I wish you and your family a relaxing summer break.

Yours sincerely

David Holtham
Principal

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