

Dear Parents/Carers

17th July, 2020

Well! After what seems a very long and continuous 5 months, we have finally reached the end of term and I wanted to just give you some final updates/information so that you feel prepared for your child to return in September or, for our 'leavers' parents/carers you know what to expect re exam results and next steps.

Government Guidance and revised Risk Assessment/Protective Measures

You can find the most recent document called 'Guidance for full opening', which was issued a couple of weeks ago by the DfE, on our website under the 'Return to School' tab. As you would expect I have taken each section and used the guidance to amend our current Risk Assessment. As I write this is almost complete but you can see any changes to the current Risk Assessment in Bold – again this will be on the Return to School tab on the website. I am pleased to say that much of what is advised, we already had in place, so there have been only minor changes to the document. Please be warned it is very long, like the new guidance, so I will excuse you if you don't manage to read it all! To reassure you - we are following the current guidance re social distancing, hand washing and sanitisation, non-entry of staff/students/visitors with symptoms and keeping the mixing of staff between sites to an absolute minimum to comply with the advice given as a minimum.

All I ask is that you have a conversation, or several, with your child to remind them to respect the protective measures in place in September, in order to keep everyone safe. My own experience of being in school this last few weeks since lockdown measures were relaxed has been that most children have been most co-operative and supportive but there are some who need to understand better the reasons for the measures being in place eg. protecting your own family from infection by social distancing at school and following the guidance in place.

Exams Results Day & CAGs

Exam results will be available on August 20th, 2020. In order to minimise the risk of infection we are offering you four options for collection of these results. We may well have been in contact with you about this already but if we have not, **please contact school (by email/phone) before the close of play on Tuesday 20th July** to let us know which option you would like:

- we can **email** the results to your son/daughter on the morning of the 20th August. Please note we cannot email the results to you as Parents/Carers.
- we can **post** the results to your child – these will obviously arrive a couple of days later (we may be able to deliver by hand locally)
- your child can **collect** their results on the day in the morning by appointment only – you must call

us to let us know you require this option and we will give you a time for collection. You will have a 10 minute appointment with us where we can also discuss any support with College/Training that you may need as a result of receiving your grades.

- your child can **phone** for their results on the morning of the exam – again we cannot provide these to anyone other than the child so they must make the call

As you are probably aware, the government have agreed for there to be an **Autumn Series of examinations** which your child can sit if they wish. These exams would take place on the Meadowbrook site where your child attended school. Should your child wish to sit an exam in any of their subjects in the Autumn Series we would need to know as soon as possible and certainly by the first week back in September so that we can submit entries as soon as possible. You may wish to wait until your child receives their results before making a decision.

Year 11 students with/without ‘Destinations’

We have been working hard over the last few weeks since Year 11s were allowed to return, to ensure that all of our students have a destination for September/the Autumn Term (depending on when Colleges/Training Providers open) . We are extremely pleased to note that there are not many students who do not have a confirmed destination and we are very proud of the work that staff and students have put in to secure that destination before the end of term; we still have a few to go!

We have plans to support your children through the Summer where needed and into the Autumn term – many of you have said your child is ‘all organised’ and raring to go; they can’t wait to get started on their new course/job! This is great news. However, some of you have asked for our help and we will continue to do that. Again, any support will be discussed with you personally and will be provided on a bespoke basis for your child. Our aim is that all of our students transition smoothly and stay in their next step for the long term.

Start of September

We reopen on the 1st & 2nd September for training and preparation for the new term and will begin to make contact with students on the 3rd September. As you will appreciate we have a number of staff and students who have not been on the school site since March. We are going to make sure during the first couple of days available, that all staff and children are ready, prepared, feel confident and comfortable to return to school. We want them to have a really positive start to the new term and **will be in contact with all children** on the 3rd or 4th September to make an individual plan for each student. This may involve coming on to site for some students, others will receive a telephone call or a visit to the home. We will also require students to complete a short questionnaire in preparation for their return. We also have new students joining us and their inductions will commence on the 3rd September. **School will start ‘proper’ for all students on Monday 7th September** and you will know on Wednesday 3rd or Thursday 4th what your child’s timetable is and when their first day will be.

For information: our West Bar site is undergoing works throughout the Summer holiday period, which are due to finish on the 4th September. For Health and Safety reasons there will be limited access for staff and students to the school site until the 7th September and visits will be by appointment only.

The Discovery programme (The Orchard, Abingdon) is moving to The Forum in Kidlington but legal completion on this building is not expected until the 1st September so students on Discovery will commence on Monday 7th September.

Home to School Transport – Taxis

We will arrange for your child's taxi to pick them up in September and notify you of their start date when we call you in September. We do not have confirmation of these arrangements to share with you at this time and there may be changes to the guidance over the next few weeks so we do not want to commit to plans just yet. We do know that there are changes to the number of children who are allowed to be transported in each vehicle and this may have an impact on your child's journey/pick up time and on their arrival time at school.

You will in the meantime receive a letter from OCC Transport updating you about Home to School Transport sometime during the holiday; you should have received a letter today from OCC with relevant telephone numbers for you to call should you require assistance with transport for your child. If you have any concerns about transport for your child please contact OCC in the first instance, or your child's Team Leader/Assistant Headteacher in September.

End of term

It has been a very strange 'end of term' as we have not been able to say goodbye to you all in person, particularly our 'Leavers' who would have usually had a lovely last day at Graduation. However, we have made contact with all students this week and wished you all a happy holiday – free from Covid-19 'Lessons' pressures and hopefully time to relax, refresh and get ready for a new term.

I have written to all students who are leaving us, in their Records of Achievement, and genuinely extend the opportunity to all of them to come and visit us in the future to let us know what path they have taken and how they are progressing in their next step – please do contact us to make an appointment should you wish to do this in the new academic year. We will of course see some of you on Results Day.

Term finishes on Tuesday 21st July. I moved the INSET day to Monday 20th in order to cause the least amount of disruption to those students who had only recently joined us and to be able to work with year 11 students for as long as possible. Some of you may receive a phone call on Tuesday as we aim to tie up any loose ends or speak to you about plans for your child for the Summer holiday period. Telephone lines will not be manned on Monday 20th July.

Contact over the Summer Holiday

Telephone lines on the school site will not be manned in person during the Summer Holidays. If you need to contact us in an emergency we will have a diversion set up to deal with your call. We have spoken to all parents and explained that your first port of call in the event of you needing emergency assistance in the holiday is the police 111 or 999 and/or social care – you should have the number of your social worker where appropriate – please contact us next week if this is not the case. You can also contact officeox@meadowbrookcollege.org at any time. Please note this may not be picked up for a few days.

Building update

Please check out our website over the holidays for updated photographs of the new build at the Oxford site. The building is progressing well now, following delays during the lockdown period, and we are scheduled to move into the new building in November. All students on the Oxford site will have the opportunity for a site visit/tour in the new academic year and will be the first students to occupy the new building. It is a fantastic building and we are very fortunate to have the opportunity to have such a facility for our students.

If there is anything that you think I have missed that would ease your anxieties for September please let me know. I have tried to keep you as worry free as possible during these times so your feedback and input is very welcome indeed.

I would like to close by thanking you for your support over the last five months. I personally think that 'we' have all been amazing – and that includes you. Your resilience as parents/carers has been tested beyond belief – as you juggle between managing your own homes/jobs/families during these times and still working so closely with us in order that we have all managed to do the best for your child during the closure/partial closure/lockdown – whatever stage we were in at the time! I can honestly say that this has been one of the toughest times I've experienced in my career but one of the most humbling and one which has shown that true partnership working with parents/carers, and those who support you and your family from other agencies, really does make a difference to the life chances of those in our care.

We are off for a break which I hope you all agree is much deserved. Thank you for thanking your child's teachers/leaders – it is much appreciated – I am in awe of my team and proud to be the Headteacher of such a passionate bunch!

Take care of yourselves and your families and stay safe.

Nicola