



Notley High School & Braintree Sixth Form

Executive Headteacher and CEO of NEMAT: Rob James



5 November 2020

Dear Parents/Carers

As you are aware there will be a month-long lockdown starting this Thursday. We had a very successful return to face to face education last half term and we have been very pleased with how students and staff have adapted to the changes in procedures at school. We will aim to continue to provide your children with a safe and secure learning environment during the next phase of the pandemic.

The national number of cases continues to rise, and our local area has seen an increase, though case rates per 100,000 are below the national average. We have managed a small number of positive cases within our school community effectively and we hope that the measures we put in place will continue to provide effective protection.

To support us in keeping our school community safe and operational, we require all students to have a face covering with them each day unless they are exempt. We have a minority of students who might forget a covering occasionally, and we are able to provide them with one at a small cost of 50p charged to their ParentPay account. It is crucial we all play our part to keep each other safe, so please make sure face coverings are part of the daily checks before students leave home.

We would appreciate your support in stressing the need to be mindful of local residents when walking to and from school. If students are in groups, they should wear face coverings, if they are walking past other pedestrians, they should give space and be polite.

Since the start of this academic year, we have tried to minimise the number of visitors to the site. Parents/carers should not try to access the site without a prior appointment. Please call Campus Reception if you need to make contact and we will attempt to manage all issues over the telephone or through online meetings. Parents/carers should not come onto site to drop off or pick up students or drop off equipment; please ensure that students have everything they need before they leave home.

Contingency Plans

If there is a rise in case numbers, we will adopt the following principles:

- Identify positive cases and close contacts – students or staff who test positive will be required to isolate for the required period. During this time students should access their lesson work via Teams. Where feasible students will have live lessons through joining the existing lesson in school or a specific one delivered by the teacher.
- Closure of year groups – if there are a number of cases within a bubble it might become necessary to close a whole year group for a period of isolation. Another reason for the closure of a year group would be high levels of staff absence that mean we cannot safely open for all students. In this case, we would use a daily rota to minimise impact. When a year group is closed, staff will set work on Teams as above.



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- Two-week rota – if local rates continue to rise, the local area could be put into a category where all schools are required to move to a two-week rota. The details of the rota arrangement will be confirmed at the time. Lessons will continue in-school, and staff will set work on Teams for those students at home. Subject to staffing levels, live lessons may not be possible in this scenario.
- Full closure – if staff absences or cases require us to close for a period of isolation, the whole school might close. In this case we would set work for all students via Teams, prioritising live lessons where possible.

To assist us in our planning for students working effectively from home, Mr Taylor will be sending a link to a survey about access to IT facilities at home. Responses to this survey will help us to understand some key issues about how households can access remote learning if we need to fully or partially close. Please respond to help us understand issues and adapt our plans for any closures.

Yours faithfully

Mr R James
Executive Headteacher/CEO NEMAT

Dr C Cusick
Head of School