

Monday 23<sup>rd</sup> March 2020

Dear Parent / Carer

Thank you for your patience with us during these unprecedented times, where schools have been required to set up unique provision across multiple aspects of our organisation in incredibly tight timescales.

More guidance has come out from the Government over the weekend with a strong emphasis on **keeping your child at home unless you are absolutely critical to the effort to combat COVID-19**. We also have a duty of care to our staff.

In order to deliver provision over the coming weeks and months, in line with this guidance we have worked on 3 core principles.

1. First and foremost, before the education of students, the health and welfare of our community is our priority whilst we do our best to support critical front-line key workers.
2. To reduce the number of students in school as much as possible.
3. To reduce the number of staff in school as much as possible

We have therefore made the decision that if students are in **year 10 - 13 there is only provision for students with an EHCP or they are a Looked After Child. This means we are unable to provide a provision for children of keyworkers in year 10 – 13**. Our view is that these students are old enough to look after themselves and therefore it is not critical or essential that they are looked after by the school.

If your child is in year 9 or below and you meet the key worker criteria, have an EHCP or are a looked after child there is provision available but again we would urge you to only use us if absolutely necessary.

### Children of Key Workers

If you completed the Key Worker form and have a child that is in year 7 – year 9 then there is provision for your child/ren, unless you have been specifically contacted by telephone.

It is essential that you have provided a copy of your key worker ID (i.e. payslip identification, ID badge etc). You will either have attached it to the Nene Education Trust form when you returned it or you will ensure a copy is brought to school on the first day where it will be signed off by a member of staff.

### Timings of The Day

- The school site will be open from 8am – 4pm.
- Activities are planned between 8:45am and 3:15pm.



# MANOR SCHOOL SPORTS COLLEGE

- There will be two lunch sittings with younger students having lunch first and older students in the second sitting.
- Students should enter by the small gate at the front of school and will be directed straight into the Technology block via handwashing facilities.

## Work and Activities

- There is a scheduled timetable for each day
- A full timetable of activities has been devised using the home learning materials, facilities at school and staff specialisms. We have tried to maintain a broad and balanced provision for our students.
- Lunch will be provided for all 'in school' staff and students but students may want to bring their own snack.

## Bus Routes

There will be two bus routes that students will be able to use.

### Route 1:

- 7:55am Irthlingborough - The Cross
- 8:05am Rushden – Rectory Road/Portaland Road
- 8:10am Rushden – Skinners Hill
- 8:15am Higham Ferrers – College Street/Kimbolton Road
- 8:25am Stanwick – Village Hall  
Students who attend Stanwick Primary School in Y3-6 should get on the bus at this stop
- 8:35am Manor School Sports College – drop off KS2 & 3 students
- 8:40am Windmill Primary School

### Route 2:

- 8:05am Thrapston – opposite the Fire Station
- 8:15am Woodford Primary School
- 8:25am Ringstead – outside the playground
- 8:35am Manor School Sports College – drop off KS2 & 3 students.
- 8:40am Windmill Primary School

A member of staff will meet students at Woodford Primary School and Stanwick Primary school to accompany them to Manor School Sports College and Windmill Primary School. For students in KS1 and KS2, parents must wait with the students at the bus stop until they are collected.

## Uniform

**It is not necessary for students to wear school uniform.** However, we are asking for all staff and students to wear a clean change of clothes each day. We also strongly advise everyone to follow NHS protocols of removing and washing clothes on arrival at home each day.

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# MANOR SCHOOL SPORTS COLLEGE

We will be participating in physical activity most days so if students can wear loose, comfortable clothing and appropriate footwear this would be really helpful

## Continued Provision of Education For Students Working At Home

- We have met with to discuss plans for how we will continue to ensure your child is able to access educational material either on site if they are eligible to be in school or remotely.
- We have discussed how we can ensure we maintain communication with our students who are not onsite during this time.
- We have ensured that learning resources for all year groups are available.

## Free School Meals

If you are eligible for free school meals (FSM) you should have received a separate communication.

If you have not received this communication and were expecting to, or if you have any queries about FSM please contact the dedicated email address: **[FSM@neneeducationtrust.org.uk](mailto:FSM@neneeducationtrust.org.uk)**

## Health, Wellbeing and Safeguarding

The health, wellbeing and safeguarding of our students and staff is our highest priority at all times.

With this in mind all Manor students who are off-site will receive a **weekly welfare email** from a member of Manor staff to check in with them. We expect students to respond to this every week so that we know that they are OK.

Similarly, if as parents and carers you have any concerns at all about the health, wellbeing or safeguarding of your child/ren please email our Senior Designated Safeguarding Lead, Sarah Mitchell on [smitchell@manor.school](mailto:smitchell@manor.school)

Thank you once again for your patience and support at this challenging time. We wish you and your family well. Please look after each other and stay safe.

Yours sincerely

Jay Davenport

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