



Chapel House, 5 Shawbridge St,

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Dear Parents

Hopefully you have all managed to come through lockdown relatively unscathed.

This letter is to provide you with details of the re-opening of the tuition centre. The government only gave us the go-ahead to open at the beginning of the summer holidays, at which point we did not feel it would be safe to do so, therefore our intended opening date is Monday 7th September.

Obviously things will be a little bit different in order to keep everyone safe. We have carried out a risk assessment which has resulted in the list of measures below. We are putting these in place in order to facilitate safety. We hope this will give you the peace of mind that we are doing our best to protect your children.

Organisation

- We will re-open on **Monday 7th September**
- There will be staggered start and finish times in order to keep your child within their own tutoring group. We will inform you of your start and finish time closer to the beginning of term.
- It is very important that you stick to these times to avoid the mixing of tutoring 'bubbles'.
- We will be operating a one way system where children arrive at the usual door into the waiting room and leave by the other door. Doors will be kept locked at all times.
- Although we normally love to see and speak to parents we are taking precautionary measures and ask that you drop your child at the door. Teachers will escort your child out of the door next to the stairwell at the end of their lesson. You will be able to wait on the carpark to collect your child. If you are happy for your child to walk home or to another pre-arranged meeting place then please let us know.

- Please don't feel we are shutting you out and do e-mail or call us if there is anything you wish to discuss.

Health and Safety

- Although the government guidance does not insist upon it for groups of our size, children will be socially distanced both within their own tutoring group and, as always, from other tutoring groups.
- Physical barriers will be in place where possible and children will be seated apart from each other.
- In order to reduce the risk of transmission, staff will be wearing face shields and as far as possible will assist children from a distance or from behind.
- Sanitiser hand gel will be available within each teaching area which children will be required to use on entry, exit, following a visit to the toilet and if they have coughed or sneezed (tissues always available). Soap and water will be available for anyone who is unable to use hand gel.
- Toilets will be cleaned after each visit.
- Desks, computer equipment, chairs and door handles will be cleaned between each teaching session.
- Each child will be given their own pack containing all required writing and maths equipment. This will be kept in the centre until their next lesson.
- We ask that children do not bring anything from home although they may bring their own water bottle.
- Any books or paper based resources we use will be contained within a plastic covering used only by a single child.
- To reduce the risk of transmission, homework will be e-mailed and we ask that you email it back to us.

Remote Learning

- As we will be unable to mix 'bubbles' any catch up lessons will be conducted via remote learning using the zoom platform. We will also offer this should your child need to isolate at any time or if we are placed in another lockdown.

Covid-19 Symptoms

- Staff and students **MUST NOT** come to the centre if they have any covid-19 symptoms.
- Staff and students will be sent home if they display symptoms. Students will be isolated whilst awaiting collection.