**Trust Office**

**C/O Yewlands Academy**

**Creswick Lane**

**Sheffield S35 8NN**

**Tel: 0114 232 9010**

**E-mail: enquiries@brigantiatrust.net**

**Website: www.brigantiatrust.net**



17 March 2020

Dear Parent/Carer

We are continuing to navigate our way through an unprecedented and constantly changing national

situation.

**Advice on Self-Isolation**

The key advice is that if anyone in your household has symptoms of COVID-19 please self-isolate for

14 days and ensure you follow the Government's guidance;

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Students who are unable to attend Sixth Form due to self-isolation should email their Academic Tutor. Registers will be marked with a P mark which will not count against students’ attendance record.

**Adjustments**

As a Sixth Form we have made some adjustments with immediate effect:

All trips and visits have been cancelled

Any planned activities involving external visitors have been postponed, including meetings with parents/carers.

**Sixth Form Closure**

There is a great deal of discussion nationally about whether the government may order future school//college closures. We are planning for every eventuality including a full closure and should that happen at a future date we will be well-prepared. However, we do know that we currently have a significant number of staff who are following government guidance and taking the precautionary action through self-isolation.

Therefore, as of Wednesday 18 March 2020 until further notice the Sixth Form will run lessons where possible. Facilities for independent study will be available where it is not possible to run lessons due to staff absence.

We are in the process of making arrangements for on-line learning and printed resources to support students working independently or working from home in the event of a full closure. This includes material to support students who are researching university places and beginning personal statements for UCAS applications.

Students should only come in to Sixth Form for lessons and/or independent study in the Independent Learning Centre. In line with Government guidelines on reducing social contact, we will be closing the Sixth Form café at 1.30 and students will be asked to leave the site when they have finished lessons.

**Registered in England No. 8506178**

**Registered Office:**

**Hinde House 3-16 School**

**Shiregreen Lane**

**Sheffield S5 6AG**

**An exempt charity**

**Chair: David Drayson**

**Directors: Kevin Clifford**

**Lisa Mitcheson**

**Mary Pepper**

**Jane Robinson**

**Nicola Shipman**

**Alison Warner**

**Chief Executive Officer: Mike Westerdale**

**Brigantia Learning Trust**

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**Bursary and Free Meals**

The Sixth Form will continue to provide Bursary support and free meals to all students who are eligible. We will let you know arrangements for continuing this support in the event of a full closure.

We do not yet know how our School will be affected by staff absence in the future and should high levels of staff absence persist and increase this may mean we have to make changes to how we operate again and we will communicate that with you either by letter, text or website. Again, we have developed plans for a range of eventualities.

**Examinations**

We are very aware that this is a particularly stressful time for students who are taking external exams this year. While it is too early for the government to have provided schools with specific information, we do know that the Qualification and Curriculum Authority and the major exam boards are engaged in contingency planning. We will do everything we can to ensure the students are well-prepared to take their exams and in the meantime the best thing they can do is continue as usual with their assignment work and revision.

**Support**

Our staff will do everything they can to reduce any anxiety young people, parents/carers or staff may be feeling at this time. We are mindful of the fact that many people will be worried about vulnerable relatives and friends. We will encourage conversations around the Sixth Form to be based on fact and will seek to address misinformation.

We are aware that a small number of pupils have particular conditions which may make them feel

more vulnerable. Please do not hesitate to contact the Sixth Form directly if you wish to talk to us about a specific concern.

**Hygiene**

We will continue to remind all students and staff of the vital importance of good hand and respiratory hygiene as an essential part of slowing the spread of the virus. We will continue to update you on our response as the situation develops.

I remain grateful to you for your support at this challenging time.

Yours faithfully

 

**MIKE WESTERDALE MO NISBET**

**CEO Sixth Form Principal**

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