



Castle Donington College

Principal: Mrs Julie Sheppard

Vice Principal: Mr Nathan Barratt

Assistant Principal: Mr Ben Wilkinson

JS/LD/C5

28th September 2020

Dear Parent/Carer,

We are now over half way through the first half term and I write to commend our pupils for their brilliant response to our Covid-safe procedures. We know that many of the measures we have introduced are testing for our children and staff. However, it is overwhelmingly apparent that the College community really do understand the need for and the importance of the changes we have put in place.

We are constantly reviewing our risk mitigation processes and following the government announcement of a national increase in positive Covid-19 cases, we feel it necessary to take further action in order to reduce further the number of close contacts an individual pupil may have during the day.

At the Leicestershire Headteacher meeting on Friday, I received updates from education leaders at the Local Authority. Although numbers of positive cases are low in Leicestershire, there is a growing acceptance that it is only a matter of time before the virus reaches our schools.

Therefore, from tomorrow, Tuesday 29th September, all pupils in Years 7, 8 and 9 will be taught in one classroom for all their lessons, with the exception of Maths, Year 9 Science and practical PE. In addition, pupils will be allocated a desk in accordance with a set seating plan and will be expected to remain in this place for all lessons. We appreciate this is going to be difficult for some pupils and we ask for your support in encouraging pupils to understand why we have introduced these plans.

The measures are necessary to reduce the number of close contacts and so we can easily trace a pupil's close contacts in the event of a positive test or a pupil showing symptoms.

It is not possible to implement such a rigid seating plan for pupils in Years 10 and 11 due to the range of option subjects. However, seating plans are in place for all lessons, so we know who the close contacts are for every child.

We have presented this information to pupils today during Tutor Time. In light of the changes, we have updated our Risk Management Plan and our A-Z Parent Guide; both of these documents are on our website, for your information. I enclose with this letter, a guide to parents and carers regarding the possible range of circumstances you may be faced with should your child fall ill.

I wrote on 11th September to inform you of the action we will take should we have a positive case. These are still uncertain times and it is vital that we continue to work together and follow the national guidance. Please help us by regularly reminding your child of the part they play and their responsibilities in and outside of College.

As always, I am grateful for your support. Please do not hesitate to get in touch if you need further information.

Yours faithfully,

Julie Sheppard
Principal