**30/03/2020**

**RE: Transition September 2020**

Dear Year 6 Parents and Carers

In light of the current situation with the Coronavirus lockdown I wanted to share the contingency plans we have created to ensure a smooth transition to LECA for your child. This plan will activate if and when we are advised by the Government **not** to re-open this Academic year.

1. We will create a comprehensive pack of information and guidance for you and your child to be picked up from the school reception in the Summer Term.
2. Within this pack, you will also find a registration form which will need to be returned so we can add your child to our database. **This is an essential piece of paperwork and must be returned before term starts.**
3. Any students with ECHPs will be contacted separately and we will conduct remote meetings with you and your child via our preferred online meeting platform, Zoom.
4. Any students who are considered to be vulnerable will be contacted and we will also conduct remote meetings with parents and / or social workers if that is appropriate.
5. We will send you a link to our uniform provider with guidance and will also endeavour to offer a Pop Up Shop at LECA if possible. More on this will follow.

In addition to the above, our current plan is to open LECA **for Year 6 students only** on Tuesday 1st of September and Wednesday 2nd September. These will be 2 full days in school with our teachers and support staff and will allow the students ample time to get to know their new school and learn about our systems and procedures. Currently the plan for those days is below. All students should be in school uniform if at all possible.

**Tuesday 1st September**

**8.30am – Day begins. Please drop off students in good time, from 8am onwards. We will greet them at the gates on Elmside and at the front by the bike shed.**

**All students guided into assembly for welcome and introductions.**

**Students are taken to their tutor rooms by their tutors**

**Tutor led activities and timetables given out / tour of the school / fingerprints scanned for dining hall**

**9.50am – First lesson**

**10.50am – BREAK**

**11.10 – Second lesson**

**12.10 – Third lesson**

**1.10 – LUNCH**

**2pm – Final lesson of the day**

**3pm – School finishes**

**Wednesday 2nd September – PE Day**

**Please ensure your child brings their PE kit and trainers with them**

**8.30 – School begins – open for students from 8am**

**8.30 – Tutor time – Tutors will collect their groups from the Dining Hall. Their tutor will also run through what lessons they will have and ensure they know where to go.**

**8.50 – First lesson**

**9.50 – Second lesson**

**10.50 – BREAK**

**11.10 – Third lesson**

**12.10 - Fourth lesson**

**1.10 – Lunch**

**2pm - Final lesson of the day**

**3pm - School Finishes**

**For both days, students should where full school uniform bring the following:**

1. **2 pens (black or blue biro)**
2. **1 green biro pen**
3. **Pencil**
4. **Ruler**
5. **Rubber**
6. **Calculator - CASIO FX-85GTX**
7. **Reading Book**

As stated previously, this is a contingency plan and may not be used. However, we wanted to reassure you that a plan was in place in case we do not re-open before September.

Further information will follow as the situation develops.

Stay safe and well.

Kind regards

Scott Gaskins

Head of School, LECA