



Shenley Academy & Sixth Form,  
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13<sup>th</sup> November 2020

Dear Parent/Carer

I hope my letter finds you well.

We are operating in uncertain and challenging times, but I wanted to reassure you that within the academy we are strictly adhering to our risk assessment which is available on our website:

<https://shenleyacademy.e-act.org.uk/useful-info/information-for-current-parents/>

As you are aware, cases of COVID 19 are increasing nationally and it is essential that we all follow the national guidance and measures in place to reduce the risk within our community.

Can I remind all parents that students must attend the academy with a face covering, which must be worn at all times in communal areas and whilst moving around the academy. It would be ideal if a spare face covering could also be brought in to academy each day as a lot of students are having to ask us to provide one if they break or are lost.

I wanted to thank you for your understanding of the need for us to cancel all parental meetings, and for working with us to hold these virtually or via the telephone. We are working to develop a system for parents evenings, and Mr Thacker Smith will be sharing a new process with you in the coming week.

I wanted to share with you a further measure we are putting in place during the lunch and break periods. We will be expecting all students in the dining facilities to collect their food and then to sit down at a table where they must remain seated for the full duration, other than to use the toilet. They will still be able to socialise with their friends during this period but they will be seated and at their table. I am sure you will support us with this additional measure which will further support our track and trace processes within the academy.

Thank you for your continuing support.

Kind regards,

Dr J Bartlett  
Headteacher

