



05/01/21

Dear Parents/Carers

**Re: Examination Preparation Sessions**

Following yesterday's [government announcement](#) regarding the national position on learners returning to school in January 2021, we can confirm that the previously arranged exam preparation sessions will go ahead as planned. Further Trust communication on plans for this term will be provided in due course.

This is a challenging time for our learners and we know how hard they have been working towards their exams. As ever, the safety and welfare of our learners and staff is our number one priority. We are committed to working hard to deliver exams where possible, while responding and adhering to the relevant government and health authority guidance.

To ensure the safety of learners and staff, basic hygiene practices such as frequent handwashing and/or using hand sanitisers, should be followed in accordance with our existing and robust risk assessment. In addition, we would like learners to note the following supplementary safety measures that will be implemented as precautionary steps whilst attending these sessions.

- Additional cleaning of designated classroom/area before the start of the session.
- Learner 'health screening' including temperature check. Learners with symptoms of fever will not be permitted to attend the session and should return home immediately.
- All equipment and computers are cleaned between each session.
- 2 metre social distancing between learners and staff to be observed at all times.
- Hand sanitiser and antibacterial wipes will be available.
- Face coverings must be worn by learners and staff at all times.
- Learners will be asked to take any stationery used away with them.

If your child or a member of their household has visible COVID-19 symptoms (e.g. Cough, temperature) they should not attend the session. If your child develops visible symptoms (e.g. cough, temperature) during the session the academy will be contact you to collect your child and take them home.

You will be able to authorise your child's attendance to their designated exam preparation session via Weduc.



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## St James Academy

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If you have any questions or concerns regarding these arrangements, please do not hesitate to contact the Trust's Compliance & Safeguarding Officer, Rebecca Meacham, via email at [rebecca.meacham@dudleycol.ac.uk](mailto:rebecca.meacham@dudleycol.ac.uk).

Thank you for your ongoing support and understanding during these difficult times.

Yours faithfully

A handwritten signature in blue ink that reads 'Ian Moore'.

Mr I Moore  
Principal



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