



The Talentum Learning Trust

Westwood
College

Westwood College, Westwood Park, Leek,
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telephone 01538 370930
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website <http://www.ttl.org.uk>

CEO & Executive Headteacher: Mr A Shaw
Headteacher: Mr M Taylor

Our Ref: TYL/jc

September 2020

Dear Parent/Carer

Procedure in the event of closure to a Year group

I hope that you and your families are well.

As you may be aware, in the event of a positive COVID 19 case from a student or member of staff, the College may be forced to close to one or more year groups for a period of time.

What follows is our plan for dealing with this situation, though it must be made clear that this could change according to the advice of Public Health England and the Department for Education at any time.

In the event of notification of a positive test and in order to minimise the risk as best we can, we would seek to dismiss the students in the affected year group(s) as quickly and safely as possible, reducing their contact and interactions with others. Students will be kept in the class group that they are currently being taught until they are able to be dismissed.

In this circumstance, students in the year groups affected would not be able to use buses or public transport to travel home, as this would increase the risk of transmission to other Year group 'bubbles'. These students would need to be collected as a matter of urgency, or safe alternate arrangements made.

In order to best prepare for this situation should it arise, could you please click the link below to let us know how your son/daughter would travel home? This will allow us to see which students have permission to travel home on foot/via bicycle, and those who are being collected.

https://forms.office.com/Pages/ResponsePage.aspx?id=2ZEO4Wgo4kyLCjxlLqw-hMS_9xDg9GZCklrErb1hRLLIUQIZCS0tVN0w0NORWTKRSQ1BYTVBLWktZQy4u

Alternatively, please contact the school office via 01538 370930 or www.office@ttl.org.uk to confirm these details, remembering to include your son/daughter's name and year group.

In the event of closure, we will contact parents/carers via text and email. Please let the College office know if your details may have changed to ensure that we can get in touch.



Any students who are forced to isolate as a result of closure will be taught via Microsoft Teams for the duration of their absence. This information is currently being shared with students to ensure they know the expectations and how to access any relevant apps or material.

Thank you for your ongoing support. Please get in touch should you have any questions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Taylor', written in a cursive style.

Mr M Taylor
Headteacher