



22<sup>nd</sup> May 2020

Dear parent / carers,

As you will be aware from our previous communications we are in the process of putting our final planning together for re-opening Ark Priory Primary Academy. We are looking forward to welcoming the children back to school and will do everything to maintain their safety.

I am writing to explain some of the actions and protocols that will be in place for your child to be able to return to school from Wednesday 3<sup>rd</sup> June. This date is still provisional and relies on final confirmation from the government. In the government advice to school they have identified a number of key areas that we should focus on to reduce transmission of the COVID-19 virus. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

The government has provided advice to parents and carers which is available on the following link:

[https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm\\_medium=email&utm\\_source=govdelivery](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm_medium=email&utm_source=govdelivery)

The following questions are defined to provide you with as much information as possible.

### **Should my child wear PPE if attending school?**

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. **This does not apply to schools or other education settings.** Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Wearing a face covering or face mask in schools or other education settings is **not** recommended, therefore we ask parents to **not** send their child into school wearing a face mask or gloves.

### **What should I do if my child is showing any symptoms of COVID-19?**

If anyone in a child's family home becomes unwell with any COVID-19 symptoms including a new continuous cough or high temperature under no circumstances should the child be brought to school. You should follow the government advice around testing and self-isolation immediately. This is essential in protecting the health of other students, parents and staff.

### **When will school re-open?**

It is our intention to stagger the return of students and staff in the following way:

**Monday 1<sup>st</sup> June 2020:** School will be closed for all pupils including those in the 'Community classroom for key workers' to allow for staff induction

**Tuesday 2<sup>nd</sup> June 2020:** School open for Community classrooms only/ 2<sup>nd</sup> day of staff induction

**Wednesday 3<sup>rd</sup> June 2020:** Year 1 pupils in SEACOLE class (Blue and Green pods) can return to school

**Thursday 4<sup>th</sup> June:** Year 1 pupils in PANKHURST class (Purple and Orange pods) can return

**Monday 8<sup>th</sup> June:** All Reception pupils can return. They will be in pods Purple/Orange/Blue/Green.

**Wednesday 10<sup>th</sup> June:** All Nursery pupils can return.

**Monday 15<sup>th</sup> June:** All Year 6 pupils can return.

Children will be split into 'pods' of 15 with 2 members of staff per pod within their year group. The colours will be: Blue/Green/Purple/Orange

Further information will be provided about which pod your child will be in next week. The pod colour will relate to where they will be expected to go for drop off and end of day collection. A map of the playground and further information will be sent to parents next week. We will also inform you which member of staff will be responsible for your child's pod. Please note that this may not be your regular class teacher. Please check this information carefully once it has been sent.

### **What are the start and finish times for the school?**

The school cannot operate for a full school day due to the availability of staffing and the need to deep clean the school and resources each day.

Therefore, the school will be open at the following times:

- Nursery – 9.30am until 11.30am
- Reception Blue and Green pod: 9am until 2.30pm
- Reception Purple and Orange pod: 9.15am until 2.45pm
- Year 1 SEACOLE (Blue/Green pod) 8.45am until 3.15pm

- Year 1 PANKHURST (Orange/ Purple pod) 8.30pm until 3pm
- Year 6 All pupils (all pod colours) 8.20am until 3.30pm

Ark Priory will **close on Wednesday** each week at lunch time (apart from Wednesday 3<sup>rd</sup> June which will be a full day) to allow for teacher planning time and a deep clean of the school. Please collect your child promptly.

Collection times on Wednesdays will be:

Nursery at 11.30am

Reception –11.45am

Year 1- 12pm

Year 6- 12.15pm

If you have a child in more than one class, we will make provision for you to drop off and pick up at the earlier of the two times. There will be no provision for breakfast clubs or after school provision until further notice.

### **What are the regulations for drop off / pick up?**

The only access point in to the school will be the normal entrance. It is essential that parents maintain social distancing at all times during pick up and drop off. It is imperative that you maintain a distance of 2 metres from all other people from outside your immediate family home. Parents should drop off and leave the school site immediately at the times indicated above.

Only one parent should attend at drop off or pick up. Staff will not be available for conversations at pick up or drop off. Parents should avoid congregating in groups at all times. You should also review the government advice on safe travel and avoid using public transport.

### **How will the classes be structured?**

With the present rules around social distancing it is impossible for all children to be in the same class as normal. Children will be placed in groups of no more than 15 students. The same two adults will teach the group for the entirety of the day.

### **What timetable will my child study?**

Children will follow a similar timetable that has been set for home learning. This will vary in the different year groups. A suggested curriculum that we may follow is indicated below but this may also vary on the staffing available, the weather and the availability of resources:

<b>Nursery:</b>	<b>Reception:</b>	<b>Year 1 and Year 6:</b>
<ul style="list-style-type: none"> <li>• Phonics</li> <li>• Exploration time</li> <li>• Maths</li> <li>• Literacy</li> <li>• PE / Art / Music</li> <li>• Story time</li> <li>• Outdoor play</li> </ul>	<ul style="list-style-type: none"> <li>• Phonics</li> <li>• Exploration time</li> <li>• Maths</li> <li>• Literacy</li> <li>• PE / Art / Music</li> <li>• Story time</li> <li>• Outdoor play</li> </ul>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Maths</li> <li>• Writing</li> <li>• Topic and RE</li> <li>• Science</li> <li>• PE / Art</li> <li>• PSCHÉ</li> </ul>

There will be a number of opportunities for students to play and learn outside. These will only happen within the small class groups.

### **How will the school aim to ensure social distancing?**

This is a complex area. As the government have identified in their guidance:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above.

We will be marking out the classrooms and play spaces so that the children are separated into their small pods. Each of the groups will be with the same adult for the duration of the day including lunchtimes. The timetable for the day will be structured so that the children will have play times at different times. Lunch will be eaten in the classroom. We expect as per normal all pupils to have a school lunch (unless previously agreed due to medical conditions). This will not be a hot lunch but will be a picnic style lunch.

Each pod will have access to designated toilet facilities, these will be regularly cleaned and not shared between groups. The children will be sat at the same seat each day and will use the same set of resources. These will be cleaned by staff at the end of the day.

### **What happens if a child becomes unwell at school?**

If your child becomes unwell in school they will be isolated and you will be contacted to pick them up as soon as possible. It is imperative that get your child tested as soon as possible and report the outcome of the test to the school. If a child in the small group class tests positive for COVID-19 parents will be informed and the small class group will group will be closed for 7 days whilst children and staff go into self-isolation.

### **What should I do if shielding a vulnerable relative?**

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), we would recommend that they do not attend school.

### **What are the arrangements for lunch?**

Students will be provided with a packed lunch, including a sandwich, snack, piece of fruit and a drink. Lunch will be eaten in their classroom with their pods.

### **What equipment should my child bring to school?**

Where possible children should bring as few items as possible to school. All equipment will be provided for each child and there will not share equipment.

Children should not bring the following:

- School bag
- Blazer
- Snack box (if a snack is brought it must be in a labelled disposable bag)

### **How will the school maintain cleanliness?**

The school and all surfaces will be cleaned during the day and at the end of the school day. Staff will be provided with additional preparation time to clean classrooms and resources at the end of each day.

During half term the classrooms will be cleared of a lot of resources so that there will be less resources for students to use and there will be more space for students to maintain social distancing.

The school has ordered significant supplies of sanitiser and this will be provided to each class. Students will wash their hands at regular points during the day and at any point that they leave the classroom.

### **What should I explain to my child before attending school?**

It is essential that parents prepare their child for the return to school, it will be important to talk to them about the following things, as some of these are difficult messages but are important for their own health and that of others:

- They will not be in the normal class and may not be with their class teacher
- They might not be in a class with all of their friends or be able to have contact with them during the school day.
- They should not touch or hug any other student or adult.
- Whilst working and playing they should do so on their own, they will not be working or playing in groups.

If you need support with this please discuss with your class teacher who may be able to talk to your child over the phone.

I would like to thank you in advance for your support with implementing the above guidance.

As mentioned your class teacher will be contact over the next few days and should be able to answer any questions. More information will be sent closer to the time your child's year group is due to start with regards to pods, drop off and pick up locations and any other information that you should need.

We are working very hard and doing the best we can and want our pupils to return to school safely, happy and above all, excited to learn. Thank you for all the support you have shown so far, it has really meant a lot to all the staff, including myself during this very challenging time. I ask you to continue to show patience, kindness and understanding as the weeks pass

and we possibly change our systems to improve them. Your support is vital during this time.  
Many thanks.

Kind Regards,



**Daniela Grasso**  
**Head of School at Ark Priory Primary Academy**