

22<sup>nd</sup> May 2020

Dear Parents/Guardians,

**This is a VERY long letter!**

However, it is vital that you read it all. Especially if you have children who are in Nursery, Reception, Year 1 or Year 6 or children who will attend our Community Classroom for key workers in the Summer Term.

Everything included in this letter is our initial planning for our phased reopening from June 1<sup>st</sup>. The government **will decide on May 28<sup>th</sup>** if our plans can go ahead from 1<sup>st</sup> June, or if we need to wait a bit longer and start our phased reopening process later in the term. **We will email parents as soon as possible to notify you of this.**

If we do reopen, this letter explains some of the actions and protocols that will be in place for your child to be able to return to school. In the government advice to schools they have identified a number of key areas that we must focus on to reduce transmission of the COVID-19 virus in school.

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 - washing 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 how our classes are organised and our timetables (such as staggered break times)

The government has provided advice for parents 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.

**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 our school community.

**When does the school plan to re-open?**

If the government announcement on the 28<sup>th</sup> May allows schools to reopen from June 1<sup>st</sup>:



- The Community Classroom will re-open on Tuesday 2<sup>nd</sup> June
- Nursery will start on Thursday 4<sup>th</sup> June
- Reception will start on Thursday 4<sup>th</sup> June
- Year 1 will start on Monday 8<sup>th</sup> June
- Year 6 will start on Monday 8<sup>th</sup> June

## **What will be the school day start and finish times?**

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 12.30pm
- Reception, Year 1 and Year 6 – 9.00am until 3:00pm but drop-off and collection times will be staggered to help us to manage strict social distancing guidelines: Some groups (pods) will arrive at 8:45am and finish at 2:45pm; some pods will arrive at 9:15am and leave at 3:15pm. We will endeavor to match up siblings in different year groups to the same drop-off and collection times.
- Community classroom (for key workers and identified key pupils) - 8:30am until 3:00pm
- **Every Wednesday the school will close at 1pm for all classes except the Community Classroom for key workers and identified pupils**

There will be no provision for breakfast club or after school provision (**this includes for the community classroom**)

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

It is essential that parents only drop off their child at their designated drop off and collection points. For the safety of our school community, parents **must maintain strict social distancing at all times** during drop off and pick up. It is imperative that parents maintain a distance of 2metres from all other people from outside your immediate family home.

Parents should drop off and leave the school site immediately at the correct time. No parents will be able to enter the school site.

Parents must be punctual. **Late arrival or collection will compromise the safety of the school community and cannot be tolerated. Parents who bring their child late to school or arrive late for collection more than once will lose their child's place in a pod.**

Only one parent/guardian can attend drop off or pick up. Staff will not be available for conversations at pick up or drop off. Parents **must avoid congregating in groups at all times as this will put our school community at risk.**

**A letter giving detailed information about drop-off and pick up times and procedures will be sent to all parents who have informed us that their child is coming to school by the 2<sup>nd</sup> June.**



Parents 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 same aged groups of no more than 15 pupils (called pods) and the same adults will teach the group for the entirety of the day. The Community Classroom will become two pods (one for Year 2 and 3 pupils and one for Year 4 and 5 pupils)

**Pupils will not be able to interact with any other staff or pupils outside of their pod.**

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

This will vary in the different year groups:

Nursery – small group teaching/activities based on social interactions, developing communication and language and some literacy and maths activities.

Reception – small group targeted teaching focusing on social interaction, communication and language, phonics, writing, maths and physical development

Year 1 – whole class teacher led instruction: PSE/character/ phonics, writing, maths and PE

Year 6 – revision of primary curriculum in English and maths and re-teaching any significant gap areas. There will be a focus on readiness for Year 7 - transition work including weekly secondary style lessons taught by secondary staff.

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

The community classroom will continue to follow the same structure as they have been since the start of closure and will need to bring their home learning packs to school every day.

## **How will the school 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.*

At AJK we will be implementing the following measures:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of classes and resources
- Minimising contact and mixing (pod set up – see below)



Each of the groups (pods) 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 away from all other pods. Lunch will be eaten in the classroom. Each small group will have access to the same toilet facilities, these will be regularly cleaned and not shared. Adults will supervise children when using the toilets and walking around the school at all times.

All resources 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 at school they will be isolated and you will be contacted to pick them up as soon as possible. It is imperative that you get your child tested as soon as possible and report the outcome of the test to the school. If a child or teacher in a pod tests positive for COVID-19 parents will be informed and the small pod will be closed for at least 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?**

At present we do not have the staff available to run a full school kitchen. School lunch will be a packed lunch 'grab bag' and will be eaten in classroom pods. Pupils who are entitled to free school meals or in Reception and Year 1 will receive their meal free of charge. Pupils in Year 6 will pay for their lunch via Parent Pay or can bring in their own healthy packed lunch if they prefer. **No nuts, junk food, sweets or fizzy drinks will be allowed.** Lunch boxes must be thoroughly cleaned at the end of every day before being brought back in to school.

**The above also applies to pupils attending our Community Classroom.**

## **Will my child wear school uniform?**

All pupils must wear their Ark John Keats blue shirt and navy trousers, skirt or shorts. Short sleeved shirts are preferable for hygiene reasons but if children do not have a shirt with short sleeves the sleeves should be rolled up to the elbow. Pupils must not wear ties or blazers to school. Comfortable footwear including trainers will be permitted until further notice.

**Parents must ensure that all clothing is replaced or washed daily.**

## **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 start and end of each day. The school will have additional cleaners allocated to the primary who clean during the communal areas during the day.



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

The school has ordered vast supplies of hand-sanitizer and this will be provided to each class. Classrooms will also have soap and pupils will wash their hands at regular points during the day and at any point that they leave the classroom.

## **I didn't respond to the survey, when can my child start school?**

If you responded to the Google survey saying 'yes' you would like your child to attend school, then they have a place booked in a pod starting on the 4<sup>th</sup> or 8<sup>th</sup> June. You will receive a letter by 2<sup>nd</sup> June confirming this and giving more detailed information specific to your child's pod. If you responded as 'maybe' then please email the school to confirm your place by Monday 1<sup>st</sup> June or your child **will not be able to attend straight away**.

If you **did not respond to the survey or said 'no' you do not want your child to attend school then your child does not have a place in a pod and cannot attend from the 4<sup>th</sup> or 8<sup>th</sup> June**. If you change your mind and would like your child to attend, you must email the school to inform us of this, but **your child will not be able to attend until the second or third week of June** so that we can alter the pods as required. The school will notify you about when your child can start. **Throughout the term, the school will need at least a full week's notice before pupils can start school.**

## **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 may not be in the normal class and may not be with their class teacher
- They might not be in a class with 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.

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

You can also email the school in the usual way at [info@arkjohnkeatsacademy.org](mailto:info@arkjohnkeatsacademy.org)

A letter to parents who have requested a place for their child will be sent by the 2<sup>nd</sup> June giving full details of the pod your child will be in, school day timings and drop off and collection points.

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

Yours sincerely,

Ms. Baird