

RE: September opening plans - Primary

4th September 2020

Dear Parents/Guardians,

We are very much looking forward to welcoming your child back to school next week. This letter sets out some key information for you and your child to know to be ready for the start of school.

As I already stated in my July letter, as a school we are doing everything we can to bring all of our staff and pupils back to school safely in September.

To do this we have put these measures in place:

- **Minimising contact and mixing** by altering how our school day, classes and timetables are organised so that children and parents in different year groups do not need to mix.
- **Cleaning hands** much more often than usual
- **Ensuring good respiratory hygiene** - the 'catch it, bin it, kill it' approach
- **Extra cleaning** of frequently touched surfaces, including toilets

As stated above, to minimize mixing and ensure we provide staff with the additional time required for cleaning, we have made a change to the primary school day which will be in place for the next academic year.

For at least the first term, we will not be able to offer breakfast club, apart from to a small number of selected pupils or the 8:00am drop off in the playground. We will review this in October.

Primary school day 2020 - 2021:

- Drop off any time between – 8:45am – 9:00am
- Collection any time between 3:15pm – 3:30pm
- Fridays – Collection anytime between 2:30pm - 2:45pm

Nursery sessions 2020 - 2021:

- Nursery am session 8:25am – 11:25am
- Nursery pm session 12:10pm – 3:10pm
- Fridays – Collection anytime between 2:45pm - 3:00pm

Drop off and collection gates:

- Main Primary Gate – Nursery, Reception and Year 1 drop off and collection
- Park Gate 1 – Years 2 and 3 drop off and collection
- Park Gate 2 – Years 4 and 5 drop off and collection
- Secondary main entrance (line up in front of main car park by building) – Year 6 drop off and collection

Week 1 Timetable

For our first school week we will run reduced days to ensure our students have a gradual reintroduction to the rigours of the school day:

Years 1, 3 & 6	Group 1		Group 2	
	Drop off	Collection	Drop off	Collection
Mon 7 th Sept	8:45 – 9:00am	11:30 – 11:45am	12:30 – 12:45pm	3:15 – 3:30pm
Tues 8 th Sept	8:45 – 9:00am	3:15 – 3:30pm	Not in school all day	
Weds 9 th Sept	Not in school all day		8:45 – 9:00am	3:15 – 3:30pm
Thurs 10 th Sept	8:45 – 9:00am	3:15 – 3:30pm	8:45 – 9:00am	3:15 – 3:30pm
Fri 11 th Sept	8:45 – 9:00am	2:30 - 2:45pm	8:45 – 9:00am	2:30 - 2:45pm

Ark John Keats Academy
 Bell Lane Enfield EN3 5PA
 T +44 (0)20 8443 3113
 info@arkjohnkeatsacademy.org
 arkjohnkeatsacademy.org

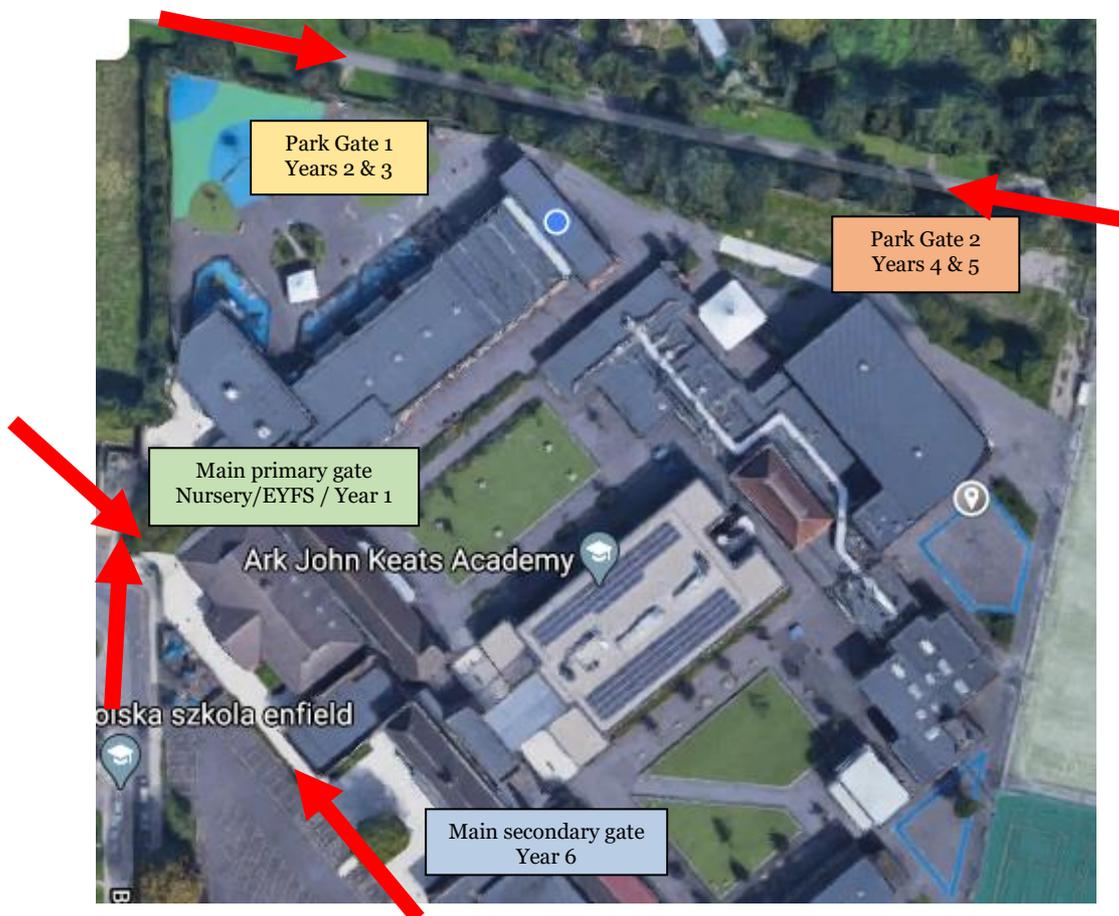
Principal: Jo Facer
 Primary Headteacher: Amy Baird

Years 2, 4 & 5	Group 1		Group 2	
	Drop off	Collection	Drop off	Collection
Mon 7 th Sept	Not in school all day		Not in school all day	
Tues 8 th Sept	8:45 – 9:00am	11:30 – 11:45am	12:30 – 12:45pm	3:15 – 3:30pm
Weds 9 th Sept	8:45 – 9:00am	3:15 – 3:30pm	Not in school all day	
Thurs 10 th Sept	Not in school all day		8:45 – 9:00am	3:15 – 3:30pm
Fri 11 th Sept	8:45 – 9:00am	2:30 – 2:45pm	8:45 – 9:00am	2:30 – 2:45pm

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, high temperature or loss or change to sense of smell or taste **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.

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 of at least one meter at all times** during drop off and pick up. It is imperative that parents try to maintain a distance of at least 2 meters 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 unless they have a pre-arranged meeting.

Parents must be punctual. **Late arrival or collection will compromise the safety of the school community and cannot be tolerated. Late fines will be issued to parents who bring their child late to school or arrive late for collection more than once.**

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.**

Parents should also review the government advice on safe travel and using public transport.

If you wish your child to be dropped off or collected by a sibling from the secondary school, they will be issued a letter at the start of term for you to sign to approve this. We will allocate a separate area as the drop off and collection point for this.

How will the classes be structured?

When outside, children will be in year group bubbles. When inside, they will be placed in their class of 30 which will be their 'class bubble'. Pupils will only be in their year group bubbles for less structured free play when outside for less than 15 minutes so the chances of the virus spreading between them will be minimal. Lunch time play will now include 30 minutes of structured PE style games in class bubbles which is very safe.

Nursery, Reception Year 1 and Year 2:

Pupils in nursery, reception, Year 1 and Year 2 will be taught about 'distancing' but will not be expected to follow social distancing rules in their classes. They will spend some limited time with other pupils in their year group when they are outside but will not interact with any other year groups during the school day.

Years 3, 4, 5 and 6:

Pupils in Years 3, 4 5 and 6 will be expected to follow 'distancing' rules when playing with friends in their year groups outside. This will form part of our updated behavior policy for these pupils.

For these year groups we are also making some changes to how our classes are structured: Specialist teachers will move between classes instead of the children. Children will be seated in rows facing the front instead of at grouped tables. They will use their own resource packs or Year 6 pupils can bring in their own resources into to school. Our Head of Year 6 will inform you of the stationary permitted in school next week.

How will the school ensure social distancing?

Pupils will not be able to interact with any other staff or pupils outside of their year group bubble throughout the day unless it is at a social distance of at least 1 meter.

Each of the class bubbles of 30 will be with the same adults for the duration of the day including lunchtimes. Specialist teachers will not mix with other year groups unless they fully socially distance.

The timetable for the day will be structured so that the children will have play times at different times away from all other year groups. Lunch will be eaten either in classrooms or in one of our dining halls in class bubbles. If eaten in the dining hall, the chairs and tables will be cleaned after use before the next year group enters.

Each year group will have access to their own toilet facilities, these will be regularly cleaned and not shared with other year groups. Staff will always supervise younger children when using the toilets.

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 year group tests positive for COVID-19 all parents in that year group will be informed **but we have reviewed our initial position on this and in line with current government guidance, the year group will not close. Instead, we will seek guidance from Ark and only expect pupils and staff in the class bubble to isolate for 14 days.** The school will provide home learning tasks for all children who are self-isolating

What should I do if shielding a vulnerable child or relative?

If a child is or lives with someone who is clinically vulnerable or clinically extremely vulnerable, including those who are pregnant, they should return to school in September as per the government guidelines.

What are the arrangements for lunch?

Unfortunately, we will not be able to offer a hot choice for lunch until at least after the October half term holiday. School lunch will be a packed lunch 'grab bag' and will be eaten in classrooms or the hall depending on the year group.

All children can choose to bring in their own cold packed lunch or have a school packed lunch which will be paid for in the usual way (via ParentPay) unless your child is in Reception, Year 1 or Year 2 or eligible for free school meals.

Children having a school meal will select what sandwich option they would like with their teachers every morning. There will be three sandwich or wrap options to choose from.

If your child is in Years 3, 4 5 or 6 please also provide them with a piece of fruit to have at morning break. Children in Years 1 and 2 will be provided with free fruit. All children in Years 1 to 6 should bring in their own water bottle every day clearly labelled with their full name.

Children in Years 5 and 6 will be issued with a lunch card which is linked to your ParentPay account. You must ensure you have money on your ParentPay account for the days you want your child to buy lunch, as there will not be an opportunity to pay for meals in school in person. Due to delays caused by the ongoing pandemic we envisage that it will be at least two weeks into term before the card payment system is set up. We will continue to provide school food, paid for on ParentPay, and pupils are still able to bring a packed lunch.

In order to manage food preparation in school, if your child is bringing their own packed lunch in, they must return a letter signed by you, indicating that they will have packed lunch for the term. Your child will be given the letter during their induction week, and it must be returned the following day. If your child has specific dietary requirements, please do provide them with their own packed lunch as we cannot cater for this at this time. Home packed lunches will be monitored - **No nuts**, sweets, crisps, fizzy drinks or junk food of any kind.

Will my child wear school uniform?

Uniform

The government recommend that schools return to their normal uniform policies for September. We will follow this recommendation. There is no requirement to wash uniform more often than normal. We have also decided that if you would like your child to wear a face mask, they may. The face mask must be one which is made only for the purpose of air filtration, and not worn as a decoration. The colour can be either white, navy blue, or black. Any misuse of the face covering will result in the pupil being asked to remove it.

We will inform parents if we believe your child looks uncomfortable in their face covering or if it is hindering their learning.

Please note that surgical gloves cannot be worn: clean hands are better, and gloves can harbor germs.

On PE days children will wear their PE kits to school but must now have black trainers. We will let you all know when your child's PE day is in September.

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 time before and after school to clean classrooms and resources. The school will also have additional cleaners who will clean all communal areas during the day.

Classrooms will continue to have less resources than usual for pupils to use and there will be more space to maintain distancing.

The school has vast supplies of hand-sanitizer and this will be provided to each class. Classrooms will also be kitted out with soap and other cleaning products. Pupils will wash their hands at regular points during the day

and at any point that they leave or enter the classroom.

Contact details

We must have accurate contact details that we can use to reach you during the day. This is so that if your child develops coronavirus symptoms we can arrange to send them home. If you have changed your mobile or work numbers, then please let us know urgently. We also need an up-to-date email for you as email will be our main means of communication with parents from now on.

Thank you once again for your support with your child's education this year. We are extremely grateful. With your support we will be able to make the return to school next week a real success.

Yours sincerely,



Ms. Baird
Primary Headteacher