



10th June 2020

Dear Parents/Carers,

School Re-Opening Information

I hope this letter finds you and your families well. I would like to provide you with information regarding the re-opening of the school to certain year groups. I understand the anxiety and frustration that many families are feeling. I hope this letter and the information within, serves as a useful update so you can make the best choice for your child or children.

As you are aware following the slight easing of the current 'lockdown' procedures, schools were asked by the Government to begin preparing for a partial return to school of children from the year groups Nursery, Reception, Year 1 and Year 6.

From **Monday 22nd June** onwards, we will begin to support the transition of **Year 6, Year 1, Reception and Nursery** back into Sylvester Primary Academy in addition to the children of **key workers and vulnerable pupils**. I would like to set out below how we intend to do this safely for pupils, staff and yourselves.

I am sure many parents/carers may wish to 'wait and see' how we can implement our plans. I understand this fully. However, please be aware that we will need at least 5 working days' notice to admit further students due to the complex nature of the planning involved. You will not be able to simply 'drop off' your child(ren) without informing the school. If you have already indicated via the survey that you would like your child to attend, a member of staff will telephone you next week to discuss arrangements. If you have not completed the survey, but would now like your child(ren) to attend, please contact the school as soon as possible.

My apologies for the length of the letter but it is important you read each section thoroughly.

The School Day

The timings of the school day will be staggered to ensure we can maintain social distancing on arrival and exit from the school. The table below sets out the timings of the school day under the current circumstances.

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Date commencing	Group	Start Time	Finish Time	Finish Time on Friday *	POD
22.6.20	Key worker/vulnerable pupils (POD 1)	8.45am	3.15pm	12.30pm	Year 5 classroom
22.6.20	Year 1 (POD 2)	8.55am	3.05pm	12.30pm	Year 1 classroom
22.6.20	Year 6 (POD 3)	9.05am	2.55pm	12.30pm	Year 6 classroom
22.6.20	Year 6 (POD 4)	9.15am	2.45pm	12.30pm	Year 4 classroom
29.6.20	Year 1 (POD 5)	9.25am	2.35pm	12.30pm	Year 2 classroom
6.7.20	Reception (POD 6)	9.35am	2.25pm	12.30pm	Rainbow Room
6.7.20	Reception (POD 7)	9.45am	2.15pm	12.30pm	IT Room
TBC	Nursery	TBC	TBC	TBC	TBC

* **Friday** – school will close early to allow deep cleaning to take place of all classrooms in preparation for Monday and staff the afternoon to plan for the next week’s activities. Lunch will be provided for the children before they leave school.

Drop off / Pick Up, Use of the Car Park & Public Transport

As you can see from the timings of the day, we have staggered these to ensure social distancing can be maintained. We are asking all parents and carers when ‘dropping off’ and ‘picking up’ to remain **OUTSIDE** the school gates on Manor Farm Road and please adhere to the 2m Social Distancing. Staff members will walk to the gates to collect your child(ren). Please also ensure that only one parent/carer brings children to school and if possible, siblings not attending school are not brought to school.

Upon arrival students will be asked to line up (2m apart) and use the hand sanitizer provided before they enter the building. Children’s temperature will be taken before they enter school. As each year group has their own area this will limit the amount of cross over during the school day.

If you are driving to school please ensure you park on Manor Farm Road and **bring your child(ren) to the gates on Manor Farm Road**; the front entrance to the school and car park will be used for **staff only**.

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If you are using public transport, please ensure you and your child are fully aware of the guidance for the use of public transport. You should only use public transport if you cannot drive, walk or cycle to school.

If you have children in different Year Groups attending school, but have different start and finish times, please drop them off for the earlier start time. All staff will be available in classrooms from 8.45am. In terms of picking up; siblings will need to leave together at the earlier finish time. Please let a member of staff know if you will be collecting children earlier than the designated collection time.

Please can I politely remind all parents and carers to observe the social distancing measures at all times and be patient with each other and staff as this is new for everyone. You should not gather outside the school gates after dropping off or picking up.

Uniform

Students will **NOT** be expected to wear uniform. This decision has been taken to reduce the chance of infection from clothes and we appreciate that daily washing of uniform might not always be practical. Also, given the time of year, it would not be appropriate for parents to incur costs of purchasing additional uniform.

Class PODs & Class Sizes

We have worked very closely as a school team and with external support from the Wade Deacon Trust and their Health and Safety advisors. We are working on the premise of having 'class PODs.'

This means that all children will be taught in PODs, in groups of between 5 and 11 pupils. These PODs will have the same teacher and teaching assistants throughout the day / week as far as is reasonably practical. They will have their own classroom, table, toilet and equipment to ensure we reduce the risk of infection.

PODs will have their own designated area of the playground and they will be able to 'play / socialise' with members of their class POD only. Staff will take every reasonable step to ensure children are adhering to these PODs and social distancing measures. Once allocated, these groups will not be changed as children will not be allowed to mix between groups.

Children may not be with their usual class teacher, as classes are split and groups of children and adults will have to remain with the same groups.

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Learning

I know you appreciate, this is a very complex and challenging situation for all concerned and it is only to be expected that learning will be different. Staff will provide a range of activities and learning to suit the needs of their groups, based upon our school's long-term curriculum plans and The National Curriculum / EYFS guidance. The Literacy Tree and White Rose Maths will form the basis of English and Maths learning.

The wider curriculum will focus on predominantly on mental health and fitness and where appropriate early reading and phonics. There will be a daily circle time in all classes - a great opportunity to develop speaking and listening. PSHE and PE will occur weekly.

Outdoor learning will safely take place as much as possible, weather permitting. All PODS have their own allocated outdoor space, which can be used for as much as the day as the individual teacher sees fit.

We will provide each pupil with their own pack of equipment, which should not be shared with any other pupils; staff will reinforce this with children at regular intervals. Learning materials, including reading books that are used in school, will not be sent home with children during this time.

Toilet Facilities

We have planned carefully to ensure each POD has access to their own toilet area – please note during this time all toilets will be unisex. There will be soap, hot running water and electric hand dryers available in all toilets and students will be encouraged to wash their hands regularly.

Signage

We will increase the signage around the school to remind all children to wash their hands regularly and this will be built into the day for children. We will ensure that we demarcate appropriate distancing when children access areas and for visitors to the school.

Lunch, Break Time & Food and Drink

A packed lunch will be provided for children, who are in school. This will be brought by a midday assistant to their classroom to ensure that we limit infection by keeping multiple children from entering the dining hall. Lunch will be eaten in the PODS or outside, weather permitting. Those students entitled to a Universal and Free School Meal will receive these free of charge. Those families that usually pay for school meals will pay in the usual way.

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You may wish to send your child(ren) with their own packed lunch. Please advise them that this should not be shared with anyone. Children will keep their packed lunch under their desk in their POD. It is also advisable that children bring in their own drinks bottle (clearly labelled and filled with water). Please put packed lunches into plastic bags that can be thrown away after the children have eaten.

Support for students with SEND

We will work with families and children to provide the best possible support for children with SEND and make reasonable adjustments as necessary to ensure the safety of children and staff. Should any parents and carers wish to discuss this in detail please contact Miss Brenchley at school.

Cleaning Considerations & Movement around the site

We have worked very closely with our cleaning provider to ensure regular cleaning has and will take place as it has done so far. In addition to this, extra cleaning will take place throughout the day. We will ensure there is enough tissues, hand sanitiser and bins with closed lids in PODs to keep everyone as safe as possible.

We have moved soft furnishings and certain toys out of classrooms; activities will be carefully planned to ensure regular cleaning of toys and books can be undertaken.

The doors in school will be 'wedged open' to ensure staff and pupils do not need to touch door handles and this will also allow for us to put in place a 'one way' system of movement around the school, if children are required to move away from their POD for any reason.

Behaviour

We will continue to follow our behaviour policy and ensure that our school rules of "ready, respectful and safe" are adhered to. Nevermore have these principles been more important. It is critical, as always, children co-operate with staff and follow instructions for the safety and well-being of everyone. Any behaviour that might put others in danger will not be tolerated and appropriate sanctions put in place.

First Aid & Medication

Students that require first aid will still be able to access this and additional PPE will be provided to the designated first aiders. If your child takes regular medication, please let the staff know.



Pastoral Support for Well-Being and Mental Health

We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for children to talk about how they are feeling, to enable staff to intervene where necessary. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, some may struggle with this and we will consider how to support children back into school.

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Therefore, we will provide opportunities for children to talk about their experiences of the past few weeks.

Home Learning

Home learning for all other year groups will continue. All year groups have received packs of work that will run until the end of the Summer Term. This work is based on our long-term curriculum planning grids and covers a range of areas. Additional work will be available via Class Dojo and through our school website and other social media sources. Keep in touch with your child's teacher through Class Dojo.

BBC Bitesize has also launched online lessons that are specific to Year Groups and split into subjects. These can be found on <https://www.bbc.co.uk/bitesize> Feel free to use any.

The Department for Education has also launched the Oak National Academy which is providing lessons specific to Year Groups and split into subjects. These can be found by visiting <https://www.thenational.academy/> Again try any but staff may pick out key learning tasks

Key Worker Children

Key Worker and vulnerable children will continue to be supported as they are currently. However, where year groups are in school that correspond with keyworker children we will assign these to appropriate classes.

Visitors and Guidance on accessing the school Reception Desk

There will be no parents and carers meetings on-site during this period and we will continue to limit the external visitors to the school during school hours.

Only one person at a time will be allowed into the main office and signage will ensure this is clear to visitors. We have a duty to protect our staff and I appreciate your co-operation in

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this matter. There will clear markings on where to queue to access the office if this is necessary.

Please note visitors or parents and carers will not be permitted to stand and wait in the 'foyer' at the main entrance.

As always, we will continue to use our social media and website to communicate any updates with you. These are listed below.

Website: www.sylvesterprimaryschool.co.uk

YouTube: https://www.youtube.com/channel/UCy6UsG0SVJKwIDY5UMu_wdw

Twitter: @Sylvesterschool

Facebook: <https://www.facebook.com/SylvesterPrimaryAcademy>

I hope this letter has served as an clear indication of what we will endeavour to put in place as control measures to minimise risks but this will not mean that risks can be removed altogether. However it should be taken in to account that children who are classed as clinically vulnerable, due to pre-existing medical conditions are not expected to return for the time being. Parents who decide not to send their child back to school until September will not receive any penalty or fine.

Two Code of Conducts have been included with this letter. Please read and discuss these with your children and sign and return them to school with your child.

Finally, I would once again like to take this opportunity to thank you wholeheartedly for your understanding and ongoing support in helping us to manage this unprecedented situation.

Yours faithfully,

Ms Ruth Harrison

Principal

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