

Mrs A. Hill
Executive Head Teacher
29th May 2020

Dear Parents and Carers

In a follow up to recent letters published on our website and in light of the Government announcement yesterday, I am pleased to be able to set out the organisational requirements for the children returning to the academy. We have looked carefully at our spaces, access routes, outdoor areas, entrance doors etc. to plan for the children's return.

For those children who have already requested a place in the Reception, Year 1, Year 6 groups and within the Vulnerable/EHC category, we expect that children will attend 5 days a week, Monday to Friday. For key worker children, accessing a place can be according to need and parent work rotas. For any changes, we require notice of 5 days so that we can ensure we have sufficient staffing and meet the space requirements.

- For key worker, vulnerable and EHC children, places will be available from 1st June to end of term on the 17th July.
- For Year 6 children, places will be available from 3rd June to 26th June, at this point the Y6 children will continue to be supported through home learning activities but will not attend the academy. The secondary school your child will be attending in September should also be supporting through providing transition information, virtual tours of the school buildings and a meet and greet with key staff in the last 3 weeks of term.
- For Reception and year 1 children, places will be available from 8th June to the end of term on the 17th July.

We are asking that parents do not enter the academy site and as such we will be using the front plaza for drop off/pick up points. Each group will have a designated area for this purpose. Staff will be on duty to facilitate this and to make sure your child is brought into and from the academy safely. At all times we ask that parents obey the 2m social distancing rule.

If there are any messages that need communicating to the teaching team, please telephone the office to pass this on as there will not be the opportunity for you to talk face to face with staff. Dinner money envelopes can be sent with your child and these will be collected by the teaching team to be sent to the office.

At lunchtime, each group will access the dining hall separately where they will be served a hot meal in a disposable container with single use cutlery. Following this, the children will have access to the outdoor space, again remaining in their group and not mixing with others.

If your child becomes unwell during the day, we must be able to contact you or a family member on the contact list for immediate collection. Please ensure we have up to date telephone numbers and that the main contact is available to answer a telephone call to action this. If your child displays symptoms of Covid-19 they will be taken to a quarantine space outside of the academy building for the safety of all around them.

Please see the information below for the organisational arrangements for each group. If there any questions, please either telephone the academy office or email to the address below.

Yours sincerely
Mrs A Hill
Executive Head Teacher



Teaching Group	Drop off	Teaching Base	Collection
Key Worker & Vulnerable	Between 8.45 to 9:00 a.m. children to be brought to the front plaza for entry through the main entrance	Y3 Classroom	The end of the school day for all children is 2.45 p.m. Children in all groups will be brought to line up on the front plaza to be collected by a parent. Children in KS2 who have permission to walk home will leave the academy at this time.
EHC	Between 8.45 to 9:00 a.m. children to be brought to the front plaza for entry through SEND entrance	KS2 SEND Classrooms & Outdoor area	
Y6 From Wednesday 3 rd June until Friday 26 th June	Between 8.45 to 9:00 a.m. children to be brought to the front plaza for entry through the Foundation Stage entrance	Y6 Classroom	
R/Y1	Between 9.00 to 9:15 a.m. children to be brought to the front plaza for entry through the Foundation Stage entrance	R & Y1 Classrooms & Outdoor area	