

Head Teacher

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Dear Parents,

ARRANGEMENTS FOR SCHOOL RE-OPENING

I would like to start by offering a huge 'thank you' for supporting the school over recent weeks and for supporting your child with their home learning. We know that this has not been an easy task.

As you will be aware, the government has announced that so long as they are satisfied that it will be safe enough to do so schools have started to reopen from 1 June for:

- Nursery
- Reception
- Year 1
- Year 6

Schools will also continue to operate a childcare facility for:

- Children of critical workers
- Vulnerable pupils: those with a EHCP, with a Social Worker, or those with vulnerability to whom the school have decided to offer a childcare place.

We are very much looking forward to seeing many of our children once again, but I would like to reassure you that the safety of our school community is our priority.

I can therefore confirm, following the risk assessment, it has been decided the school will only be open for Key Workers and Year Six.

- Key Workers from Monday 1 June.
- Year Six can return on Monday 8 June.

I am therefore writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and parents. These arrangements have been put into place following a full risk assessment process and are in line with guidance from the Department for Education.

We will continue to review the arrangements we have implemented and update you with any changes as and when we make them.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families.

If you would like to talk to us about your child and any concerns you have about their return to school, in the first instance please contact Mrs Hazelton, School Business Manager.

If your child has an EHC plan please contact the school SENCO, Miss Hudson, who will support you and your child with their return to school.

As with all other arrangements we will keep this under constant review and we will not open the school to any year group unless we are satisfied that it is safe to do so.

All children not attending school will continue to be supported with home learning on the website and weekly calls from staff.

We will be operating three bubbles and within these bubbles the children will have NO contact with any other children or staff in school.

Bubble 1 (Key Workers)	Bubble 2 (Key Workers)	Bubble 3 (Year 6)
Small Blue Classroom	Holly Blue Classroom	Music Room
Miss Hudson Mrs Hall Mrs Wood	Miss Markham Mrs Dodwell Mrs Swale	Miss Scrutton Mrs Mitchell Mrs Nichols

Maintaining a Safe School Environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school and entrance to the school.
- Installing alcohol-based hand sanitiser dispensers that contain at least 80 percent alcohol throughout the school.
- All staff and children to keep 2m apart as they access the school site and around the school site.

- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
 - At regular intervals throughout the day
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away in a bin with a lid.
- Furniture and additional resources to be removed from the classrooms.
- Toilets will be cleaned hourly.
- Each bubble will be cleaned during the break and lunchtime.
- All children to be seated at their station (desk and chair) and there will be no free flow in and around the classrooms.
- Children will be encouraged to be outside as much as possible.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible.
- Telling staff to stay at home for seven days if they develop symptoms of coronavirus.
- Providing staff training on PPE, rubbish disposal, mental health and well-being.
- Establishing a one-way system that all staff and pupils know how to use safely and minimise risk.
- A clearly marked entrance and exit sign to enter and exit the school premises.
- The school office is not open for parents. You can email or phone to make contact with the school.

- Staff will wear PPE if a child requires emergency first aid, needs support with intimate care or shows signs of COVID 19.



This is part of the one-way system in school, which allows children and staff to give way at pinch points in the building.



This shows the stations the children work at 2m apart from each other.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

In line with the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on **01473 624409** at the earliest opportunity.

Arrangements for the School Day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. Parents will need to ensure that they park responsibly and ensure that outside of the school they stick to the two metre social distancing measures.

We have implemented the following measures for when pupils return to school. Mr Francis, Site Manager, will be ensuring that when parents and children enter the school gate they adhere to social distancing rules. There is a clearly marked entrance and exit which parents must use when accessing the school site.

The 2 metre area will be clearly marked and Miss Churchman will ensure parents and children follow the instructions to enter the school building.

Only one adult will be permitted to drop off and collect a child. Any sibling that has to come on site for drop off or collection must be under strict parental guidance and follow the social distancing measures in place.

Year Six pupils are to come on to the school site alone.

Timings

	Bubble 1 (Key Workers – EYFS & KS1)	Bubble 2 (Key Workers – KS2)	Bubble 3 (Year 6)
Teacher	Miss Hudson	Miss Markham	Miss Scrutton
Classroom	Small Blues	Holly Blues	Music Room
Entrance	EYFS Entrance	KS2 Entrance	Mobile Classroom
Start Time	08.40am	08.50am	09.00am
Break Time	09.55am to 10.10am	10.15am to 10.30am	10.35am to 10.50am
Zone	EYFS Outdoor Area	Playground	Field
Lunch Time	11.30am to 12.30pm	12.00noon to 1.00pm	12.30pm to 1.30pm
Zone	EYFS Outdoor Area	Playground	Field
End Time	3.15pm	3.00pm	2.45pm

Arrangements for Break Times and Lunchtimes

All children and staff will remain in their bubble at all times.

- The children will not be permitted to mix with anyone outside their bubble.
- The children will not be permitted to use any large equipment during break times.
- The children will not be permitted to play any contact games.
- If equipment is used the staff in the bubble will ensure that this is cleaned.
- Children are not permitted to bring any toys into school.
- Children can bring in a healthy snack for break time but it must be wrapped.
- The water fountains are not to be used. Children must bring a water bottle.

The School Day

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- We have moved the classrooms so that bubbles have their own toilets and therefore reduces the risk of cross contamination.
- There will be no assemblies.
- On PE days the children will come to school in their PE kits.

Bubble 1 (Key Workers)	Bubble 2 (Key Workers)	Bubble 3 (Year 6)
Miss Hudson	Miss Markham	Miss Scrutton
Tuesday PM	Monday PM	Wednesday & Thursday PM

- Cloakroom will not be in used and children will not be allowed to bring a school bag.
- Children will bring in a coat (if needed) and a water bottle. Children are not permitted to bring bags. The coat and water bottle will be based at the child's station. This is the space that they will be positioned in whilst at school.
- Reading books will not be sent home.
- Children need to wear clean uniform each day.

- Children are not permitted to bring in pencil cases. Each child in school will have a pack for their stationary. These will be wiped down at regular intervals in the day.
- There will be no hot meals available in school. Children can bring in a packed lunch or have a packed pick and mix lunch provided by school. The cost for the school packed pick and mix lunch is £2.30 for pupils in Years 3 and above, if you are not entitled to free school meals.

School Events

All school events have been cancelled. We will mark our Year Six pupils leaving but will be unable to have a traditional leavers assembly.

School Trips

There will be no school trips taking place in the foreseeable future. This will be reviewed as the situation changes.

Transition from Year 6 to Year 7

We recognise that this is a really important time for our Year 6 pupils as they are preparing for secondary school in September. Whilst we will not be conducting any on-site visits to secondary schools but we will still be doing everything that we can to support these pupils to be ready. This includes:

- Liaising closely with our secondary schools to make sure they know all of the important information about your child.
- Providing bespoke lessons and guidance for year 6 pupils about transferring to secondary school.

We will answer any questions that they have and support them with any anxieties so that they can make the best possible start.

Year 6

We understand that, for parents of children in this year group, the decision about whether to return your child to school is a difficult one. In order for us to maintain the safety of all our children and staff, we can only re-admit children to Year 6 on a Monday, having received notification on the previous Wednesday that a parent wishes their child to return to school.

This notification period is to give us the necessary time to review all risk documentation, staff rotas, in-school organisation and health and safety requirements to safely cater for additional pupil numbers.

To support with this process, below is a table indicating the dates by which we expect to receive notification from parents about their child's attendance:

Notification by 12.00noon:	Starting Date:
Wednesday 3 June	Monday 8 June
Wednesday 10 June	Monday 15 June
Wednesday 17 June	Monday 22 June
Wednesday 24 June	Monday 29 June
Wednesday 1 July	Monday 6 July
Wednesday 8 July	Monday 13 July

If you decide you wish for your child to attend school, please notify the school by e-mailing the office, office@martleshamacademy.org. We will respond to you as soon as we can to confirm that we can accommodate your child. Please do not bring your child to the school unannounced at any time, as we will unfortunately have to turn you and your child away.

Key Workers

Bookings for key worker pupils will continue by the booking form system which is attached and we ask parents to complete and return by 12.00noon on Wednesday for the following week. This notification period is to give us the necessary time to review all risk documentation, staff rotas, in-school organisation and health and safety requirements to safely cater for additional pupil numbers.

Medicines

If your child is returning to school medicines must be returned on their first day back. If they come with no medicine they will be sent home.

Wrap Around Care

If your child returns to school we cannot accept a child who attends breakfast club or after school club due to the cross contamination.

Support for Pupils and Families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school.

Mrs Oswald will be available to support teachers and plan THRIVE activities. The core focus during the first two weeks will be supporting the children with their well-being and inducting them into safe practice within school.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free web chat is available at https://england.shelter.org.uk/get_help/webchat

I hope that these arrangements provide you with the information you need to support your child to return to school.

Please stay safe.

Yours sincerely,

Miss E Churchman
Head Teacher