

**Head Teacher**

Miss Emma Churchman

**Telephone:** 01473 624409

office@martleshamacademy.org

[www.martleshamacademy.org](http://www.martleshamacademy.org)

2 September 2020

Dear Parents,

We are looking forward to greeting everyone on **Thursday 3 September**. We sent out opening arrangements on 15 July. I am resending today with a couple of changes.

From September, we do not need to apply social distancing measures for the children in their class or their bubbles. Schools are able to decide on the size of their bubbles. We have made the decision to open the school with two bubbles.

Bubble One	Bubble Two
Reception , Year One and Year Two children	Year Three, Year Four, Year Five and Year Six children

We are operating a staggered start for Reception pupils, for the first 3 days the start time will be 9.30am.

Date	Start Time	Finish Time
Thursday 3 September	9.30am Drop off in Playground	12.00noon before lunch Collect from Main Office
Friday 4 September	9.30am Drop off in Playground	1.15pm after lunch Collect from Main Office
Monday 7 September	9.30am Drop off in Playground	3.10pm end of day Collect from Playground
Tuesday 8 September	8.55am to 9.05am Drop off in Playground	3.10pm end of day Collect from Playground

If your child has a sibling then they can arrive at the start time for the relevant bubble, they do not need to wait until 9.30am.

## 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.

Miss Churchman will ensure parents and children follow the instructions to enter the school building. Parents are not permitted inside the school building and will drop off children at designated areas.

**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.

**We are asking that Key Stage 2 parents say goodbye to their child at the entrance gate and parents do not access the school site.** If you believe this may be an issue for your child, then we ask that you contact the school **today**. Then we will be able to support your child returning to school.

## Timings

	Bubble 1		Bubble 2	
	Year R and Year 1	Year 1 and 2	Year 3 and 4	Year 5 and 6
<b>Teachers</b>	Miss Elsdon Mrs Hall	Miss Hudson Mrs Dodwell	Miss Markham Mrs Mitchell	Miss Scrutton Mrs Pratt
<b>Classroom</b>	Small Blues	Holly Blues	Adonis Blues	Silver Studded Blues
<b>Parent Drop Off</b>	Playground children walk to cloakroom with staff.  Parents say goodbye at drop off points.	Playground – children walk to cloakroom.  Parents say goodbye at drop off points.	Playground Entrance.  Parents are not permitted on school site.	Playground Entrance.  Parents are not permitted on school site.
<b>Entrance</b>	EYFS Entrance	Holly Blue Cloakroom	KS2 Entrance	KS2 Entrance

<b>Start Time</b>	8.55am - 9.05am 9.30am for Reception pupils only on 3, 4 and 7 September.	8.55am - 9.05am	8.40am - 8.50am	8.40am - 8.50am
<b>Break Time</b>	EYFS outside area.	10.15am - 10.30am	10.35am - 10.50am	10.35am - 10.50am
<b>Lunch Time</b>	12.00noon - 12.55pm	12.00noon - 12.55pm	12.15pm - 1.15pm	12.15pm - 1.15pm
<b>Zone</b>	Playground	Playground	Field	Field
<b>End Time</b>	3.10pm	3.10pm	3.20pm	3.20pm

**PLEASE NOTE THAT FAMILIES WITH SIBLINGS IN TWO BUBBLES WILL COME TO SCHOOL FOR 8.40AM. FAMILIES WITH CHILDREN IN TWO BUBBLES WILL COLLECT CHILDREN AT 3.10PM.**

When dropping off and collecting your children you will follow the one-way system on the playground. Parents will not be able to stop and form groups on the school playground.

#### **Arrangements for Break Times and Lunchtimes**

- The children will not be permitted to mix with anyone outside their bubble.
- If equipment is used the staff in the bubble will ensure this is cleaned.
- Children are not permitted to bring any toys into school.
- The water fountains are not to be used. Children must bring a water bottle.
- All children will eat their school lunch in the hall. The hall will be cleaned between bubbles.
- Shared water will not be available on the table in the dinner hall.
- There will be no salad bar available.
- There will be no fresh fruit platters on a Friday.

## 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:

- Each bubble has been allocated their own toilets to reduce the risk of cross contamination.
- There will be no assemblies.
- Reading books will be sent home. (Miss Hudson will forward a letter with details).
- Children need to wear full PE KIT on PE days. All children will have PE sessions with Mr Dowsing from Inspire Suffolk from **week commencing 7 September**. So please ensure your child comes to school in their PE kit on the correct days. Black jogging bottoms and black sweatshirts are to be worn to keep the children warm in colder weather. Please see our website for uniform information if you are unsure.

Tuesday	Wednesday	Thursday
Small Blue PE	Holly Blue PE Silver Studded Blue PE	Adonis Blue PE

- Forest School sessions for Small Blues will be every Friday and starting week **commencing 7 September**. Children need to come to school dressed in Forest School kit with a spare pair of shoes to wear in the school building.
- There will be hot meals available in school. Children can bring in a packed lunch. The cost for the school lunch is £2.30 for pupils in Years 3 and above, if you are not entitled to free school meals. If you are entitled to free school meals, you will need to make a claim for this from Year 3 onwards.
- Children will not need to wear face coverings, and we will reassure children so they feel happy, safe and secure. Some staff will be wearing plastic face shields for certain aspects of their role i.e. catering and first aid but no staff will be wearing face coverings.

## School Trips

There will be no school trips taking place in the Autumn Term. This will be reviewed as we get more guidance.

### **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 not be permitted into school without it.

### **Wrap Around Care**

If your child returns to school, we can accept a child who attends breakfast club or after school club as we have been informed that our children will be in their own bubble. Please can you inform us if your child will be using the Black Tiles childcare facility.

### **Voluntary Donation**

To support our core curriculum offer we ask for a voluntary donation of £5 per child for the school year to help purchase perishable items for activities such as cooking, arts and crafts and sensory play. This donation is payable to the School Office.

I hope that these arrangements provide you with the information you need and we look forward to seeing you tomorrow.

Yours sincerely,

Miss E Churchman  
Head Teacher