

# Sir Martin Frobisher Academy

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Headteacher: Miss Debbie Conroy

Deputy Heads: Mr David Girdlestone and Miss Victoria Higgins



24<sup>th</sup> August 2020

## **RE: Arrangements for school reopening**

Dear Parents and Carers,

I hope that you are all having a lovely Summer and that you have managed to enjoy the fantastic weather we have had. Firstly, I would like to inform you that I have changed my name over the Summer. I have gone back to using my maiden name which is Miss Conroy.

A lot of this letter is a repeat of the one which was sent out at the end of last term, however there are some further **updates** as we begin to return back to some kind of normality. I hope this letter will explain how we intend to provide a safe environment for the children, staff and parents during these challenging times.

I would like to reassure you that all plans we have put in place have the safety of all children, staff and parents at the forefront. We have completed rigorous risk assessments, alongside Reach2 Trust, which are in line with the guidance from the Department for Education in order to finalise the plans we are sharing with you. We are very much looking forward to seeing all of the children once again, but I would like to reassure you that the safety of our school community is our priority.

## **Term Dates**

The school term will begin for the children on **Monday 7<sup>th</sup> September 2020**. Please note that Wednesday 2nd September-Friday 4<sup>th</sup> September are INSET DAYS.

## **Bubbles**

As part of our risk assessment, we have created "bubbles" around the school. The bubbles are made up of your child's class, class teacher and a member of support staff. The aim of the bubbles is to ensure each group can isolate within the school and do not come into contact with another bubble, limiting the risk of cross contamination and spread of infection should anyone in school display symptoms of COVID-19.

## **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
- 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 and after eating any food, including snacks
  - Before leaving school
  - At regular intervals throughout the day
- Providing alcohol-based hand sanitiser that contain at least 60 percent alcohol throughout the school

- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away into a lidded bin.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
- Ensuring toilets are cleaned more regularly throughout the school day.
- Ensuring bagels and packed lunches are delivered to classrooms to avoid large groups.
- Ensuring each “bubble” is allocated specific toilets to use throughout the day.
- 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
- Providing each child with their own pack of stationery.

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.

## Symptoms

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 or has tested positive for coronavirus, 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 01255 427073 at the earliest opportunity. You will be expected to take your child to be tested/order a test immediately. **If your child tests POSITIVE for coronavirus then they should self-isolate for at least 10 days.**

If we are made aware of any potential coronavirus cases, we will act promptly to send the symptomatic child/member of staff home and request that they are tested immediately. All other children will remain in the bubble and in school. If the test comes back as **POSITIVE**, the class will need to self-isolate for 14 days (please note siblings do not need to self-isolate).

## Self-isolating/Home Learning

If a bubble is sent home from school, we will do our utmost to ensure learning is not disrupted. Our aim is to provide the closed bubble with a laptop each. They will be expected to join the daily “teaching calls” from their teacher who will provide a Maths and English activity for the class. The teacher will also provide a mini-project for the class to be completing whilst at home. There is an expectation that all work be completed at home, teachers will monitor this.

## Arrangements for the start and end of 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. We have implemented the following measures for when pupils return to school:

- Children have been allocated a “bubble”. Each bubble will start and end school at a different time (see grid below).
- Children will be allocated a particular entrance to use to enter and exit the school site (see grid below). **Please do not worry if you do not know where entrances are, there will be plenty of adults on the gate to direct you to the correct location.**
- Children have been kept in their year groups as closely as possible (some children have been moved into different groups to ensure our group numbers stay low).

Class	Teacher	Start Time	End Time	Entry/Exit
Julia Donaldson	Mrs Pickess	8:30am	3:05pm	Julia Donaldson Class Entrance
Judith Kerr	Mrs Last	8:40am	3:15pm	EYFS Gate
Oliver Jeffers	Miss Gunner	8:50am	3:25pm	EYFS Gate
Roald Dahl	Mr Crees	8:30am	3:05pm	Front Gate
Enid Blyton	Miss Parsonson	8:40am	3:15pm	Front Gate
Jacqueline Wilson	Miss Hall	8:50am	3:25pm	Front Gate
Michael Morpurgo	Mrs Khan	8:30am	3:05pm	Back Gate
J.K. Rowling	Mrs Denny	8:40am	3:15pm	Back Gate
Michael Rosen	Ms Button	8:50am	3:25pm	Back Gate

- Parents and carers must ensure that you stand 2 metres apart when waiting at the gate to enter.
- Parents and carers **must** drop their children at the gate. There will be a member of staff on the gate to welcome your child. Please ensure you are prompt with timings.
- Only **ONE** parent or carer may accompany their child to school.
- Parents and carers must ensure park carefully around the school site and keep 2 metres apart.
- Parents and carers **must** use the gate allocated above for their child's group.
- If siblings are in separate groups, you may use one gate to drop children off, please be mindful of congestion and social distancing.
- There will be limited storage for bikes/scooters available.
- Parents and carers are asked not to visit the school office in person at this time to avoid gathering in the reception foyer and minimise risk to yourself and staff. If you need to speak to a member of staff please telephone or e-mail the school office in the first instance.

### Arrangements for break times and lunchtimes

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

- Break and lunchtimes will be staggered for each "bubble".
- The playground area will be separated into three sections (one for each bubble out at that particular time).
- No play equipment will be used during playtime.
- Staff members will provide games which encourage social distancing.
- School Lunches will be hot packed lunches, these will be delivered to the classroom where the children will eat.
- No footballs or other sporting equipment may be used at break or lunchtime.
- **Children who bring in their own packed lunch will need to bring it in in a carrier bag with their name on it.**

### 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:

- There will be regular handwashing timetabled into the day.
- Children will participate in shorter activity times.
- The full curriculum will continue to be covered over the week.
- Assemblies will be via "Zoom", online.
- Children will complete a "Golden Mile" of running each day.
- Bagels and lunches will be provided to the children's bubbles.

- There will be dedicated time in which staff remind children of handwashing and social distancing rules.
- PPE will be worn by staff who provide intimate care for children with Intimate Care Plans.
- We will be providing each child with their own pack of stationery.
- Desks will be spaced out throughout the classroom and all children will face the FRONT.
- All soft furnishings have been removed from classroom areas.

## Attendance

From Monday 7<sup>th</sup> September, in line with the Government Guidelines, attendance at school is **compulsory**. Please ensure you arrive promptly at your child's allocated start time.

## Uniform

From September, there will be an expectation that all children wear school uniform on days when they do not have PE. Please make sure you read the letter dated 13<sup>th</sup> July regarding the correct uniform. The uniform has not changed from the previous year. Unfortunately, due to delays beyond our control, any new uniform ordered is not due to arrive until at least the 17<sup>th</sup> September. I am sorry for any inconvenience caused and if new jumpers or cardigans have not arrived and the weather turns colder, children will be able to wear a jumper from home. Once the uniform has arrived, a member of the office team will contact you to arrange a collection slot.

## PE

On days when children do have PE, they should come in to school in their PE kit. Below is an outline of when children have PE. Some children will only have PE once each week this half term and then this will change after October Half Term. As far as we are aware, there will be no swimming this half term.

Class	PE Day 1	PE Day 2
Julia Donaldson	Wednesday	
Judith Kerr	Wednesday	Thursday
Oliver Jeffers	Wednesday	Friday
Roald Dahl	Thursday	
Enid Blyton	Tuesday	Friday
Jacqueline Wilson	Tuesday	Thursday
Michael Morpurgo	Thursday	
J K Rowling	Monday	Friday
Michael Rosen	Monday	Friday

## Bus

A risk assessment has been completed for the school bus. It has been decided that the bus will not operate for at least the first two weeks. The risk assessment will be reviewed in line with government guidance on a fortnightly basis. There will be updates given on the bus in the weekly newsletter, which will be sent out each week.

## SEND

If your child has a Special Education Need, you will receive a letter in September with an appointment time to see Mrs Wadsworth (SENCo).

## Support for pupils and families

We do not underestimate how difficult the last six months 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.

- Daily socialising with peers within their bubble throughout periods of the day.
- Weekly PSHE lessons to discuss how children are feeling.

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 webchat is available at [https://england.shelter.org.uk/get\\_help/webchat](https://england.shelter.org.uk/get_help/webchat)
- NSPCC -Help for adults concerned about a child: call on 0808 800 5000. Help for children and young people call Childline on 0800 1111.

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 months 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, please – in the first instance – contact us at [updates@smfa.org.uk](mailto:updates@smfa.org.uk) where myself, Mr Girdlestone or Miss Higgins will answer your concerns or pass them on to a relevant member of the SMFA team.
- If your child has an EHC plan please contact [updates@smfa.org.uk](mailto:updates@smfa.org.uk) and we will pass your message on to our SENCO, Mrs Wadsworth, who will support you and your child with their return to school.

I hope that these arrangements provide you with the information you need to support your child to return to school. I would like to reiterate that all actions taken are to ensure the safety of your children, staff and parents.

If you have any queries, please do not hesitate to contact the school office.

Yours sincerely,

A handwritten signature in black ink that reads "D Conroy". The signature is written in a cursive style with a horizontal line underlining the name.

Miss Debbie Conroy