

Sir Martin Frobisher Academy

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Headteacher: Mrs Debbie Gayler

Deputy Heads: Mr David Girdlestone and Miss Victoria Higgins



4th November 2020

Dear Parents and Carers,

Welcome back to the new half term! I hope you all managed to enjoy some family time during the half term break? Following the announcement that England will be entering a nationwide lockdown from 5th November to 2nd December I am sure some of you will have concerns. At present, no additional guidance for schools has been released so we will continue with the control measures we have in place.

I would like to reassure you that the safety measures we have used since September have worked well so far. We will continue to revise the school risk assessment in line with any further guidance which we receive from the Trust or from the Government.

Our latest risk assessment is available on the school website. I have outlined below some of the key messages:

Bubbles

Each child is part of their class bubble. 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 that they 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 and self-isolate if they develop symptoms of coronavirus and obtain a test as soon as possible
- Providing staff training on PPE, rubbish disposal, mental health and well-being
- Providing each child with their own pack of stationery.
- Internal doors will be left open to allow for air flow and windows will be opened for ventilation when possible.

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 addition to the above, staff will now be wearing face masks when they are not in their class bubble. Staff on the school gates at the beginning and end of the day will be wearing a face mask and a face shield as an extra precaution.

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 ten days and arrange to have a test to see if they have coronavirus. This can be done via this link: <https://www.gov.uk/get-coronavirus-test>.

Symptoms include a high temperature, a new and persistent cough or a change in their normal sense of taste or smell (anosmia). Where symptoms continue after ten 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 01255 427073 at the earliest opportunity. You will be expected to take your child to be tested/order a test immediately. This can be done via this link: <https://www.gov.uk/get-coronavirus-test>.

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.

Work packs will be provided for individual children who are self-isolating and a laptop will be made available for them to use when they are at home if necessary. Daily lessons will be emailed to parents to support with home learning. This will mirror what the class is learning in school. The family will receive at least one phonecall per week from a member of teaching staff.

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:

- 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).

Class	Teacher	Start Time	End Time	Entry/Exit
Julia Donaldson	Mrs Pickess	8:30am	3:05pm	EYFS Gate
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. Markings have been measured out to support with this.
- Parents and carers **must** wear a face mask when waiting at the school gate.
- Parents and carers **must** drop their children at the gate. There is 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 they 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.

- Break and lunchtimes are staggered for each "bubble".
- The playground area is separated into three sections (one for each bubble out at that particular time).
- Play equipment is disinfected between use.
- Staff members will provide games which encourage social distancing.
- 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.

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 is 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 take place via “Zoom”, online.
- Children complete a “Golden Mile” of running each day.
- Bagels and lunches will be provided to the children’s bubbles.
- There is dedicated time in which staff remind children of handwashing and social distancing rules.
- PPE is worn by staff who provide intimate care for children with Intimate Care Plans
- Each child has their own pack of stationery.
- Desks are spaced out throughout the classroom and all children face the FRONT.
- All soft furnishings have been removed from classroom areas.

Attendance

Attendance will continue to be compulsory for all pupils.

There may be a handful of individual pupils who are affected by the new restrictions and we are already in contact with families of pupils who may be affected. If you have any concerns, please do not hesitate to contact us via the school office.

Uniform

Children are expected to wear the correct school uniform, apart from on days when they have PE, when they must come into school in their PE Kit. Please see the latest PE Day timetable below:

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

Bus

Following a review of costings, a full risk assessment and an evaluation of the limited impact on attendance of having the school bus, the difficult decision has been taken to stop running the school bus permanently. I apologise for any inconvenience this may cause.

Support for pupils and families

We do not underestimate how difficult the ongoing coronavirus pandemic has been on children and their families. We recognise the need to focus on pupils’ emotional wellbeing during this challenging time. The following support is in place for pupils.

- 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
- 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 concerns about continuing to send your child to school.

- 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 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 and we will pass your message on to our SENCO, Mrs Wadsworth, who will support you and your child.

I hope that these arrangements provide you with the information you need to continue to support your child and bring them to school every day. 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,



Miss Debbie Conroy