

Sir Martin Frobisher Academy

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Headteacher: Miss Debbie Conroy

Deputy Heads: Mr David Girdlestone and Miss Victoria Higgins



4th March 2021

RE: Arrangements for Full School Reopening

Dear Parents and Carers,

I hope that you are all well. A lot of this letter is a repeat of the one which was sent out at the beginning of the Academic Year, 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

ALL children will return on **Monday 8th March 2021**. Please note that Friday 26th March is the last day of term.

Bubbles

As part of our risk assessment, we will maintain "bubbles" around the school. **The bubbles are made up of one or two classes, the class teacher/s and member/s 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 contains 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 the Local Health Protection Team 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 ten 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.
- Providing increased ventilation in classrooms as much as 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, all staff are also being encouraged to carry out a Lateral Flow Test twice a week. You will also have received a letter from the Local Authority with instructions on how you can access Lateral Flow Tests. This is not a statutory requirement, but it is recommended, as it will help us control the spread of the virus by identifying people with the virus who are not displaying any symptoms so that they can self-isolate.

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. 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 10 days from the day the other person’s symptoms started. This is because it can take 10 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 10 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 “Live Learning” with their teacher who will provide a Maths, Reading and Writing lesson 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.

Returning Devices

If you have a school device, please bring it to the school office at the beginning or end of the day from Monday 8th March. You must wear a mask on entering the school office and follow the social distancing guidance. Please note that you do not need to return headphones.

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** 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.
- Parents and carers **must** wear a mask, if at all possible, at drop off and pick up times.
- 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 sections (one for each bubble out at that particular time).
- Any play equipment used during playtime will be cleaned between uses.
- 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.
- Children who bring in a packed lunch from home must do so in a named bag with a handle on.

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 “TEAMS”, 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.
- Staff will wear masks when they are unable to social distance during the school day.
- Staff on the school gate will wear masks and face shields.

Attendance

From Monday 8th March, in line with the Government Guidelines, attendance at school is **compulsory**. Please ensure you arrive promptly at your child’s allocated start time.

Uniform

There is an expectation that all children wear school uniform on days when they do not have PE. **If your child has grown out of their school shoes then they may wear trainers until the end of term.** All children will be expected to have school shoes after Easter.

PE

On days when children do have PE, they should come into 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 Easter.

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

Support for pupils and families

We do not underestimate how difficult the last year has 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 whole class Thrive sessions to support children’s emotional well-being.**
- Weekly PSHE lessons to discuss how children are feeling.
- Two hours of physical exercise per day.
- Regular mindfulness sessions.

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 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 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 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 large initial 'D'.

Miss Debbie Conroy