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Monday 13th July 2020

Dear Parents and Carers,

September Reopening for all children

Following on from the release of the Government's policy regarding full school reopening in the autumn term, we have implemented various changes to ensure the safety of all children and adults who enter Plains Farm Academy.

From September, we have developed a one way system for entering and exiting the school. You will use Tudor Grove to enter and Premier Road to exit the school.

By the end of this week, on your child's class blog, staff have created a video to show you the entrances and exits to use.

The start and end of the day

From September, we have developed a one way system for entering and exiting the school. You will use **Tudor Grove to enter** and **Premier Road to exit** the school. Please be very mindful of where you park your car due to this restriction. The one way system will need to be followed and members of staff will be placed around the school to remind parents of this. Please be respectful of all staff at this time if you are politely reminded of the systems in place.

We have implemented a flexible approach to registration. This will enable siblings to be dropped off together and avoid congestion at the school gates and on the yard.

Key Stage 1 and 2 – Children will be able to enter their classroom from 8.30am. The register will close at 8.50am.

Year 1 and 2 - Children will enter their classroom via the shared outdoor area and parents must acknowledge the social distance markings on handover and collection. **Children will finish school at 3.15pm.**

Year 3 and 4 - Children will enter and exit their classroom via the red gates and walk directly into their classrooms via the fire doors. **Children will finish school at 3.20pm.**

Year 5 - Children will enter and exit their classrooms via their class' fire door. **Children will finish school at 3.20pm.**

Year 6 - Children will enter and exit their classrooms via their class' fire door. **Children will finish school at 3.20pm.**

Registers will close promptly at 8.50am. Any children arriving late will have to enter school via the main office doors.

Nursery – Nursery Children will enter and exit nursery doors from **8.50am**. The Register will close at **9am**. Part-time nursery children will finish at **11.50am**. Those nursery children entitled to full time provision will finish at **3.10pm**.

Reception - Reception children will enter through a side gate next to nursery from **8.50am**. They will follow the signage to EYFS shared outdoor area. Where an adult will direct the children into class. Parents will then follow the one way system exiting onto the main yard.

We request that **ONE** family member drops off and collects their child. If you arrive on site with more than one family member we will ask that they remain outside of school premises. We also request that parents do not congregate on the yard or at the school gates. This will ensure that children can enter and exit school smoothly and safely.

Meetings with staff

If you need to speak to a member of staff, we require you to ring the school office and make a telephone appointment. The same procedure is needed if you need to speak to a member of the management team. We discourage any visits to the school office. We will be unable to accommodate any meetings without prior arrangement by telephone.

All care plans that need updated will be reviewed via telephone and copies will be sent home. If you have any medication that needs to be held in school, can you please notify the office ASAP so appointments can be made.

School day

Children must attend school wearing a full school uniform. School will continue to promote good hygiene and handwashing. Anti-bacterial stations are placed at key points in school and handwashing facilities are in every classroom.

We have staggered break and lunchtimes to minimise children mixing across various year groups. Children will eat their lunch, as normal, in the lunch hall and for the first half term we will be offering a hot packed lunch option. This will be shared on our website weekly.

Suspected symptoms

In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolated at home in line with the NHS guidance. Whilst waiting for the child to be collected they will be isolated from others in an identified room with a member of staff from their group. A window will be opened for ventilation. The staff member during this time will wear suitable PPE. We unfortunately do have to think about every possibility, even if it never happens, so if someone within your child's class becomes ill and tests positive for coronavirus, the whole class will be asked to self-isolate at home for the recommended period. This is in line with current guidance published by the Government.

Travel to school

Where possible we ask that public transport is avoided when travelling to school to avoid possible risk. At this time, the guidelines stipulate that face coverings should be worn on public transport however we do ask that any form of covering is removed prior to entering school premises. It is not a requirement for staff or children to wear coverings within school unless administering first aid.

I know some of you will be anxious, please be assured our aim is to make everyone as safe as possible and we have planned very carefully to minimise risks for a return to school. I do hope you are able to work with us to implement the measures we have carefully put in place to ensure a safe and happy school for your children.

I hope you are all safe and well and have a wonderful summer and I look forward to welcoming you back to a new academic year.

Yours sincerely

Miss L A Cassidy

Head teacher



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