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Wednesday 3<sup>rd</sup> March 2021

Dear Parents and Carers,

### Reopening for all children

Following the Government's announcement, regarding full school reopening, we are delighted to be able to welcome all children back to school on Monday 8<sup>th</sup> March 2021.

We would like to remind all parents/carers of previously implemented changes, together with any additional changes that have been made, to ensure the safety of all children and adults who enter Plains Farm Academy.

### The start and end of the day

In September, we developed a one-way system for entering and exiting the school. This system will remain in place, upon full school reopening. 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, parents should not park or drop off on the yellow lines on Tudor Grove or the Chevrons on Premier Road as this is a danger for children and adults entering and leaving school. 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.

**When on the school site, we ask that all parents wear a face covering (unless exempt) and ensure that social distancing rules are strictly adhered to.**

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.

**Nursery** – Nursery Children will enter via the Nursery doors from **8.40am**. The Register will close at **9am**. Part-time nursery children will finish at **12.00pm (prompt)**. Those nursery children entitled to full time provision can be collected from the EYFS shared yard during the flexible pickup time **3.00pm to 3.10pm**. **When dropped off from 8.40am parents will enter via Tudor Grove and then exit via the one way system onto Premier Road. When part time Nursery children are collected at 12pm (prompt) parents will enter and exit via Tudor Grove.**

**Reception** - Reception children will enter through a side gate next to nursery from **8.40am**. The Register will close at **9am**. 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. **Children can be collected during the flexible pickup time 3.00pm to 3.10pm**

**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** - 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 2** - Children will enter their classroom via the main Y1 and 2 doors and parents must acknowledge the social distance markings on handover and collection. **Children will finish school at 3.15pm.**

**Year 3** - Children will enter their classroom via the main Y3 and 4 doors and parents must acknowledge the social distance markings on handover and collection. **Children will finish school at 3.15pm.**

**Year 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 via their classroom fire exit and **exit their classroom via the red gates** (next to the Y5/6 entrance steps) **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.**

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. To help prevent this please do not arrive earlier than your child's allocated collection time unless you are collecting younger siblings.

### **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. We will not be able to engage in conversations at the classroom doors. 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 medical 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. **Due to windows being open and possible cold draughts in classrooms, we suggest that parents send in an additional hoody or cardigan for their child to wear should they feel cold.** 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 where we will be offering a hot and cold lunch option. This will be shared on our website weekly.



Children should only bring necessary equipment for that day into school with them and it should be in their school bag. **Please do not allow them to bring soft toys, stationary etc in from home to help prevent cross contamination.**

Staff will make parents aware of their child's PE day. On this day children should come dressed in appropriate PE Kit for that day's weather.

### **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 continue to ask that public transport is avoided when travelling to school to avoid possible risk. The guidelines, continue to stipulate that face coverings should be worn on public transport.

I know some of you will be anxious, but please be assured that our priority continues to be making sure everyone is as safe as possible and we have planned very carefully to minimise risks for a return to school. I thank you for your cooperation so far and do hope you continue to work with us to implement the measures we have carefully put in place to ensure a safe and happy school for your children.

### **Breakfast and After School Club**

Until at least Easter we will not be operating our breakfast and after school club childcare service to prevent the mixing of year group bubbles. As soon as we are safely able to reopen the facility we will let those parents who have previously had children booked in know.

I hope you are all safe and well and I look forward to welcoming all of the children back to school.

Yours sincerely

Miss C Orchard

Deputy Head teacher

