

# James Elliman Academy

September 2020

## RE: Plans for the Reopening School for all Children September 2020

Dear Parents/Carers,

Following Government guidance released on Thursday 2<sup>nd</sup> July 2020, **all children will return to school from Thursday 3<sup>rd</sup> September 2020**. Please find below further information on the measures that we will be putting in place in line with the government recommendations.

There will be strict social distancing measures in place and social mixing between children, staff and parents/carers will be kept to a minimum. All children will not mix with children outside of their year group bubbles and parents/carers will not be allowed in the school building and beyond the playgrounds at any time. There will be staggered start and end times for each year group, with KS1 (Reception, Year 1 & Year 2) using the back gate only and KS2 (Year 3, 4, 5 & 6) using the front gate only for entering and exiting the school site. Nursery will continue to use the Nursery gate however parents/carers will not be allowed entry through the Nursery gates.

- Attendance will be compulsory for all children from September. Any absence that is not related to illness will be unauthorised and will result in fines being issued in line with government guidance. All absences should be reported to the office through the school phone number, in line with the expected absence procedures.
- All children will be required to wear full school uniform and have the correct P.E kit as per usual. These items should all be labelled as there will be no provision for lost property collection due to increased hygiene issues.
- No children or adults will be allowed to wear masks while on the school premises. Disposable masks should be disposed of before entry to the site and reusable face coverings should be removed and stored away.
- Children will be required to bring in their own stationary and pencil cases to avoid sharing of equipment. This should include One Berol handwriting pen, dark blue ink, One Slim barrel dry wipe pen, black ink, 3 HB pencils (regular length), Plain eraser, Pencil sharpener, 30cm (12") ruler, A small set of coloured pencils (not felt tips), One Glue Stick, One packet of tissues – to be labelled so your child can identify their own pack, Highlighters -Please do not put the following in your child's pencil case: Scissors and Compasses.
- No parents/carers will be permitted to enter the school building without an appointment. Parents/carers will line up to drop children off with a 2M distance maintained at all times. Children will be guided to classrooms by staff and parents/carers will not be allowed beyond allocated points on the playgrounds.
- All children will have a staggered start time with different gates used for each key stage. Please see details below:

- Reception** - Back Gate (children will start school at 8.35am)
- Year 1** - Back Gate (children will start school at 8.50am)
- Year 2** - Back Gate (children will start school at 9.05am)
- Year 3** - Front Gate (children will start school at 8.35am)
- Year 4** - Front Gate (children will start school at 8.50am)
- Year 5** - Front Gate (children will start school at 9.20am)
- Year 6** - Front Gate (children will start school at 9.05am)
- Nursery** timings as usual. AM 8.30-11.25 and PM 12.30 – 3.15pm

**All siblings should be dropped off at the earliest drop off time of the youngest child in the family.**

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- There will be clear entry and exit paths labelled to guide parents when dropping off. Where possible please have only one person drop off and arrive for collection which will minimize adult to adult contact.
- Children are only allowed to bring the following items to school; lunchboxes, hats, coats, books and stationary in their own bags or book bags.
- Hot lunches will resume as normal. Children can bring in packed lunches as per usual but no children will be allowed to go home for lunch.
- School will need to be informed in advance if children need to attend any medical appointments during school time.
- All children will be required to follow the amended behaviour policy changes related to Covid 19. This will include procedures related to safety and rules related to social distancing.
- All children will be required to be accessing Google Classroom for homework provision from September. This is in line with the government expectation of a home learning provision in place if further lockdown procedures need to take place in the future.
- Breakfast club provision will commence from Monday 14<sup>th</sup> September. Parents/Carers will be required to sign up for the provision in advance, with spaces being provided on a first come, first serve basis.
- Be Happy After School provision will not be available from the start of September. Further details will be provided to parents at a later point.
- All children will have a staggered collection time with different gates used for each key stage. Please see details below:

- Reception** - Back Gate (children will finish school at 2.45pm)
- Year 1** - Back Gate (children will finish school at 3.00pm)
- Year 2** - Back Gate (children will finish school at 3.15pm)
- Year 3** - Front Gate (children will finish school at 2.45pm)
- Year 4** - Front Gate (children will finish school at 3.00pm)
- Year 5** - Front Gate (children will finish school at 3.30pm)
- Year 6** - Front Gate (children will finish school at 3.15pm)
- Nursery** timings as usual. AM 8.30-11.25 and PM 12.30 – 3.15pm

**All siblings should be collected at the latest collection time of the oldest child in the family. Year 5 and 6 children will be allowed to work home alone but parents will need to provide permission of this through writing to the school office. All children in Nursery, Reception and Year 1 must be collected by adults above the age of 18.**

Our main priority will always be to ensure that school is a safe environment for both our children and staff. **Please follow the government guidelines and do not send your child to school if anyone within your household is displaying Covid19 symptoms.**

**Further guidance and detail is provided in the attached FAQs for parents which will also be available on the School Website.**

Thank you for your continued support, patience and understanding.

I would like to take this opportunity to wish you all a safe and relaxing summer break and look forward to welcoming all children back to school in September. Take care and look after each other.

Yours Sincerely,



**Mrs T Johal**  
**Principal**