

17 July 2020

Dear parents and carers,

I hope you are safe and well. I am writing to inform you of the arrangements for September when primary schools are open again to all year groups. As always, we are following government guidance and making sure that all schools in Trinity Multi-Academy Trust are safe places to both learn and work.

### **Bubbles**

From September, children will be in their usual class (approximately 30 pupils) and will not be separated into smaller groups as they have been this half-term. This is because the updated guidance does not state that they need to be 2m apart from other children in their class. Each year group is considered to be a 'bubble' which means that your child is with the same group of children all day, every day and they will be taught and supported by the same members of staff as much as possible. At primary school, children are usually with their class for most of the day, but the difference is that classes will have separate times and areas for things such as break and lunch times to reduce contact with others. By operating this system, where year groups do not mix with other years, we are reducing the risk of the virus spreading, and by maintaining distinct groups, it is quicker and easier in the event of a positive case to identify those who need to self-isolate and keep that number as small as possible.

From September, schools have been asked to consider carefully how contact between groups can be reduced, and staff will need to maintain distance from pupils and other staff as much as possible. We have therefore planned and adapted the set-up of classrooms, other spaces and routines in school with this latest guidance in mind. For example, all desks in classrooms will be forward facing and therefore children will no longer sit in table groups opposite each other. There may be occasions when mixing into wider groups will have to be allowed, for example, in the new after-school club, so in these situations we will ensure that social distancing applies as much as possible.

**Akroydon Primary Academy, Rawson Street North, Halifax, HX3 6PU**

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## Drop-off and collection times

We will continue to stagger the drop-off and collection times with the overriding aim to reduce contact between different classes. From September, each year group will be able to arrive and leave at the same time (see table below).

Class	Teacher	Drop-off	Collection
<b>Alder</b>	Miss Halliday	8.30am	3.00pm
<b>Ash</b>	Miss Steele	8.30am	3.00pm
<b>Birch</b>	Miss Taylor	8.30am	3.00pm
<b>Elm</b>	Miss Tonge / Mrs Farmer	8.40am	3.10pm
<b>Hawthorn</b>	Miss Slingsby	8.40am	3.10pm
<b>Hazel</b>	Mrs Wray	8.50am	3.20pm
<b>Holly</b>	Mr Watkins	8.50am	3.20pm
<b>Juniper</b>	Miss Brindley	9.00am	3.30pm
<b>Linden</b>	Mr Hansen	9.00am	3.30pm
<b>Maple</b>	Miss Parnell	9.10am	3.40pm
<b>Oak</b>	Miss Gatehouse	9.10am	3.40pm
<b>Willow</b>	Miss Atwal	9.20am	3.50pm
<b>Yew</b>	Mrs Lewis / Miss Lawton / Mr Severn	9.20am	3.50pm

If your child is in Reception, you will have already been informed that your child will be part-time at the start of next term as this is something we do every year to help children settle into school, and full-time attendance starts for all Reception children on Monday 7 September.

Please follow the drop-off and collection times in the following table if your child is in Reception. A letter went out during the week of 29 June to inform you of your child's class and group.

Class	Teacher	Drop-off	Collection
<b>Week 1: Wednesday 2<sup>nd</sup>, Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September</b>			
<b>Ash A</b>	Miss Steele	9.00am	12.00pm
<b>Alder A</b>	Miss Halliday	9:00am	12:00pm
<b>Ash B</b>	Miss Steele	12:45pm	3.00pm
<b>Alder B</b>	Miss Halliday	12:45pm	3:00pm
<b>Week 2: Monday 7<sup>th</sup> September (full-time attendance)</b>			
<b>Ash</b>	Miss Steele	8:30am	3:00pm
<b>Alder</b>	Miss Halliday	8:30am	3:00pm

Understandably, if you have more than one child attending school, you may want to drop-off and collect at the same time. If this is the case, we would just ask that you follow the times for drop-off and collection allocated to your youngest child.

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### **Drop-off and collection system**

We would ask that only one parent/carer brings their child to school, and we would encourage you to walk if at all possible to reduce the number of cars parked on the roads around the school site.

We will be operating a one-way system through the school site. Entrance will be through the gate on Grantham Road and a clearly marked path will lead you through the playgrounds to exit from Rawson Street North. Please remember that when you are dropping off and collecting your child, you need to keep 2 metres apart from other parents/carers at all times. Once you reach the playground, your child will leave you to join the line for their class. Before entering the site, children will be asked to use the hand sanitiser at the 'hand sanitiser station' which will be located by the gate. At the collection time, your child will be lined up in one of the playgrounds – you will follow the same path through school as morning drop-off and staff will send your child to you.

There will be staff present and signage to make it very clear how this system works, so I am confident that the drop-off and collection routines will run just as smoothly as they have done over the last few months. Please be assured that we will look after your children really well and ensure that they are okay. Many children have been attending school for some time now, but we realise that for other children these systems and routines will all be very new to them in September.

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There are a number of other updates from the government guidelines for schools and reminders which I will outline below:

**Attendance** – From September, all pupils must attend school (unless unwell) and any absences will be followed up in line with the school's Attendance Policy.

**Uniform** – Children need to wear their full uniform when they return to school in September.

**Lunches** – We will be able to provide hot school meals as usual.

**Breakfast Club and After-school Club** – Both will commence in September (a letter regarding clubs and how to book will follow shortly). Extra-curricular activities will continue to be postponed until further notice.

**Book bag** – Your child can bring a book bag to and from school.

**Reading books/homework planners** – Your child will be able to bring these to and from school.

**Water bottles** – Please provide your child with their own water bottle/container and this needs to be washed at the end of each day at home. Just a reminder that children are only allowed water so please do not send your child with orange juice, fizzy drinks etc.

**Classroom equipment** – Your child will be provided with their own equipment (i.e. frequently used items such as pen, pencil, ruler, glue stick etc.) which will be kept in a zipped plastic wallet on their own desk at all times. Please do not send your child with their own pencil case. Other classroom based resources can be used and shared within the bubble, but they will be cleaned regularly along with all frequently touched surfaces. If there are any resources that are shared between classes, such as sports or science equipment, they will be cleaned frequently and meticulously and some items will not be used for a period of time (48 hours or 72 hours, depending on the material).

**Cleaning and hygiene** – The classrooms and all areas of the school (surfaces, door handles, equipment and toilets) will be cleaned regularly throughout the school day and a timetable is in place for this. Children will be taught/reminded how to wash their hands properly and routines will be in place to ensure that children are washing their hands regularly. In addition to this, there will be hand sanitiser in each classroom and in other areas of the school, including outside.

**Behaviour** – We have already introduced additional behaviour principles since wider reopening and these will be adapted slightly for September in line with any updated guidance. These will be shared with pupils, staff and parents/carers in the first week back e.g. movement around school, expectations about sneezing, coughing, tissues and disposal etc.

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**Curriculum** – In the first term, there will be a focus on identifying any gaps and re-establishing good progress in areas such as phonics, reading, vocabulary, writing and maths. Over the year, pupils will be taught the full range of subjects.

**PSHE** – We understand that children who have not been able to attend school over the last few months will need to re-adjust to coming back to school and things are going to seem quite different, especially at first. We also recognise that some children might be anxious so we will support them with this (particularly in the first few weeks) and we will continue to include more PSHE lessons. As always, please do not hesitate to contact us if your child is feeling unsure or worried about anything at all so that we can support them and you. PSHE lessons on the subject of good hygiene practices will also be delivered on a frequent basis to all children (for younger children we will continue to do this through songs, rhymes and stories).

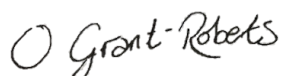
**Main entrance to the school** – Unfortunately, the main entrance to the school will not open to parents/carers. If you need to contact school, please do not hesitate to ring or email and we will get back to you as soon as possible. In certain circumstances, it will be possible to set up an appointment with a member of staff. The school emergency mobile telephone number will continue to be in use if you need to speak to a member of staff urgently (07464 262818).

**Child feeling unwell** – If your child feels unwell while at school, we will make sure that you are contacted straight away so that you can collect him/her. Your child will wait in a separate area away from other children and will be supervised by a member of staff until you arrive. Please remember that if your child is unwell and displaying any Covid-19 symptoms, or if someone in your household is displaying symptoms, you have a responsibility not to send him/her to school. It is also important that you inform the school if your child shows any symptoms or tests positive for Covid-19. The guidance also states that if there is someone in your household who has symptoms, your child should not attend school.

The Senior Leaders across the Trust will continue to plan and prepare thoroughly for next term over the course of the summer break, and we will of course keep up to date with all government guidance for schools. If there are any changes to the above information, we will keep parents/carers informed as soon as possible.

I hope you and your families have a great summer, and the staff of Akroydon look forward to seeing you all again in September. Just a reminder that September 1<sup>st</sup> is a training day for staff and children start on **Wednesday 2<sup>nd</sup> September**.

Yours sincerely,



Oliver Grant-Roberts  
Acting Principal

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