



ROBERT MELLORS PRIMARY ACADEMY

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Dear Parents/Carers,

This letter shares some very important information regarding the opening of school to Year 6 pupils from June 8th. I ask that you read this information carefully so that you will be able to play your part in applying the measures that we will be putting in place to help our plans run smoothly.

The government have recognised that early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. We will endeavour to do our best regarding this, however it will not be possible at all times.

Things you should know about the systems which will be in place during the school day;

Hygiene

- Classrooms will be cleaned thoroughly at the end of every day.
- Regular handwashing will be part of the timetable.
- Hand sanitiser will be provided in every part of school.
- Doors will be kept open to prevent physical contact on door handles and to allow for good ventilation.
- Children will sit at a desk by themselves and at the same desk every day.
- Each child will have a pencil case with the equipment that they need.
- Soft furnishings and toys have been put away.
- Where classroom spaces are used for two groups (part time nursery), the space will be cleaned between sessions.
- Part time groups will have their own toys/equipment to use – there will be no equipment used by two different groups.
- Classroom bins will be emptied twice a day.
- Each group will have a designated toilet to use, one child at a time.
- Groups of children will not be allowed to mix at any point in the school day.
- Any child who falls ill during the day will be isolated from the rest of the group and will wait with an adult until they are collected.
- PPE will only be worn by adults in school for intimate care purposes or if they are supervising a child who is unwell.
- Children will have designated outdoor areas to play in – groups will not be allowed to mix.
- Please provide your child with their own water bottle which they will bring home each day to be washed and refilled.
- No parents will be admitted in to the school building. If you wish to speak to someone in school, you should call the office.
- Children will not be given reading books to bring home with them.

Teaching Groups

Your child will be in a class of up to 15 children. They will stay in this group throughout every day. The teachers have placed the children in their groups. Please do not request that your child changes to a different group. Your child will have the same teaching team throughout the week. We will have up to 13 groups of children within this opening phase.

Staggered start and finish times

Each group of children have been allocated a start and finish time. They have also been allocated a gate to enter and exit the school site as well as a door to go in and out of at the beginning and end of the day. We ask that you stick to these



times – full attendance within these times will be compulsory unless your child is unwell in which case you will be asked to notify the office as usual. If you have children in two groups, then arrive at the earliest time and drop both children off at their designated doors. We will allow siblings from other groups to leave early. Further detail of the information for your child can be found at the bottom of this letter.

We ask that only one family member comes to drop a child off (including siblings) wherever possible.

As always, we ask that you are respectful of congestion and parking rules if you must bring your child to school by car. We will **not** be allowing parents to park their vehicles in the car park at the back of the school for this period.

Lunchtimes

Your child will eat their lunch in their classroom – if they have a hot dinner, then this will be bought to them. The children will eat at the tables where they have been working. Tables will be wiped before and after the children have eaten.

Uniform/Personal belongings

School uniform expectations remain the same. Cloakrooms will not be used – children will keep all of their own belongings with them at their tables in the classrooms. We ask that you try to limit what your child brings to school with them. Children must not bring toys or any other personal belongings to school with them. In order to ensure that the classrooms are well ventilated, windows will be open. Please ensure that your child brings their school sweatshirt each day. They might want to bring another later as well.

Please ensure your child has their PE kit with them every day. We will not be providing spare kit.

Arrangements for your child:

Your child's group number	Group 11
Your child's teaching team	Mrs Goodhead and Mrs Liburd
Your child's classroom	Year 5 – normally Mrs Ross and Mrs Steel's classroom in the bungalow
Arrival time	9:00
End time	3:00
Gate/entrance to site	Back gate – through car park We ask that if Year 6 children are being dropped off/met by parents, that this happens in the car park area to avoid congestion on the pathway
Doorway	Bungalow

Members of staff will be visible and available to support you as you arrive.

We know that these measures are so unlike our normal ways at RMPA. Even though school is going to feel very different, I have the utmost confidence that the staff will do everything in their powers to help your children to settle and feel 'at home' in their environment. We will be relying on your support more than ever to ensure that school is as safe a place as possible.

If you have any questions, please do not hesitate to contact myself via the office or by emailing your child's class teacher.

Best wishes

Mrs Essex

