



# ROBERT MELLORS PRIMARY ACADEMY

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Dear Parents/Carers,

It is very important that you read and understand all of the details in this letter as it outlines the arrangements for the return to school on **Wednesday September 2<sup>nd</sup>** for all children to RMPA.

As has been the case throughout the past few months, we have been working from government guidance which outlines the protective measures that schools should implement to control the spread of coronavirus.

From September 2<sup>nd</sup> 2020, **attendance at school for all children from F2-Y6 will be compulsory**. The only exception to this is absence due to illness or specialist medical appointments. We will be closely monitoring the attendance of all children and, if we have concerns regarding your child's attendance, we will implement supportive measures including the support of the Trust Attendance Officer.

In order to continue to maintain the health and safety of all of our school community, a number of protective measures will be in place which we expect you to support us with.

Things you should know about the some of the protective measure which will be in place during the school day;

- A one-way system for parents dropping off and picking up children will be in place.
- There will be staggered start and finish times.
- 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.
- Desks in classrooms will be in rows and facing the front.
- Children will sit in the same place every day.
- Each child (from Y1-Y6) will have a pencil case with the equipment that they need.
- Bubbles (groups) of children will not 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 be worn by adults in school for intimate care purposes or if they are supervising a child who is unwell.
- Children in Year 1 and Year 2 will eat in the dining room in their class bubbles.
- Hot dinners will only be available for children in The Nest, Foundation, Year 1 and Year 2 (this will be reviewed at half term).
- Children in all other year groups will eat their lunches in their classrooms. Tables will be wiped before and after the children have eaten.
- Toilets will be cleaned after lunchtime as well as at the end of the day.
- Children will have designated outdoor areas to play in – bubbles will not be allowed to mix at playtimes.



- Children should bring only what is necessary for the school day (see details below)
- Parents will only be admitted in to the school building if previously arranged. If you wish to speak to someone in school, you should call the office.
- There will be no assemblies.

I hope that the information below helps to answer any questions that you and your child might have about what school is going to be like.

### **What can my child bring to school?**

Good infection control means that we must limit items which travel between home and school on a daily basis. Please ensure that your child **only** has these items with them.

- Coat
- Water bottle – this should be named and be washed at home each evening. Your child will need their water bottle in school **every day**
- Reading book
- Lunch box
- School planner/Reading diary

If your child rides a bike or scooter to school, they must not ride it on the school grounds. Please ask your child to walk their 'vehicle' through the grounds.

### **Does my child need to wear uniform?**

Children in Years F2 – Year 6 must wear school uniform every day. Please ensure that your child has the correct clothing, including shoes. All children must have a full PE kit which they should wear to school on the days that they are timetabled to do PE. We will be unable to provide spare PE kit.

### **What will happen if there is a confirmed case of coronavirus at school?**

If you or your child have any symptoms of coronavirus, you **must not** come on to the school site.

If a child becomes ill during the school day and shows one or more of the symptoms of coronavirus, they will be isolated in a room with adult supervision, the adult will wear PPE. Parents will be contacted to collect their child immediately. **It is imperative that we have up-to-date contact details for you.** A test should be administered and results shared with school as soon as they arrive.

If the test is negative, your child can return to school as soon as they are well enough.

If the test is positive, then further measures will apply as follows;

- Child with confirmed case should isolate for 7 days.
- Household members of the child with coronavirus should isolate for 14 days.
- All children and staff in the bubble of the child who is ill will be sent home to isolate for 14 days.
- If your child is sent home for a 14-day isolation, other household members can continue with normal, daily life e.g. siblings can continue to attend school.



If your child becomes ill at home and is not able to attend school, you must contact the school office to report their absence as normal. If your child's symptoms match any of those linked to coronavirus, you should seek a test immediately and report the outcome to school.

### **If my child can't attend school, will they have work to do?**

If there is a confirmed case of coronavirus and your child is not able to attend school, remote learning will be provided for all affected children. We hope that you will support your child with their learning at home so that they continue to make progress. School staff will be available to answer any questions that you might have about this via phone or email.

Packs will be provided for every child which will contain a timetable and learning activities for up to 4 days. Following this, online learning will be provided via the school website. You will receive information about how to access this learning.

### **Will social distancing be applied in school?**

The government have recognised that early years and primary age children cannot be expected to socially distance from one another and their teachers. Older children will be encouraged to maintain a distance between each other; they should avoid any physical contact between themselves and adults. The way that the classrooms will be organised will support this.

The recommendation is that children are grouped in a way which means that the full curriculum can be delivered and in a way which is practicable for the school.

Staff are able to move between bubbles. Staff are encouraged to maintain distance between each other and children, where possible.

### **What are the arrangements for the start and end of the school day?**

To reduce contact between people at the busiest times of the school day, we will be operating a **strict one-way system** for parents dropping off and picking up children from school. Signs will be placed around the school site to help you.

**Entrance** to the school site will be via the main gate, or side gate for F2 children, on Bonington Drive.

**Exit** from the school site for everyone will be via the back gate off Bentwell Avenue.

We will only be able to make exceptions for the use of the one-way system if you require alternative access arrangements. If you have a disability which will prevent you from using the one-way system, please contact Mrs Essex via the office email address and alternative arrangements will be made for you.

Please do not congregate around entrances and exits. If you drive your child to school, please park considerately.

You may decide to drop your child off at the school gate in the morning. If you choose to do this, please talk with your child about being responsible and meeting their class teacher at the classroom entrance.

Further, detailed information about the start and end of the day for your child can be found at the end of this letter.

### **What if I need to speak to my child's teacher?**

You should contact the school office by telephone or email to talk to your child's teacher or to pass on a message. You will be able to hand letters and school dinner money to the class teachers who will have a basket for this purpose.

### **I have children in two bubbles with different timings – what should I do?**

We will not be reducing the amount of time that children spend in school – every child will have a full school day.

You should drop your children off at the earliest time and collect them at the latest – so your children may be in school from 8:50 – 3:25. The teachers will provide activities for children to do in their classrooms for the additional time that they are in school such as reading or colouring.

**If your child is in F1** and they have a sibling in another class, please follow the start timings for the older child. You should drop off the older child first. **In this case, please use the one-way-system.**

### **Why is my child not able to have a hot school dinner?**

The logistics of keeping the children in their class bubbles over the lunchtime period mean that most children will have to eat their lunch in their classrooms. For at least the first half term of the year, we will not be able to transport hot dinners to all classrooms. **Only children in EYFS, Year 1 & 2 and those in the Nest will be offered hot meals.** All other children will eat packed lunches at their tables in the classrooms.

If your child has free school meals, they will be entitled to a packed lunch provided by the school catering service. If you pay for school meals, you can pay for your child to have a school packed lunch. Alternatively, you may decide to send your child with a healthy packed lunch from home each day.

We will keep school dinner provision under review and will offer hot meals to more children as soon as this is possible.

### **Does my child need to wear a mask to school?**

Your child does **not** need to wear a mask to school. Recent government guidance around the wearing of face coverings in school relates to students in secondary schools.

If you wish for your child to wear a mask in school, it must be plain with no writing on it and you must ensure that your child knows how to wear and remove one safely. Please be aware that the government document for secondary schools relating to this says; *'It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on [how to put on, remove, store and dispose of face coverings](#) in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.'*

Guidance for primary schools is that children do not need to wear face coverings due to other protective measures that the schools are able to implement which differ from secondary schools.

Children at RMPA will remain in their own class bubble throughout the day – even at playtime and lunchtime. The time that they spend moving around school in the corridors will be minimal. The recent news that you will have heard about secondary children wearing face masks relates to movement around school and use of shared areas.

## Timings for the start and end of the day.

Start and finish times are staggered for your safety and for the safety of your children. To avoid congestion, you should stick closely to these timings. Arriving late to school is not only disruptive to learning, it also not supportive of the health and safety control measures we are implementing.

Staff and signage will help you to locate the entrances to the classrooms.

Bubble	Year group	Teacher	Start/Finish	Door
1	All children in F1/Little Herons	Mrs Clark	8:45 – 11:45 12:15 – 3:15 8:45 – 3:15	Little Herons
Only parents of children in Little Herons may use the back gate (off Bentwell Avenue) to enter and exit the site for drop offs. Parents must enter the site by this entrance <b>no later</b> than 8:50am for the morning drop-off.  If you are late dropping for the morning session, you <b>must</b> use the main gate on Bonington Drive. If you arrive late to collect your child at 3:15, you <b>must</b> use the main gate on Bonington Drive.				
2	F2 children	Mrs Heathcote	8:50 – 3:15	Side door – F2 unit
Parents of children in F2 should enter the school site via the side gate on Bonington Drive and leave via the back gate to Bentwell Avenue.				
3	Y1/2	Mrs Harris	9:00 – 3:25	Playground door
4	Y1/2	Miss May/Mr Raven	9:00 – 3:25	Playground – near steps
5	Nest	Mrs Williams, Mrs Farrell & Mrs Whittaker	8:50 – 3:15	Reception/School office
6	Year 3	Mrs Taylor	8:50 – 3:15	Playground
7	Year 3/4	Miss Wheeldon	8:50 – 3:15	Playground - steps
8	Year 4	Mr Raven/Mrs King	8:50 – 3:15	Playground – quiet area
9	Year 5	Mr Emsley	8:50 – 3:15	Bungalow
10	Year 5	Mrs Ross/Mrs Steel	9:00 – 3:25	Bungalow
11	Year 6	Mr Eggleston	9:00 – 3:25	Reception/School office

I appreciate that this is a long letter with lots of information. I ask that you please take time to read and digest the information so that the start of the new term runs as smoothly as possible.

We are very much looking forward to having all of your children back at school. The planning process for this is a huge undertaking which has taken many hours. We are grateful for all of the support that we receive from you all. Working together over the coming months will hopefully limit the spread of the virus in our school and community so that we all remain healthy and so that any future time away from school is kept as little as possible.

In the meantime, if you have any questions, please contact us at the [office@robertmellors.org.uk](mailto:office@robertmellors.org.uk) email address. Teachers will return to school on Tuesday 1<sup>st</sup> September for the annual administration day and the office staff will be able to answer your calls. We will see you and your children the following day on Wednesday 2<sup>nd</sup> September.

Sending my best wishes to you all.

Mrs Essex

