

17th July 2020

Dear Parent,

As we come to the end of this academic year, we are now in a position to tell you about our current plans for September. We know that this year has been challenging for many of our school family and would like to thank you all for your support during this time.

The Government has set out that all children should return to school in September and that attending school will be statutory again. We are delighted that we will be able to welcome back all of our children again. Working across the Trust with other Heads and leaders, including our Trust Premises and Safety Lead, we have been busy evaluating what has worked well in our schools and what we can build upon to ensure our plans support all children to return in a safe and happy way. The Government has now set out its guidance on fully opening schools and we have been working with colleagues across our Trust, writing Risk Assessments and planning steps for this. The welfare and safety of our children and school community is paramount in all that we do.

There are certain approaches that the Government has asked schools to implement which are essential to reduce health risks. **Parents and carers will be asked to:**

- 1) Ensure that anyone who has coronavirus (COVID-19) symptoms, or who lives with someone who is showing symptoms, does not attend school - this means if your child, or someone in your household, has symptoms you should not send them to school
- 2) Engage with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform school of the results of that test.

Parents, who have been able to send their child to school during the lockdown period have fed back on how supportive they've found school and how helpful staff have been in supporting their child return in a settled way. The numbers of pupils returning in the year groups we have opened up to (Reception, Y1 and Y6) have continued to rise as parents have shared with each other how much their child has enjoyed being back.

However, we recognise that for some children, who have not been in school for quite some time, there may be mixed emotions, some very excited to return and others may feel anxious- these are all completely normal and understandable.

We are absolutely dedicated to planning a smooth start for all in September and have put in place steps to welcome our children and families back. These include:

- a) This letter and attached documents.
- b) Virtual transition meetings for all classes with their teachers which have taken place this week.
- c) Transition booklets for each child following the virtual transition session.
- c) Video of the plans for September, this will be on our website from Monday.
- d) Regular social media posts scheduled for summer break to keep our connections going.
- e) Wellbeing and supporting the return to school videos created by our PSED and Nurture Team.



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TOGETHER WE EMPOWER EXCELLENCE

As part of our commitment to helping your child return to school, we are sharing all of the information with you about the measures that will be in place. I realise that this is a lot of information but it is key that everyone knows the plans so we can all be working to ensure a smooth start of term and help keep our school community safe. Please read this information carefully and keep it somewhere safe so that you can return to it nearer the start of term in September.

1. Bubbles

Children will be working in their 'class bubbles' when they return to school. Children in Reception will work as one year group bubble and use the full large space in the Reception building, using the outdoor space throughout the day. The rest of the children will only join others in their year group during break and lunch times. They will be with their class teacher for the majority of time with regular specialist lessons by our HLTAs when teachers have their planning time. Changes of adults will be kept to a minimum. We will not be coming together as a whole school; therefore, Worships will be held virtually with each class teacher 'logging in'. Children (and staff) have very much enjoyed these over the past month as it means we are connecting together as a whole school throughout the week.

2. Drop off and pick up will be different to normal.

- Social Distancing is still an expectation and something that we all need to be doing to keep one another safe.
- To support this, there will be a specific gate and time for each class and Garden Lane will be a ONE-WAY system, please enter from the Windsor Road (front of school end).
- Please ensure only one adult from your family enters Garden lane to drop off/pick up children.
- Members of staff will be outside school at the start of the day, (in high vis jackets) to support this and we ask that you ensure you are socially distancing at this time.
- Where able, older children can walk themselves to and from school to reduce footfall in Garden Lane and the surrounding area (please ensure a permission is provided for the new academic year).
- There will be a set gate for your child's class to drop off and collect from, parents will not be able to enter the playground. Please wait outside this gate and your child will be dismissed to you.
- Please be patient and show kindness to school staff, they will work as quickly as they can at home time, all parents can help by being on time.

Here is the plan for dropping off your child, please arrive at your allotted time, this will help to reduce the numbers in Garden Lane and around our school at any one time:

Gate: Drop off:

	Main Gate	Kitchen Gate	Little Tigers Gate	EYFS Cloud Gate	Eagles Fire Exit at front of school.
8.30 (Y5/6)	Hunters- Miss Clayton (Y6) - Herdsmen- Miss Julian (Y5)	Warriors - Mrs Purdie (Y6) -	Heroes- Miss Butler (Y5)		
8.40 (Y3/4)	Swans- Miss Johns - (Y4)	Dolphins - Mr Sherlock (Y3)	Eagles - Miss Leaman (Y4)		Miss Thorns/Miss Farleigh (Y3)
8.50 (Y2/EYFS)	Unicorns - Miss Hackett (Y2)	Little Tigers- Miss Toms (Y2)		Miss Blakesley - Little Lions	
9.00 (Y1/EYFS)	Phoenix- Miss Davies (Y1)	Little Foxes- Miss Collings (Y1)		Mrs Van Der Meer - Little Bears	

Gate - Pick up:

	Main Gate	Kitchen Gate	Little Tigers Gate	EYFS Cloud Gate	Eagles Fire Exit at front of school.
2.40 - Y1/EYFS	Phoenix- Miss Davies (Y1)	Little Foxes- Miss Collings (Y1).		Miss Blakesley - Little Lions	
2.50 (Y2/EYFS)	Unicorns - Miss Hackett (Y2)	Little Tigers- Miss Toms (Y2)		Mrs Van Der Meer - Little Bears	
2.55 (Y3/4)	Swans- Miss Johns - (Y4)	Dolphins - Mr Sherlock (Y3)	Eagles - Miss Leaman (Y4)		Miss Thorns/Miss Farleigh (Y3) -
3.00 (Y5/6)	Hunters- Miss Clayton (Y6) - Herdsman- Miss Julian (Y5)	Warriors - Mrs Purdie (Y6)	Heroes- Miss Butler (Y5) -		

If your child is starting in Reception as a Little Lion or Little Bear, please see the separate letter which will be sent to you in the next couple of days, for details of the first week back for your child as there will be a phased start.

3. Lunches

- To support social distancing within school and minimise the numbers of children mixing together, there are a few changes for lunchtimes.
- Excitingly, from September, all of our school lunches will be provided by our in-house Trust Catering Team. A letter regarding this will be sent out next week giving full details for ordering.
- All school lunches must now be ordered in advance via the School Money system. Lunches must be ordered in advance, even for Free School Meal children (income based and universal) and **we do not offer any credit for lunches** - they must be booked and paid for online (cash will not be accepted).

- School lunches will be delivered in special ‘take away style’ containers to children to eat within their own classrooms. Children will wash their hands and classrooms will be cleaned before children eat their lunch.
- Children will stay with their class during this time and not mix with other classes.
- Children will then have a dedicated slot for outdoor play and will only join the other class from their year group for this.

4. **Belongings & uniform.**

- During this period, children have been wearing non uniform to attend school as the Government advised a whole set of clean clothes every day. This is no longer needed and **we now will return to our smart school uniforms for all pupils.**
- Children’s uniforms should include school shoes, as normal.
- School bags will not be permitted in September (this is the same as we have currently) and we ask that your child only bring minimal items to school- coat, water bottle, sunhat (if required) packed lunch.
- All other belongings should be left at home. Nursery children, or children not yet toilet trained can be sent in with a bag containing a change of clothes/nappies etc. for the week. This should be dropped off on your child’s first session/ start of week of the week and collected on their last of the week. Any soiled clothes will be returned to you in a carrier bag at the end of each day.
- Reading Books: we know how vital reading is and getting back into everyone reading will be a key priority. Children will be given a reading book by their teacher at the start of term and they may bring this home each day, once they have finished reading it, it will be put aside for 72hrs before it is allocated again.
- PE Kits- we will write to you again in September to let you know when to bring in PE kits but they will not be required for the first week as children settle into school.

5. **Cleaning and Handwashing**

- There will continue to be rigorous cleaning and regular handwashing in school. Children will be given hand sanitiser as they enter and leave school each day. Further details of cleaning, handwashing and other infection control measures are in the Risk Assessment attached.

6. **Changes to Circumstances.**

Because we have not been in school, we may not be aware if any circumstances have changed for your child, such as:

- moving house,
- new contact details
- the birth of new baby or other siblings moving in or out
- family separation,
- bereavement,
- ill health (physical or mental health),
- change in your own employment which may impact on your child.

Please do let us know via the school office or member of school staff, if there are any changes or anything affecting the health or welfare of your child. This will greatly support us in helping your child return to school in September. Remember we are here for you to and may be able to offer support or recommend other support if you need it.

7. **After School and Breakfast Club**

Feedback from our families has been how vital they find this childcare support, especially as more and more are needing to get back to work. To ensure that we comply with the Government guidance and to keep us all safe, both Breakfast and After School Club will look a little different. We carried out an 'expression of interest' and we have lots of responses which we have used to plan what this will look like.

- Breakfast club will run from 8am (as normal) for children in YR-Y6. Please note we are unable to provide food but children may bring their own snack. The cost for this will be £1.50 and there will be 20 places available so that we have a 'small consistent group' to comply with the Government guidance. To enable us to do this, children cannot be booked on a part time basis and take up a place for just a few days a week, we also understand that not everyone needs full time.

Therefore, children must be booked in for 4 out of 5 days of the week via School Money - places must be booked 2 weeks in advance. Places are on a first come first served basis and booking will go live at 3pm on Friday 17th July.

- After School Club will run from 3-5.30pm at the Academy (not at Little Stars Nursery) for children in YR-Y6. Please note we are unable to provide food but children may bring their own. The cost for this will be £7.50 (20% discount for siblings) and there will be 20 places available. To enable us to do this, children cannot be booked on a part time basis and take up a place for just a few days a week, we also understand that not everyone needs full time.

Therefore, children must be booked in for 4 out of 5 days of the week via School Money - places must be booked 2 weeks in advance. Places are on a first come first served basis and booking will go live at 3pm on Friday 17th July.

- Children in each of these clubs will be in a small consistent bubble but will be from classes across the school. Therefore, we will be asking children in Y2 and up to socially distance. There is further, detailed information relating to this in the Risk Assessment, for you. We will use the booking system as a register for Track and Trace should we need to use this. No child will be able to join if they have not been booked two weeks in advance.

8. **Positive Behaviour Policy Annex is attached for you to read with your child.**

- To support all within school to feel safe and settled, our Positive Behaviour Policy has an annex which reflects the current measures in school e.g. expectation of children to not touch others.
- This is a key expectation from the Government and I'd like to assure all parents that this will be rigorously implemented and will need your support with this.
- We will be talking this through with the children from the first day back and this will be a key part of our Worship and values work, which will be regularly revisited.

- There will be clear posters in classrooms to remind children of the expectations and teachers will be using tools such as visual timetables and 'brain breaks' to support children getting back into their routines.
- It is essential that all parents take time to talk through these new expectations with their children before their return in September so they know what will be in place, including the consequences. This is to keep us all safe within our school community and parents will need to support this.

9. **Helping to prepare your child for school**

- Talk to your child about what it is going to be like going back. Help them prepare for staying in class and the possibility that they will not see all of their friends.
- Talk to your child about social distancing from adults and other children. It is going to be really hard to see their friend and not fling their arms around them. Children will return to their classmates but there will be set seating arrangements for Year 2 and over.
- Help your child be informed about the virus and the hygiene measures. Resources can be found here <https://www.e-bug.eu/>.
- Talk to your child about their behaviour in school. They will need to follow our school behaviour policy (attached). They cannot run off if they become frustrated, they need to stay in their class for the safety of themselves and others.
- Prepare your child for saying goodbye to you at the gate. Young children may find this hard; talk to them about what it is going to look like. Our video will help and class teachers/leaders are always on hand.
- We ask parents to adhere to the drop off and entry systems we put in place; we need to keep you all moving. Please do not congregate with other parents, even at a 2m distance as it will prevent us getting children into school safely.
- Help us keep school safe by observing the measures in place and staying up to date with communication. Please do not congregate with friends at the park and apply the Government guidance.
- If your child shows symptoms, let us know. They need to isolate for 7 days and the entire family should isolate for 14 days. Please all engage in Track and Trace.

10. **Track and Trace**

A key part of all our lives now is ensuring we take part in the NHS Track and Trace service. It is an expectation of all who attend school, pupils and staff, to follow this policy should they or family member have a positive test or be contacted by the NHS Track and Trace. Please familiarise yourself with the NHS Track and Trace service and ensure you follow this advice if you or your child displays any symptoms of Coronavirus.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

11. **Keeping Children Safe**

The Government has released further information to parents about keeping children safe, including online. This is in recognition that children and young people may be experiencing particular difficulties, including with their mental health. This information really is very valuable as a parent and I would encourage all parents to read the following link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>



The Government has also issued guidance for parents regarding schools opening fully in September and the link is here so that you can review this too.

<https://docs.google.com/document/d/1o9xdCCyHN6HjeHulQor3mmgAIK0jGvOLNncxaOYxQIc/edit?ts=5f0c2530&pli=1>

12. Preparations within the Academy

I understand that there is a lot of information in this letter but have also attached the Risk Assessment for you to read. I would welcome feedback on our Risk Assessment and opening plans- please share via our admin email or you'll find me at the front of school at the start and end of the day, wearing my high vis! Whilst we have very detailed plans, actually, school does and will continue to feel very familiar to the children. The staff are still the same, super bubbly, kind and dedicated and we are doing a lot of preparation so that all staff are confident and slick in the new ways of working. This means that school will feel safe, relaxed and as a school family, as it always did so while some things are new, lots are just the same!

We have kept the school open and very much enjoyed welcoming back more and more children each day. To prepare the school fully for the September opening, **Thursday 3rd September will be a non pupil day (this is one of the non pupil days moved from the two week half term in May/June). School will open to all pupils from Friday, 4th September.**

With this, the health and safety of all remains our priority. I would like to take this opportunity to reassure you that we are and will be continuing to work hard ensuring school follows guidelines produced by Public Health England, the Government and the Local Authority. We will also be in contact throughout the Summer holidays if guidance is updated and if any of the proposed plans change.

We will keep you updated regularly next term too- I have become accustomed to writing to you with very detailed information, very regularly and understand that there can be a lot to take in as it's a lot to write! Joking aside, I know how valuable lots of you find this information so that you know what we are doing to keep your child, our staff and our whole community safe.

Next Tuesday 21st July, on the final day of term, we'll be sharing a (very short!) but bright and cheerful end of term newsletter with you, sharing good news stories from across our school.

I would like to thank you for your continued support and kindness throughout this period of time. If you do have any questions, please do contact us. I hope that you all have a happy, healthy and safe summer break and look forward to seeing you all on the **Friday 4th September 2020.**

Yours sincerely

A handwritten signature in black ink that reads "E. Semmens".

Mrs E Semmens

Head of Academy