

Monday 8<sup>th</sup> June 2020

Dear Parents,

First of all I would like to thank you all for your patience whilst we have been getting the academy site prepared for the safe return of our children. As you can appreciate we wanted to make sure that we have everything in place before opening wider to the children in Reception, Year 1 and Year 6 – and this also includes making sure that we have the right number of spaces and teachers available to ensure we can teach the children in the smallest groups as possible to ensure social distancing. At this time, because of the differences in the environment and the complexities around our youngest children in Nursery, we have decided to pause their return until we are at a stage where we can also do this safely.

So that you can be as fully informed as possible in making a decision as to whether you send your child into school or not, I have tried to outline in this letter as many details as possible of the things we have in place to ensure the safety of both the children and staff. The procedures in place are similar to the ones we have been following whilst we have been the MLT Hub for all the primary schools in our trust. However, with more children coming onto the site, we have added in some additional measures.

On the site, all the classrooms have been deep cleaned and set up in preparation for wider opening. All additional furniture and soft furnishings (including curtains) have been removed and each classroom is set up with a desk for a maximum of eight children. Each child has ready their own desk and learning equipment (pencils, glue, colouring pencils, ruler, etc) so that there is no sharing of equipment. Also, within each classroom, there are handwashing facilities as well as hand sanitiser. We have also provided each classroom with their own PPE equipment, first aid kit, tissues and lidded bin. Classrooms are well ventilated, and doors will be propped open (where possible) to reduce the number of times that they will be been touched.

Throughout each day the children will be encouraged to wash and sanitise their hands – the youngest children will be encouraged to do this with the help of a song or rhyme. Within the Reception provision, for the outside bikes, the teachers have set up a 'bike wash' station so after each child has used a bike, they can wash it as part of their play. All other outdoor equipment (such as the trim trails) will be out of use.

On site during the day, there will be a cleaner who will be regularly cleaning toilets, desks, chairs, doors, sinks, light switches, railings to name a few. This person will also be on hand to deep clean any spaces if a child becomes unwell during the day.

On arrival to the school site, you may notice there have been some changes. We now have in place a one-way system of yellow arrows where everyone enters the site via the main gate and leaves via the top gate. The children who are currently on site are saying it looks like a yellow brick road. This system is in place both at the beginning and end of the day. On the path there are also social distancing markers for you to use whilst you are waiting for the gate to open. Our one-way system sees all children dropped off on the KS2 PLAYGROUND – no visitors/parents will be allowed down to the Key Stage 1 building.



To help with congestion at the peak times of the day, we have introduced a staggered drop off and pick up system. Your child’s bubble will be asked to arrive and be collected at a specific time – please stick to this time and try not to be early or late. If you are late arriving, we will not be able to accept your child into school that day. When you enter the site with your child, their teacher will be waiting for them on the Key Stage 2 playground by a specific letter which is clearly marked on the ground. It is on this letter that the children will wait for the rest of the group to arrive before being taken down to their classroom via the outside doors. Your child will also be collected from this same spot at the end of the day. If your child is struggling to separate from you on a morning, unfortunately your child’s teacher will not be able to intervene, so it will be your choice as to whether they stay at school or not. I can appreciate that after spending so much time with you over the last few months, some children may become upset; don’t worry, this is normal. However, we also acknowledge that some children will be excited to be back.

During breaks and lunchtimes, the children will be using the outdoor spaces at staggered times so that there is no cross over or mixing of bubbles. They will eat their lunch in the allocated spaces which are the dining hall or KS1 hall, and again these spaces have been set up to allow for social distancing.

Your child does not need to bring anything into school except a water bottle which needs to be clearly labelled. This will need to be taken home each day for washing. Coats will only be needed if it is cold/rainy,- as cloakrooms are out of use your child will keep their coat on the back of their chair each day, so only bring it if it is needed. All children in Reception and Year 1, as well as those on Free School Meals, will be provided with a packed lunch and will be given a choice of sandwiches. We are working closely with the catering team so that meals are not a barrier for your child to return. We are not allowing any children to bring their own packed lunch unless they are a KS2 Key Worker child who is not FSM. This is in order to minimise items being brought in from home.

As you are aware, we are going to be teaching the children in small groups or ‘bubbles’ and, once on site, both the adults and children will stay in the same bubble all the time, using the same space each day. There will be no mixing of bubbles at all. We have based the children with their own class teacher or a familiar adult. So that we can get in as many children as possible, we are asking that you bring your child on the designated days Monday/Tuesday or Thursday/Friday. We have created each bubble using our knowledge of your children and we aim to ensure each child is with their friends.

Group Name	Days in School	Class teacher	Arrival Time	Pick Up Time	Classroom
R1	Monday/Tuesday	Miss Fazakerley	9.00am	2.45pm	Fountains
R2	Monday/Tuesday	Miss Slater	9.00am	2.45pm	Fitzwilliam
R3	Thursday/Friday	Miss Fazakerley	9.00am	2.45pm	Fountains
R4	Thursday/Friday	Miss Slater	9.00am	2.45pm	Fitzwilliam
1A	Monday/Tuesday	Miss Dawes	9.15am	3.00pm	Kelham
1B	Monday/Tuesday	Miss Petch	9.15am	3.00pm	Kensington
1C	Monday/Tuesday	Miss Payne	9.15am	3.00pm	Ashford
1D	Thursday/Friday	Miss Dawes	9.15am	3.00pm	Kelham
1E	Thursday/Friday	Miss Petch	9.15am	3.00pm	Kensington
1F	Thursday/Friday	Miss Payne	9.15am	3.00pm	Ashford



We are currently reviewing your responses to the questionnaire confirming whether you will be taking up your child's place and early this week - once we have finalised the groupings, we will let you know your child's group. If you do not choose to take up a place, we understand that this is parent choice and you will not be penalised for this but there is an expectation that your child will still engage with their home learning, set by the class teacher each day. As the teachers will be supporting the children in school each day, they will not be able to respond to any queries during the school day but will get back to you as soon as they possibly can.

At the moment I am yet to confirm the date we will be welcoming our Year 6 children back as we are working closely with Maltby Academy to organise a transition package for the children. But again, I want you to be fully informed so that you can support your child to have a successful return. As for children within the other year groups, we will be continuing with the home learning tasks and emailing each day with ideas for you to do with your child. Please continue liaising and communicating in this way. So far you have all been doing an amazing job in the current circumstances and I thank you again for your support through this difficult and unique time. We are hoping to get all the children back into school as soon as we possibly, and safely, can.

I am sure that you may have further questions so please feel free to contact me and I will try to answer as many of them as possible.

Yours sincerely

Mrs J Cliff  
Principal



**Maltby Manor Academy**

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