

ALEC REED ACADEMY

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Principal and CEO: Allison Moise-Dixon



13th August 2020

Dear Parents and Carers of our Primary Pupils

I hope that the summer break is proving to be both relaxing and enjoyable for you all.

A few weeks ago towards the end of July, I sent a letter out to all parents and carers explaining the changes from September that we are making; to the morning arrival time to school (by year group), breaktime, lunchtime and dismissal time at the end of the school day. I shall include that information again at the end of this letter just in case you did not receive your copy.

I want to talk to you briefly about two things regarding media communication over the last few weeks. The first is regarding adults that work in situations where they are not always able to safe distance from work colleagues or any customers present throughout their working period. Our whole aim is to ensure that all pupils, members of staff and parents are kept as safe as possible so if your work situation is as outlined above, I would ask that you do the following:

- Let us know this via email or telephone – including the name of your child and class
- Wear a face covering when you are anywhere near the school gates
- Do not come onto the school premises – we will escort your child to class (Nursery, Reception and Year 1 pupils) in the morning and return your child to the school gates (all year groups) at the end of the school day (once other pupils and parents are safely away)

The second point regarding media communication is that the NEU (National Education Union) is mentioned regularly in news articles etc and not always in a positive light. We work very closely with our NEU representatives, as a key aim of the NEU is to do everything that they can to ensure a safe working environment within school for our children and staff members. Their help and support throughout this difficult period has been invaluable and has helped us to build trust with staff and to ensure safe, effective working practices, which in turn really benefits your children, our pupils.

If your child is particularly anxious about returning to school and would feel more comfortable wearing a face covering, we will not discourage or prevent this. What must be remembered is that if a face covering is worn to school and your child wishes to wear a face covering in school then a new/fresh face covering must be worn once inside the school gates.

There is all sorts of mixed information in the news regarding school staff wearing face coverings – what I would like to explain is that if any member of staff would feel more comfortable wearing a face covering whilst in school we will not discourage or prevent this.

Please enjoy the remainder of the holidays and keep yourselves safe. We are so looking forward to seeing you again in September and to be working with your children. The new information that was sent out to you a few weeks ago regarding start, break, lunch and dismissal times is included again below this letter.

'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014



Yours sincerely

Anne Franklin
Associate Principal
Primary Headteacher

The text that follows is the key information from my previous letter.

Starting Back in September 2020

To ensure safe routines and systems there will have to be staggered start times, finish times, break times and lunch times for each year group. We will continue to follow the government guidance and make any updates/ improvements that they recommend to ensure that all pupils, staff and parents are kept as safe as possible. Please see below for the new rota for each year group. We will of course keep you informed of any additional advice or changes.

Nursery and Reception have a tried and tested graduated start/integration programme throughout the first few weeks of September and so this will continue as normal and you will receive separate letters informing you of the dates and times that you will need to be in the Academy.

Monday 7th September

Year 6 and Year 3 return and attend school every day from Monday onwards

Wednesday 9th September

Year 5 and Year 2 return and attend school every day from Wednesday onwards

Friday 11th September

Year 4 and Year 1 return and attend school every day from Friday onwards

	Arrival time	Break time	Lunch time	Dismissal
Reception	tbc	tbc	tbc	tbc
Year 1	8.40 – 8.55am	10.10 – 10.25am	11.30 – 12.00pm	2.30pm
Year 2	8.25 – 8.40am	10.10 – 10.25am	12.00 – 12.30pm	2.30pm
Year 3	9.00 – 9.15am	10.50 – 11.05am	12.30 – 1.00pm	2.30pm
Year 4	9.00 – 9.15am	10.30 – 10.45am	12.15 – 12.45pm	2.45pm
Year 5	8.40 – 8.55am	10.10 – 10.25am	11.30 - 12.00pm	2.30pm
Year 6	8.25 – 8.40am	10.30 – 10.45am	11.45 – 12.15pm	2.45pm

Start of the Day - Nursery, Reception and Year 1 children will be able to be escorted by their parents/carers to the designated playground who can then leave their children at the door (ensuring safe distancing from other parents and staff) where they will be received by a member of staff. Parents will also be able to collect their children from the playground.

All other children (Years 2, 3, 4, 5 + 6) will be met at the main gate by staff at their allocated arrival time and taken to their classroom. It is really important that the arrival time is adhered to as otherwise there is the potential for the presence of too many parents at the same time that are unable to be at a safe distance from other people. If you have more than one child in the primary school and the start times are different then both children can enter at the time of the earliest starter and the child that has the later start can sit in the primary pod (supervised by staff) until their start time.

End of the day

Reception and Year 1 children are to be met by their parents/carers in the designated year group playground at the dismissal time indicated above – please ensure safe distancing from other pupils, parents and staff.

Year 2 children are to be collected by parents/carers from the designated Year 2 playground - please ensure safe distancing from other pupils, parents and staff.

Year 3+4 children are to be collected by parents/carers from the main playground. The departure time for these year groups are 15 minutes apart – as soon as Year 3 children are dismissed please collect your child and depart so as to ensure there are not too many parents in the playground - please ensure safe distancing from other pupils, parents and staff.

Year 5 children are to be collected from the main entrance. Year 5 children depart 15 minutes before Year 6 so please leave the premises as soon as you have collected your child - please ensure safe distancing from other pupils, parents and staff.

Year 6 children will depart from the main entrance. If you have returned the slip confirming that your child may travel home unaccompanied then they will depart immediately. The remaining children are to be collected by parents/carers - please ensure safe distancing from other pupils, parents and staff.

Lunchtime

Hot lunches – there will be a reduced menu (which will be sent home for your information) and some year groups will have their hot lunch in the primary pod, some in the Arc hall and Years 5 and 6 will eat in the main lunch hall – this is to ensure a speedy flow through the system and to ensure safety at all times.

Packed lunches – we need to reduce the amount of items that are brought into school via home and stored on trolleys etc – so from September all packed lunches will need to be transported to school in a carrier bag (contents must be wrapped in disposable packaging such as foil and/or cling film) which will be disposed of at the end of lunch. When your child arrives to school in the morning the packed lunch carrier bag needs to be hung on your child's coat peg.

Water Bottles – all children can bring a water bottle to school. This will either be kept in a tray to the side of the classroom or will be kept by the leg of the table your child is working at for easy access. These need to be taken home at the end of the day.

Equipment and Resources

Classroom-based resources like books and educational games can be used and shared within a group. Once collected in they will be quarantined for a period of 48 hours (72 hours for plastics) before they are used by any other pupils. Years 1-6 will be able to bring in a reading book from home and keep it with them – as it must not be shared with other pupils.

Pupils must not share individual or very frequently used equipment like pencils and pens – school is providing every pupil with their own named pencil case and basic equipment. This will remain on their desk and remain in school throughout this period.

Any resources shared between groups, such as sports, art and science equipment, will be either:

- Cleaned frequently and meticulously, and always between groups using them; or
- Rotated so they can be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups

All unnecessary sharing is to be avoided.

School bags – are not to be brought into school. All necessary resources will be provided by school, which means that if your child has a packed lunch they will bring it in a carrier bag, they may bring a reading book from home which will be kept in their tray and not shared with any other child. PE kits can be brought to school on a Monday (in a carrier bag or PE bag) and returned home on a Friday. This needs to be hung on your child's coat peg.