

ALEC REED ACADEMY

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Principal and CEO: Allison Moise-Dixon



23rd July 2020

Dear Parents and Carers of our Primary Pupils

I am going to start by apologising in advance at the length of this letter – however, all of it is important and essential information so I do ask you to persevere and read right to the end.

I mentioned in the newsletter sent out last week that successful transition to a new class is really vital for children's well-being and their readiness for the next year of their learning. If you were to do one thing during the summer break to reduce any gaps in your child's progress and to support their acquisition of knowledge and skills - encourage them to read daily – and if you have the time then please read with them.

There are a few children that have been moved class to ensure that their learning style and peer group is the very best match for them and so we are planning time in September for children to get to know their teacher and classworkers in the first few days of school. The class that your child was in this year and the classes that almost all children will be in from September are on the chart below.

Previous class 2019/2020	New class 2020/2021	Year Group	Teacher
Kingfisher - Reception	Dove	Year 1	Mrs Kelly
Coral - Reception	Starfish	Year 1	Ms Wingfield/Ms Jones
Dormouse - Reception	Squirrel	Year 1	Ms Kiani/Mrs Sheldrake
Dove – Year 1	Owl	Year 2	Ms Metcalfe
Starfish - Year 1	Lobster	Year 2	Mrs Bagga (nee Ms Soor)
Squirrel - Year 1	Koala	Year 2	Ms McNeil
Owl – Year 2	Peacock	Year 3	Ms Ahmed
Lobster – Year 2	Turtle	Year 3	Ms Mullings
Koala - Year 2	Panda	Year 3	Ms Peak
Peacock – Year 3	Kestrel	Year 4	Mr Taylor
Turtle - Year 3	Octopus	Year 4	Ms Doe
Panda – Year 3	Lynx	Year 4	Ms Bhatti
Kestrel – Year 4	Eagle	Year 5	Mrs Rafe
Octopus - Year 4	Manatee	Year 5	Ms Goraya
Lynx – Year 4	Giraffe	Year 5	Mrs White
Manatee – Year 5	Albatross	Year 6	Mr Kitsou
Giraffe – Year 5	Elephant	Year 6	Ms Bucarelli
Eagle – Year 5	Dolphin	Year 6	Ms Barr

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

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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.

Well – being:

To support pupil and staff well-being we will be doing the following:

- Having a clear focus on the primary school's core values
- Include well-being on our timetable – through dedicated time for discussion, through the PSHE curriculum, staying in touch with our parents
- Working with everyone to ensure they feel safe
- Planning resources for our 'recovery curriculum' and the social and emotional needs of our pupils

Curriculum:

We will need to assess pupils' starting points and address any gaps that are evident in their knowledge and skills, and then use this information to inform any changes we may need to make to our curriculum. We will do this in as gentle and non-threatening way as is possible (to reduce anxiety).

- For our children in Nursery: we will focus on the prime areas of learning, including communication and language; personal, social and emotional development (PSED); and physical development
- For our children in Reception: we will focus on the above, but we will also assess and address gaps in language, early reading and maths, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary
- For the Early Years Foundation Stage we will consider how all groups of children can be given equal opportunities for outdoor learning.

For pupils in **KS1 and KS2**, our priority is to:

- Identifying gaps and re-establish good progress in the 'essentials' (phonics and reading, increasing vocabulary, writing and maths)
- Identifying opportunities across the curriculum so they read widely
- Develop their knowledge and vocabulary

We will keep the curriculum broad, so that pupils are taught a full range of subjects over the year (e.g. sciences, humanities, the arts, PE, RE).

Breakfast and after school clubs

These will not be resuming in September as we are not yet confident that we can make this provision work successfully alongside our wider protective measures. As soon as this position changes I will let you know.

I did say at the beginning that this letter was going to be a long one – apologies again. I do hope that the information is clear.

Please take care and have a peaceful summer. I would really like to send to you all our heartfelt thanks for the love and support that you have shown your children with their home-learning and with the anxieties and worry that have become part and parcel of coping with Covid-19. Again I would like to stress that if you were to do one thing during the summer break to reduce any gaps in your child's progress and to support their acquisition of knowledge and skills - encourage them to read daily – and if you have the time then please read with them.

Yours sincerely

Anne Franklin
Associate Principal
Primary Headteacher