



Kelvedon St. Mary's
C of E Primary Academy
Nursery & Autism Support Centre

DOCWRA ROAD, KELVEDON, ESSEX CO5 9DS

Tel: 01376 570411

email: admin@kelvedonacademy.com

web site: www.kelvedonacademy.com

Headteacher: Mr. M. D. Walsh BED (HONS) NPQH

2nd September 2020

PARENTS/CARERS Full Opening of School Plan for September 2020

Dear Parent/Carers,

School will resume again on Thursday 3rd September for everyone (YR and YN on Monday 7th September).

I am aiming to make the learning experience as normal as possible. I want to continue to hold our traditional workshops, events and productions, but they will be tweaked or take a different format whilst restrictions still apply.

I have carried out an extensive risk assessment with my staff and below I have the highlights which are relevant to you and your child.

Attending School:

Attendance is compulsory from Thursday 3rd September 2020 unless:

- Your child is considered extremely clinically vulnerable and shielding, then they **should not attend**.*
- Your child displays symptoms compatible with coronavirus. They **should not attend** and are advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.*
- Your child is ill. Parents/carers MUST let the school office know in the usual way.

Arrival and Departure:

YEAR	N	R	1	2	3	4	5	6	ASC
Drop off	09:00	09:15	09:10	09:05	09:00	08:55	08:50	08:45	08:45
Collection	15:00	14:50	14:55	15:00	15:05	15:10	15:15	15:20	15:20

*Parents/carers with children in different year groups should drop all children off at the earliest child's time and collect at the latest time.

Protocol for Parent/Carers and Children

- Use common sense and stay alert.
- **Only ONE** parent/carer can escort a child to school, if they cannot walk to school on their own.
- **DO NOT** enter the school premises if you have symptoms.
- **DO NOT** enter the school buildings or classrooms unless invited to do so.
- **DO NOT** gather at school gates and class doors – always keep a social distance of at least 1m+
- Years 3 to 6 drop off in the playground and allow your child to make their own way to their classroom. Collect your child from the front playground, their teacher will bring them to you.
- Years N to 2 drop off at the classroom door.
YR and 1 collect your child from the back playground, Y2 from the front playground, their teacher will bring them to you.
- Contact the school office by phone 01376 570411 or email admin@kelvedonacademy.com **ONLY** visit the school office if it is absolutely necessary.
- Children and visitors wash hands on arrival and use hand sanitiser. Repeat frequently throughout the day.



Face Masks:

- Children **DO NOT** need to wear facemasks in school. Parent/carers, should they wish to, may provide their child with a mask for the journey to and from school and for use at playtimes.
- Staff will wear face masks and/or visors when administering first aid. Some staff, who have an existing health condition, may choose to wear a visor, displaying their whole face, whilst carrying out their school duties.

In the Classroom:

- Year groups will form one bubble and will mix, where necessary, for higher impact curriculum provision.
- Desks and pupils will all face forwards and in the same direction. Children will sit side by side, but not facing each other. Younger pupil's classes will continue to socially distance by activity.
- Each child will be provided with their essential personal learning equipment, clearly labelled with their name, appropriate to their year group. E.g. pencil/pen, white board, coloured pencils, ruler, protractor, scissors, rubber.
- Hygiene will be reinforced and handwashing will take place regularly.
- Each year group will have their own designated toilets and can **ONLY** use that set.
- All Marking and feedback will take place in school. Books will not be taken home by teachers to mark.

Break and Lunchtimes:

- Will be timetabled and take place in a designated areas.
- Snacks can be brought in for playtime.
- A full menu will be available to book at lunchtime.
- Bubbles will have designated eating areas.
- Breakfast service will resume.

Before and After school Clubs:

- There will be no before or after school clubs taking place until further notice.
- Year teams will plan 'Bubble Club Time' in normal curriculum time using their bubble staff.

Music Lessons and specialist teaching:

- These lessons will take place with the adult in charge following all hygiene measures between students.
- They will remain in their timetabled designated area.

Medical:

- General bumps and scrapes will be dealt with in the classroom by the adults in the team using resources provided.
- If a child is ill or displaying symptoms of Coronavirus, staff will contact the school office who will put on PPE, collect the child from their class, and take them to our medical room.

In School Events and Gatherings:

- There will be no whole school assemblies. 'Double Bubble' phase assemblies, one bubble at the back of the hall and one at the front, will take place.
- Parent meetings or workshops will take place, preferably outside, or in a different format that makes them safe and accessible.
- Only one adult per pupil is invited to events.

Trips, Visits, Visitors:

- Well planned, thought out and virus risk assessed visits will take place.
- Visitors to school will be timetabled and work around other school protective measures.



Communal Areas in School (Libraries/ICT suite):

- The ICT suite will be used on a timetabled basis and the class teacher/adult in charge will sanitising universal equipment before and after use. The ICT suite will be out of bounds except for timetabled lessons.
- Library books will be evenly distributed around each year group appropriately and books sanitized between use. The library will be out of bounds.

Best wishes,

M Walsh

Mr. M Walsh Headteacher

