



26th February 2021

PARENTS/CARERS Return to School Plan

Dear Parent/Carers,

School will begin again for everyone on Monday 8th March.

It has been a tough lockdown and the priority for the rest of the spring term will be to support children's well-being, socialization and rebooting their love for learning. This will be done through exciting practical learning projects and topics designed to build back the confidence and esteem of every pupil.

I am extremely grateful for the hard work that you have all put in to support home learning – I know it hasn't been easy. I am incredibly proud of the resilience that every child has shown as they have coped with this winter lockdown.

School will be closed to Nursery, Vulnerable Children and those of Critical Key Workers and there will be no live virtual learning on Friday 5th March in order to allow staff to prepare the school for opening on Monday 8th March.

I have tweaked our 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 Monday 8th March 2021 unless:

- Your child is 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 10 days. Their fellow household members should self-isolate for 10 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	Trickle Flow Entry between 08:40 and 09:00							08:45
Collection	15:00	15:00	15:10	15:10	15:20	15:20	15:20	15:20	15:20

Protocol for Parent/Carers and Children

- Use common sense and stay alert.
- Adults **WEAR A MASK** on site.
- **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.
- Years 3 to 6 drop off in the playground and allow your child to make their own way to their classroom.
- Years N to 2 drop off at the classroom door.
- Collect your child from their designated area at the correct time and leave the premises **immediately**.
- **DO NOT** gather at school gates and class doors – always keep a social distance of at least 1m+
- Contact the school office by phone [01376 570411](tel:01376570411) 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.
- Staff and visitors will wear face masks when social distancing is unable to take place.
- Parents/carers to wear a face covering at drop off and collection – Hands – Face – Space.

In the Classroom:

- Classes to remain separate forming their own bubble for the remainder of the spring term. After Easter year groups can form one bubble and mix, where necessary, for higher impact curriculum provision
- Desks and pupils can be arranged by individual class teacher to best support delivery of meaningful learning opportunities in their classroom. 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.
- Staff will remain in their bubble and not cross into other bubbles.
- Specialist SEN staff will remain in a class bubble for the remainder of the spring term and then may cross bubbles to best support the needs of specific individuals after Easter.
- Hygiene will be reinforced and handwashing will take place regularly.
- Each year group will have 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:

- ABC Club will resume before and after school in the school hall.
- 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 or virtually.
- 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 school assemblies until further notice.
- Parent meetings or workshops will not take place.

Trips, Visits, Visitors:

- All educational visits are currently suspended. This is under constant review.



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 sanitise 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.

Items between Home and School:

- All letters will be emailed.
- Only bags with coats, lunch boxes and PE may be brought into school and stored in personal lockers/pegs.
- Birthday sweets are not permitted.
- Creative homework – pictures emailed to year group, no physical items to be brought in.
- READING BOOKS – teachers will continue with a supportive system appropriate to their year group where reading books can be distributed for home use and returned to a 'safe box' where they will be stored for a minimum of 3 days before being wiped and returned to their stock. Book return days will be Monday and Thursday.

Best wishes,

M Walsh

Mr. M Walsh Headteacher

