



Holley Park Academy

Ayton Road, Oxclose, Washington, NE38 0LR

5th June 2020

Arrangements for planned phased reopening of school June 2020

Dear Parents/Carers,

On Monday school reopened to some of our Nursery, Reception, Year 1, Year 6 and pupils whose parents are Key Workers. Thank you, as parents/carers for supporting us by following the social distancing guidance and setting a good example to our pupils when dropping off and collecting your children. We have all settled into our very different way of being in school. Some pupils and staff are working in different classrooms and more working outdoors where possible. Please see our website, where you can view photographs of some of the activities the pupils have taken part in this week. Teachers have shared advice regarding health and hygiene and keeping everyone safe by social distancing with our pupils. As a school we continue to receive advice on a daily basis from Government, Department for Education and Sunderland Local Authority. You will be informed of any changes as soon as possible.

We recognise that some parents continue to be concerned about their child returning to school and we will try and address any concerns, however the government advice continues to state,

"We know that, unlike older children and adults, early years and children of primary age cannot be expected to remain 2 metres apart from each other and staff".

I can assure you that measures are in place following Government, DfE and Sunderland Local Authority advice and robust risk assessments based on that advice have been carried out and shared with all staff.

At the moment school is at capacity, we are continuing to assess this and try to accommodate parents who would like their child to return to school in the selected year groups or whose parents are key workers returning to work and now require childcare. Please continue to contact school through the school email address info@holleyparkacademy.co.uk in the first instance. A reminder that the school office remains closed to all visitors at this time.

The school has and will continue to undertake the following actions to reduce the risk of infection from covid19:

- Stagger drop off and collection times for pupils to minimise the extent of parent/child to parent/child contact.

Mrs. Sharon Richards B. Ed.
Chief Executive Officer: Executive Headteacher
Telephone 0191 4170303

Email: info@holleyparkacademy.co.uk web: www.holleyparkacademy.co.uk

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As follows: -

- 1. Nursery pupils to arrive at their own usual entrance at 8.45am prompt. Only one parent to accompany your child. Fence markers will be placed on the fence 2 metres apart as social distance markers. From Monday 1st June we will only operate a morning nursery session. (NO FLEXIBLE DAYS ARE ON OFFER AT THIS TIME this will be reviewed by 11th June). Pupils must be collected from their usual door at 11.00am.**
 - 2. Reception pupils to arrive at their own usual entrance at 9.00am prompt. Only one parent to accompany your child. Fence markers will be placed on the fence as social distance markers. End of school day collection will be from KS1 red door, main school yard at 2.30pm. Parents should adhere to social distance guidance whilst on the school site, as practicable as possible.**
 - 3. Y1 pupils to arrive at the top gate at 9.00am prompt. Only one parent to accompany your child onto the main school yard (socially distanced from others). Pupils to enter school through the KS1 red door. End of school day collection from KS1 red door, main school yard at 2.45pm. Parents to adhere to social distance guidance whilst on the school site, as practicable as possible.**
 - 4. Y6 pupils to arrive at the top gate at 8.45am prompt. Only one parent to accompany your child onto the main school yard (socially distanced from others). Pupils to enter school through the KS2 door. End of school day collection from KS2 red door, main school yard at 3.00pm. Parents to adhere to social distance guidance on the school site, as practicable as possible. All Y6 pupils **MUST** be collected from school by a named adult. Please contact us via school email to inform us of the named adult who will be collecting your child at the end of the day. (you must inform us of the name of any adult who will be collecting your child during this half term)**
 - 5. Pupils of our Critical, Key Workers to arrive at main entrance at 8.50am as you have been. End of school day collection from main entrance at 3.15pm. Please note these children will remain together as they have been during lockdown.**
- Where parents have other children not attending school, you are permitted to bring them onto the school site when dropping off or collecting your child – you will be responsible for maintaining social distancing within your own 'bubble'.
 - School have trained staff in school to support your child. If you child has an EHCP please contact the school SENDCO, via Edulink who will support you and your child with their return to school.

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- Pupils will be allocated their own desk and chair (Coats will be kept on the back of their chair; they will use the same chair and desk every day and this may not be in their usual classroom).
- Pupils will be provided with their own school resources in a tray (they will not be able to share with other pupils).
- Lessons will involve more independent learning, as the teacher will not be able to sit side by side to provide targeted support.
- All pupils will be served a hot meal/alternative at school free of charge. (this will be revised by 11th June) **No Packed Lunch Boxes or snacks are to be brought into school.**
- No water bottles are to be brought into school; your child will be provided with a school plastic cup which will be washed daily in the school commercial dishwasher.
- Pupils are to wear their school uniform. Teachers will advise pupils which day they are to wear their P.E kit to school for outdoor activities.
- Pupils **MUST NOT** bring bags into school.
- Pupils must **NOT** bring mobile phones into school.
- Parents must apply sun cream where appropriate at home. School **CANNOT** apply sun cream to your child.
- Personal care – pupils who require changing will be encouraged to do this themselves, where this is not possible parents will be required to collect their child from school.

We will also: -

- Encourage staff and pupils to walk or cycle to school to minimise the use of public transport where possible (further guidance is expected from the government on safe travel).
- Display coronavirus infection control measures information posters around school.
- Encourage good hygiene by promoting the importance of regular handwashing
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food
- Ensure everyone knows to cover their mouth when they cough or sneeze with a tissue, then throw the tissue away. Current Government guidance remains that face coverings and

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masks are **not recommended in schools**. The guidance states that Personal Protective Equipment is only needed in a very small number of cases.

- School will limit class sizes to no more than 15 pupils. Desks and chairs will be spaced out as much as possible.
- Pupils will be with their own class teacher/support staff where at all possible. This may not be possible for all pupils.
- Ask pupils to stay in the same small groups (bubble) and they will be encouraged not to mix outside of their small group where possible. Our outdoor spaces will also be used as much as possible.
- Stagger break and lunch times (ensuring that hall is below half normal capacity).
- Implement "one way" walking routes or segregation around school where practicable and take steps to limit the number of children using toilets at the same time.
- Increase frequency of cleaning around the school (classrooms being cleaned daily) and ensure frequently touched objects and surfaces are cleaned and disinfected as required.
- Remove unnecessary items from classrooms and other learning environments where possible.
- Continue to provide alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school encouraging use.
- Ensure frequently touched objects and surfaces are cleaned and disinfected more often than usual
- Isolate any unwell pupils in a separate room, and providing a separate bathroom, where possible until they are collected from school.
- If a child requires first aid, for example a graze, they will be encouraged, in the first instance to clean it themselves. If this is not possible the staff will wear personal, protective, equipment (PPE) to administer first aid where it is safe to do so. You may be called to collect your child where we deem it necessary.

As the above list is not exhaustive any further measures that will help us all will be implemented as required based on evidence and advice. Please understand all of the above is subject to change. A lot of work is and has been going on in school and from home, however we cannot guarantee that children will socially distance and government guidance states this issue very clearly, as above.

The Government advice also does state that *"the children and young people in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending"*

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I would ask that you lead by example at home and encourage good infection control practices, such as thorough handwashing and keep your child informed about the advice in this letter and what we can all do to discourage the spread of Coronavirus.

As per the current NHS and Government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>). **Please contact the school by email in the first instance info@holleyparkacademy.co.uk** or telephone and leave a message 0191 4170303 at your earliest opportunity. (The school telephone voicemailbox will be checked at 10.00am and 3.00pm Monday to Friday until further notice).

The health and safety of our pupils and our staff is paramount and we will continue to work in conjunction with all Government advice to help minimise risks. To date we have had no reported cases of Coronavirus at Holley Park Academy.

Please note school office will remain closed.

Yours sincerely,

Mrs S.E Richards
Executive Headteacher

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