



# Holley Park Academy

Ayton Road, Oxclose, Washington, NE38 0LR

15<sup>th</sup> July 2020

## Arrangements for September Return 2020

Dear Parents/Carers,

Following the recent government announcement that it would like schools to re-open for **ALL** pupils from September, we have been working on the arrangements to allow all of Holley Park Academy pupils to return safely.

Unless advised otherwise by the government, DFE or Sunderland Local Authority, from **Wednesday 2<sup>nd</sup> September** we will be fully open to **ALL** year groups.

*"The prevalence of Coronavirus (Covid – 19) has decreased, our NHS Test and Trace is up and running and we are clear about the measures that need to be in place to create safer environments within schools.*

*Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from Coronavirus (Covid- 19)..." DFE Guidance published 2<sup>nd</sup> July 2020.*

### **Safety measures in Holley Park Academy:**

- Full robust risk assessment will be carried out to ensure all pupils and staff safety.
- Pupils will be taught in their own year group class with their friends and their new class teacher.
- Pupils will spend the majority of their time in either their classroom or outdoors in their allocated outdoor space.
- Surfaces will be wiped down regularly and deep cleaned at the end of each day, including frequently touched areas such as door handles, switches, toilet handles, taps etc.
- Unnecessary furniture, equipment and soft furnishings will be removed from the classrooms.
- We will continue to promote frequent hand washing/sanitizing and good hygiene.
- We will continue to minimise contact and mixing between groups of children.

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

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## Start of Day Arrangements:

- School will be open from 8.45am with pupils coming straight into the building as they arrive.
- EYFS pupils to arrive at their usual entrance (lower gate) ,Nursery A.M session pupils to be collected from this same entrance at 11.45am. **Nursery P.M and Reception children,Y1 and 2** are to be collected from the **KS1 entrance at 3.00pm.**
- Only one parent to accompany your child.
- Fence markers are in place 2 metres apart to ensure social distancing.
- Year 1 - 6 to arrive through their usual entrance (upper gate). Parent to leave child at entrance to walk into school independently.
- **Year 1 & 2 to arrive at 8.45am prompt.**
- **Year 3 & 4 to arrive at 8.50am prompt.**
- **Year 5 & 6 to arrive at 8.55am prompt.**
- **Registration for Y1-6 will be 9.00am.**
- **Y1 and Y2 will leave by their classroom doors at 3.00pm.**
- **Y3-Y6 will leave by their classroom doors and upper school door at 3.15pm.**

## Start and End of Day General:

- Only one adult must accompany a child to school.
- On the yard, children are the responsibility of their adult.
- While on school premises, parent/carers must respect social distancing.
- Parent/carers are not permitted to enter the school building; communication should be made via email or telephone calls to the school office.
- Face to face discussions between parents/carers and teachers during drop off and pick up times will not be possible so please use the email or telephone to contact the school office.

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## What about Absence?

- Attendance from September is mandatory.
- Parent/carers should follow the usual school procedure for reporting sickness absence: by telephoning the school office before 9.30am and leaving a message.
- Where children are absent and school does not receive a phone call, someone will contact the parent/carer to ascertain the reason for absence.
- If any children or adults in the household display any symptoms of Covid – 19, then the school should be contacted **immediately**.
- If the child becomes unwell with a new, continuous cough or a high temperature, or change in their normal sense of taste or smell, parents/carers will be asked to collect their child immediately and self-isolate for at least 7 days and should arrange to have a test.

## What about Medication?

- If your child requires medication to be administered during the day, then we would ask parents/carers to complete an 'Administration of Medication form' found in our downloadable forms on our website.
- Please contact the school office if your child requires medication and we can arrange for medication to be handed over.

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## What should my Child Wear and Bring to School?

- Children will be expected to wear full school uniform when we return.
- Pupils should not bring any items into school from home, apart from a water bottle which should be taken home daily to be cleaned.
- Packed lunch bag (if they have a packed lunch) will remain on the child's desk (school dinners will be served as normal).
- P.E bags should be brought into school on the day your child has P.E – pupils will be advised which day their P.E will be, by their teacher in September.
- No extra equipment to be brought from home: no toys, no show and tell items, no stationery, no snacks and no birthday treats from home.
- Homework for all year groups will be set using Edulink on Thursdays.

## Breakfast and Afterschool club

- It is our intention to provide our usual breakfast club from 8.00am – 8.45am and afterschool provision from 3.15pm – 5.30pm, all details including booking and payment can be found on our website.

I hope I have covered the main issues regarding the September return and we will continue to work hard to do the very best to support both you and your family through this challenging time. However, all details/arrangements in the letter are subject to change following advice from the DFE and Sunderland Local Authority (e.g. local lockdown).

Thank you for your continued support.

Yours sincerely,

Mrs S Richards

Executive Headteacher

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