



Holley Park Academy

Ayton Road, Oxclose, Washington, NE38 0LR

1st March 2021

Dear Parents/Carers,

Arrangements for full reopening of school for pupils and staff Monday 8th March 2021

Thank you very much for your patience whilst waiting for an update on details of our full return to school on Monday 8th March 2021. We have waited to send this letter to you to ensure we were giving you the most current and up to date advice. The Government maintains its advice, that **'all pupils in all year groups should return to school on March 8th 2021. It is vital that children and young people return to school and college, for their educational progress, for their wellbeing, and for their wider development'**. We are following this advice and working on the arrangements for all our pupils and staff returning to school after this long break.

This letter details the measures we, at Holley Park Academy, will have in place for your child returning to school. As parents and carers you are encouraged to visit gov.uk/backtoschool for information and practical guidance to help you plan and prepare your child for their return to school. This includes the latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#).

Safety measures in Holley Park Academy will include:

- Full robust risk assessment will have been carried out to ensure all pupils and staff safety.
- Pupils will be taught in their own classroom bubble, in their own year group with their friends and their class teacher.
- Pupils will spend most of their time in either their own classroom or outdoors in their allocated outdoor space.
- There will be no whole school or community assemblies at this time.
- We will have staggered break times and lunch times.
- Touch points and other surfaces will be cleaned throughout the day and deep cleaned at the end of each day.
- Some furniture, equipment and soft furnishings will have been removed from the classrooms.
- We will continue to promote frequent hand washing/sanitizing, and good hygiene, promoting 'catch it, kill it, bin it'.
- We will continue to minimise contact and mixing between groups of children.

Mrs. Moya Robson B.Ed.

Headteacher

Telephone 0191 4170303

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

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Revised arrangements for the start of the school day including revised drop off times.

Please note – siblings are to be brought into school together at the earliest start time as stated below:

Breakfast and Afterschool Clubs

- It is our intention to provide our usual breakfast club from 8.00am – 8.45am and afterschool provision from 3.15pm – 5.30pm (3.15 p.m. – 4.30 p.m. Fridays). All details of activities, including booking and payment can be found on our website. Please book this service in advance to enable us to be prepared.
- School will be open from 8.00am for pupils attending our ‘Breakfast in the Park’ Club. Please book and pay for this service in advance via schoolcomms on our school website 8.00am – 8.45am £3.00 per day. Pupils should come into Breakfast Club via the main school entrance, following the social distance markers.
- Fence and cone markers are in place 2 metres apart for social distancing guidance to ensure social distancing. Please follow these markers.
- Nursery pupils (Miss Watson’s class) to arrive at the nursery and reception entrance at 8.45am prompt, (lower gate entrance) with one adult to drop off.
- Reception pupils (Mrs Kitchen’s class) to arrive at the nursery and reception entrance 8.55am prompt, (lower gate entrance) with one adult to drop off.
- Reception pupils (Miss Pearson’s class) to arrive at the nursery and reception entrance 8.55am prompt (lower gate entrance) with one adult to drop off.
- Year 1 pupils (Mrs Kelters’ class) to arrive at their entrance (upper gate). Parent to leave their child at entrance to walk down independently at 9.05am prompt.
- Year 2 and Year 3 pupils (Mrs Whyte and Miss Welsh’s classes) to arrive at their entrance (upper gate). Parent to leave their child at entrance to walk down independently at 9.00am prompt.
- Year 4 pupils (Mrs Dann and Miss Mackay’s class) to arrive at their entrance (upper gate). Parent to leave their child at entrance to walk down independently at 8.55am prompt.
- Year 5 pupils (Miss Crowther’s class) to arrive at their entrance (upper gate). Parent to leave their child at entrance to walk down independently at 8.50am prompt.
- Year 6 pupils (Mrs Robson and Mrs Gallant’s classes) to arrive at their entrance (upper gate). Parent to leave their child at entrance to walk down independently at 8.45am prompt.
- The school office remains closed to all visitors. Please contact the school via email info@holleyparkacademy.co.uk.

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- All timings are subject to review.

School Meals

- All pupils are encouraged to have a school meal to reduce items being brought into school. Pupils in Reception, Year 1 and Year 2 all qualify for Universal Infant Free School Meals, which is a government initiative to provide a school meal to all infant school aged pupils. All our meals are prepared and cooked onsite, using fresh produce every day. A varied menu is available with at least 3 different options every day including a vegetarian option. If your child has any special medical dietary requirements, please email school with the details. School meals are excellent value at £2.20 per day, £11.00 per week for a 2- course meal, payable on a Monday for the full week. Please pay for your child's school meal in advance via Schoolcomms on our school website. If your child does have a packed lunch, this should be brought into school in a cleaned, sealed container every day, this will remain on your child's desk during the morning. School meals will be served in the hall as normal, over a staggered lunchtime.

Revised arrangements for the end of the school day.

- All pupils must be collected from school. (This may be revised later for Year 6 pupils). **Only one parent is permitted to collect their child (a named adult over 18 with prior notice).**
- Nursery morning session pupils are to be collected from the nursery and reception entrance at 11.45am.
- Nursery P.M sessions are to be collected from the KS1 red door on the school yard at 2.50pm.
- All Reception pupils are to be collected from KS1 red door on the school yard at 3.00pm.
- Year 1 pupils (Mrs Kelters' class) are to be collected from KS1 red door on the school yard at 3.15pm prompt.
- Year 2 pupils (Mrs Whyte's class) are to be collected from KS1 red door on the school yard at 3.15pm prompt.
- Year 3 pupils (Miss Welsh's class) are to be collected from the classroom door at 3.10pm prompt.
- Year 4 pupils (Mrs Dann's class) are to be collected from Mrs Dann's classroom door at 3.10pm prompt.
- Year 4 pupils (Miss Mackay's class) are to be collected from the KS1 red door on the school yard at 3.10pm prompt.
- Year 5 pupils (Miss Crowther's class) are to be collected from their classroom door at 3.00pm prompt.

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- Year 6 pupils (Mrs Gallant's class) from their classroom door at 3.00pm prompt (to be reviewed at a later date).
- Year 6 pupils (Mrs Robson's class) from KS2 red door at 3.00pm prompt (to be reviewed at a later date).
- Please note: all children are the responsibility of their adult whilst on school premises and we ask that parents and carers respect and maintain social distancing where possible.
- Parents are **not permitted** to enter the school building; communication should be made via email.
- Face to face discussions between parents/carers and teachers during drop off and pick up times will not be possible: please do not put our staff in that difficult position by trying to do so.

What about attendance?

- Attendance from 8th March 2021 is **MANDATORY**.
- Parents should contact the school via email or telephone before 9.00am if their child is going to be absent from school with the reason for the absence.
- Where pupils are absent and school does not receive an email or telephone message, school will contact the parent to ascertain the reason for absence.
- If your 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 and should arrange to have a test.
- If any children or adults in the household display any symptoms of COVID-19 then the school should be informed **immediately**.

What about Medication?

- If your child requires medication to be administered during the day, please download and complete an 'Administration of Medication form' found in our downloadable forms section on our website (found under the parent's tab). Please complete and return it, with your electronic signature to info@holleyparkacademy.co.uk We can only administer medication prescribed by a doctor with a minimum dose of 4 times per day. If this is the case, please ask your GP for two sets of medication as one will need to be kept in school until the course is finished.
- **Please contact the school office if your child requires medication and we will arrange for it to be handed over. No medication should be sent into school with a pupil.**

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School uniform and P.E kit

- Pupils are expected to wear full school uniform when they return.
- P.E kits should be worn for the full day on your child's PE day. (Class teachers will remind you of these days via Class Dojo).
- Pupils should not bring any items into school from home, apart from a clear water bottle for their own use, clearly marked with their name. If your child does not have one, they can be purchased from school for £1.50 which should be brought to school in a sealed named envelope. Pupils will be reminded to bring home their water bottle at the end of each day to be washed and refilled for the next day.
- No extra equipment is to be brought into school from home; no toys, no show and tell items, no stationery, no snacks and no birthday treats from home. Year 6 should not bring in their mobile phones as there will be no need for them.

We will continue to work hard to do the very best to support both you and your family through this challenging time. We hope this letter has given you confidence regarding the full return to school next week.

Please note that all the details and arrangements in this letter are subject to change following advice from the Department for Education and Sunderland Local Authority.

Thank you for your continued support and we look forward to a happy, healthy, safe return for all.

Yours sincerely,

Mrs M Robson

Headteacher and all the staff at Holley Park Academy

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