



Our ref: AJC/MS

14 July 2020

Dear Parent/Carer

Re: Plans for re-opening of Pilgrim Academy for all pupils in September 2020

Following the most recent government guidance, outlining that all pupils must return in September 2020, I have set out our plans below. We are in a fortunate position as we have been open throughout the lockdown period and since 15 June 2020, we have had over 70 children regularly attending. Therefore, we already have a very good structure and routine in place in each of the key areas of the guidance. However, obviously, we have had to look carefully at our plans for the return of *all* pupils.

Our risk assessment is in the process of being fully updated and shared with all colleagues. Further to previous letters, our risk assessments are shared and validated with Langness, the Health & Safety company, employed by Tollbar MAT to ensure that all procedures are in place and in line with government guidance.

What will the new classes look like?

Social distancing will be in place, as far as possible. The government has made it clear that pupils should remain in class/year bubbles.

We plan to organise our classes as normally as possible, though there will be some significant differences. As our year groups are smaller and we work on classes across two-year groups, our classes will remain a mixture of two year groups. However, those groups will not mix with other 'mixed' groups.

In KS2, we would normally set across three classes but we are planning on moving away from setting. This is because one child might be in three separate classes for Maths, English and Theme – and would therefore, potentially have contact with three 'bubbles.'

To prevent this, we are planning on producing a distinct class, where that group/bubble will be the same for all subjects. This will prevent children mixing. For example, if your child is in Year 5 and in Tucana class, they will stay in that classroom all day with the same pupils. In other words, they will have their Maths, English and Theme lessons with the same pupils all day.

They will also stay with their groups, as far as possible, at breaktime and lunchtime.

As far as possible, the teacher will remain with the same class. However, this will not be entirely possible and the guidance is clear that teachers can move around.

We feel that this is the most sensible action as it means that pupils will be mixing with as few a number of other pupils as possible.

Please note, groups will be a maximum of 30 pupils.

For those children taught in our SEND unit, provision will remain the same, as the guidance does state that, *'some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching.'*

Who will be teaching the new classes?

At the moment, we are planning the groups and which teachers will be taking each group. I will continue working on this over the summer holiday and take note of any updated guidance that might be issued.

As you can appreciate, it is important that we look at this carefully and react to updated guidance. We will place the pupils in their new classes when they arrive on their first day back in September 2020.

What will the classrooms look like?

The guidance states that, *'Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.'*

We will adhere to this as closely as possible but this will be very challenging with full classes. Children will be told to not touch staff or their peers and this will be upheld as far as possible.

Where possible and appropriate, we will look at re-arranging rooms to have pupils sitting side by side and facing forwards, rather than face to face or side on. Where possible, we will remove any unnecessary furniture from classrooms.

On what days will the children return?

Due to the unique circumstances and the fact that many pupils have not attended since the end of March 2020, we will be introducing a slightly staggered start to the new term. We feel that this is sensible due to the many changes and will help pupils and parents become acclimatised to the changes.

Date	Year Groups on Site
Wednesday 2 September 2020	<ul style="list-style-type: none">• Foundation Stage 1 – half of pupils in the morning/half in the afternoon• Foundation Stage 2 - half of pupils in the morning/half in the afternoon• Years 5 and 6
Thursday 3 September 2020	<ul style="list-style-type: none">• Foundation Stage 1 – half of pupils in the morning/half in the afternoon• Foundation Stage 2 - half of pupils in the morning/half in the afternoon• Years 3, 4, 5 and 6
Friday 4 September 2020	<ul style="list-style-type: none">• Foundation Stage 1 – half of pupils in the morning/half in the afternoon• Foundation Stage 2 - half of pupils in the morning/half in the afternoon• Years 1, 2, 3, 4, 5 and 6

Please note, children in Nursery and Reception will be contacted separately and told whether they will be attending in the morning or afternoon on these three days.

All children should attend, as normal, from Monday 7 September 2020.

What will be the procedures for the start and the end of each day?

To avoid large groups of people gathering at the gates, we will be implementing a slightly staggered start and end to the day. It is very important that these times are adhered to for the health and safety of the children and all family members. The arrangements are as follows:

Year Group	Entrance Point	Arrival Time	Departure Time
Early Years: Nursery (all day children)	KS1 Playground Gate	8:45am	3:30pm
Early Years: Nursery (morning only children)	KS1 Playground Gate	8:45am	11:45pm
Early Years: Nursery (afternoon children only)	KS1 Playground Gate	12:30pm	3:30pm
Early Years: Reception	KS1 Playground Gate	8:55am	3:20pm
Years 1 and 2	KS1 Playground Gate	8:55am	3:20pm
Years 3 and 4	Main Car Park Gate	8:55am	3:20pm
Years 5 and 6	Side Car Park Gate	8:45am	3:30pm

Where you have siblings who are attending, e.g. a child in Nursery and Year 1, they can be dropped off and collected at the same time. Please make this your earliest available time slot. For example, two siblings in Nursery and Year 1 can be dropped off together at 8:45am and collected together at 3:20pm.

Children will be collected at the gates by staff members.

Will parents/carers be allowed on site?

I must emphasise that parents/carers or other family members will not be allowed on site at any time, other than in an emergency or for a pre-arranged appointment. This is for the safety of all children, staff and family members.

Please note, the gates will be unlocked at 8:45am and then locked again at 9:15am. If you arrive after this time, you will need to contact the Academy to make us aware that you are late and a custodian will unlock the gate for you. The gates will also be unlocked to accommodate those children who only do half-days, i.e. at 11:45am and 12:30pm and the same process will apply.

If your children walk to school on their own, please bear this in mind as the gates will not be unlocked until 8.45am.

Initially, we will not be holding assemblies or any shared learning afternoons with parents. However, this will be under constant review and when guidance is updated we will re-look at our procedures.

What will be the format of the day and what will be taught?

We intend to deliver the curriculum the children would normally receive. There will be an emphasis on key skills such as reading, phonics and mathematics. However, we intend to teach lessons across the breadth of the curriculum to give pupils a variety of subject knowledge and skills. There will also be an emphasis on Personal, Social and Health Education to support children through the current changes.

All lessons and activities will take place within the groups and, as far as possible, there will be no mixing between groups. As far as staffing permits, your child will have the same teacher and teaching assistant throughout the week. However, this will not always be the case, for example, for PE lessons.

Do the children have to wear their uniform?

The children are required to wear their normal uniform.

What do the children need to bring with them?

The children should bring a water bottle, which they will use throughout the day. They must take this home and bring back again for the following day.

If they are having a packed lunch, they must bring this with them.

Children should also bring their PE kit with them.

The children should **not** bring anything else with them, including their book bag, equipment or any personal items.

What will happen at break and lunchtimes?

Break and lunchtimes will be staggered to ensure there is as little interaction between the children as possible. Children will be allocated sections of the playground for their group.

Lunches will be delivered to most of the children in their classrooms to avoid everyone gathering in the dining hall together.

If you are providing a packed lunch, please ensure, as far as possible, that your child is able to access their lunch as easily as possible on their own. For example, where they might struggle to open a packet of something, could this be taken out of the packet? This will lessen opportunities for staff to have close contact with the children and vice versa. Apologies, I do appreciate that this is a strange request and I do understand that what you can do will be limited!

How do I order lunch for my child?

Meals must be ordered in advance from Aspens, using the on-line system, as no payment will be taken in person. Instructions can be found on the Aspens tab on our main website. If you have any questions or need any assistance with this, please contact the main office at the Academy and we will arrange for someone to call you from the Aspens team.

If your child is in Reception, Year 1 or Year 2, a universal free school meal can be provided, in the normal way, if required. **However, this must still be ordered in advance, as outlined above.**

Will staff be wearing Personal Protective Equipment (PPE)?

We have provided staff with a range of PPE, if they choose to wear it, which includes gowns, gloves, aprons and face masks. In some scenarios, staff will have to wear the necessary equipment, for example, if they are dealing with a first aid issue or where a child complains of sickness, particularly if they are displaying any symptoms of COVID-19.

I understand that initially this may be a little strange and possibly quite daunting for our young children. We will discuss this with them on their first day to make them feel more at ease. However, I would be grateful if you could also discuss this with them in advance, to help with their preparation.

How will we support the children with the new procedures?

It goes without saying that everything will be quite strange for the children, at least to start with, but hopefully, they will get used to the new system and their new group and teacher quickly.

On the first day and at regular periods, we will go through all the important matters with the children, including how the day will work, social distancing, staggered times etc. However, we do understand that some children will have limited understanding.

We will also go through aspects such as the importance of hand-washing and children will be actively encouraged to do this at regular points throughout the day, including when they first arrive in the morning.

It is very important that we all establish routines and boundaries with the children from the start and I would be very grateful if you could go through everything with your children before they start in September.

Obviously, normal behavioural expectations will apply.

Please note, if we feel that a child is regularly and/or deliberately ignoring normal rules, as well as social distancing rules and any other measures that could endanger other children or adults, normal sanctions will apply.

What happens if someone develops COVID-19 or displays the symptoms of COVID-19?

Parents or carers must inform the Academy, if the pupil or those whom they have had close contact with, suffer symptoms or has been confirmed as carrying COVID-19.

Pupils displaying symptoms or living with others who display symptoms must self-isolate in line with current government guidelines.

Parents and carers must not bring their children to the Academy or on the Academy premises if they show signs of being unwell and believe they have been exposed to coronavirus.

Pupils must not return to the Academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with local and national guidance.

If a child exhibits symptoms whilst on site, they will be removed immediately to an isolated area and parents/carers will be contacted to collect the child. A deep clean of the relevant areas will then take place, and parents/carers and staff will be informed, if they have had recent contact with that child.

We have purchased non-contact, digital infra-red thermometers that can be held at a distance to a child's forehead, if a child is showing signs of a high temperature. Where this is the case, parents will be contacted immediately.

Please note, the same procedures are in place for staff members.

We will liaise with parents to ensure that the Track and Trace system is followed and adhered to.

Emergency Contact Details:

If there have been any recent changes to phone numbers; address details; contacts; people who can collect your children etc, can you please let us know before we start back in September 2020. It is crucial that all our details must be up to date, in case we need to contact you in an emergency.

Attendance:

Government guidelines have made it clear that all pupils are expected to return in September 2020. Guidance states that, as of 1 August 2020, the small number of pupils on the shielded patient list can return to school, as can those who have family members who are shielding.

As a result, we will be following our normal attendance procedures.

If a pupil cannot attend due to clinical/public health advice, we will provide remote learning, in-line with government guidelines. Medical evidence will need to be provided where this is the case.

We do understand that parents and children will be anxious and we will do everything we can to support you with this.

Please note, we will constantly review all procedures. It may well be that guidance is updated over the summer holiday period. Where this is the case, I will alert you to any changes that I may have to make.

If you have any questions, please contact us at the Academy.

Yours faithfully



Mr A Clark
Principal