Eastfield Primary Academy

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Principal – Kerry Thompson

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Wednesday 27th May, 2020

Dear Parents & Carers,

**Re-opening Information for Monday 8th June, 2020**

We are working hard to ensure that if Eastfield re-opens to children on Monday 8th June, we make the school as safe as we possibly can.

Eastfield is opening for children in Nursery, Reception, Year 1 and Year 6 to attend full-time as these year groups have been identified as priority children by the government. The government want these children to have access to full-time education. We are also continuing to offer a childcare service to children of Key Workers in Year 2, Year 3, Year 4 and Year 5.

In order to follow government guidelines to help keep both children and staff safe, we have introduced the following measures:

1. Children will arrive at staggered start times – this allows us to maintain social-distancing. Please ensure that you arrive promptly at your designated time, drop your child off and leave the school site immediately. The gates into and out of school will be locked promptly and no child will be admitted through the Office – if you do not arrive on time, your child will miss their place in school that day.
2. We are asking that one adult (parent/carer/childminder) drop off/collect children and where possible, avoid bringing other children who are not attending Eastfield with them, to support us in maintaining social-distancing and keeping the number of people on our site to a minimum. *Information regarding groups, rooms and staggered start/end times have been shared with you via teacher phone calls this week and last week. The information has also been posted on each year groups Facebook page and on the school website.*
3. We are operating a one-way system around the school site – everyone enters the site via the Emergency Services gate on Jasmine Way. There are 3 designated exits - the gate onto Jasmine Way opposite the Y5/6 door or the gate next to the Office, or out through the Nursery gate – your exit will depend on the classroom you are dropping your children off at. The one-way route around the school is clearly marked out in **red** and staff will be on hand to support you.
4. Parents/carers are not allowed into the school building – please drop your child off promptly and leave the school site.
5. The Office is **not** open – if you need to speak to a member of staff, please telephone the Office. If necessary, class teachers will telephone you back at their earliest convenience.
6. All children need to attend wearing their school uniforms – we are all part of the Eastfield family and we want children to feel that they belong again.
7. Children have been organised into smaller groups, following government guidance - children will stay in these groups at all times. Each group has been allocated a room as their home. Children will go to the toilet, have access to the outside, have their lunch and leave school at staggered times to ensure social-distancing whilst they are with us. Children will be allowed to go to the toilet, outside of their allocated time, but they will always be accompanied by an adult.
8. Children must not bring any equipment or toys into school with them – these pose a health risk to other children and staff. All children in Y1 to Y6 will be provided with their own cardboard file that will contain a pencil, pencil sharpener, glue, pencil crayons, scissors & a ruler – children will not share equipment and will wipe down their equipment using anti-bacterial wipes at the end of the day.
9. Children will take their coats and packed lunches into their classroom. Children will place their coats on the back of their chair and packed lunches will be stored under their desk.
10. If your child has access to a free-school meal, they will be provided with a ‘grab bag’ at lunch time; for the time being we are unable to provide a hot meal as well as ensuring social-distancing. If your child does not receive free-school meals, they can bring in a packed lunch with them, or you can purchase a ‘grab bag’ via Parent Pay. All children will have the opportunity to choose their sandwich filling at the beginning of the week.
11. All children will eat their lunch in their room and then have access to the outside; if the weather allows, children will be able to eat their lunch outside. This allows us to keep social-distancing in place.
12. Our aim is to ensure that your child/children come into contact with as few staff as possible; children will be taught by the same member of staff all week and the children will have the same lunchtime supervisor where possible.
13. For the time being, children will **not** have access to tuck.
14. Children will not receive home reading books or paper-based homework; we are trying to avoid cross-contamination. We are encouraging children to read every day in school and have access to a class story every day. We would also like children to continue to access ‘Oxford Owls’ to continue their reading at home.

**Key Worker Children – Year 2, Year 3, Year 4 & Year 5:**

You need to continue booking children in by Thursday, in order to secure a place for the following week – we need to try and ensure that we can provide places for all who need them.

From Monday 8th June, children **must** arrive at 8.30am – we will no longer have the capacity to take children in at any time. However, children can be collected any time before 4pm. Children must be collected at the **latest** by 4pm.

We will still need proof that a parent is a key worker and evidence of shift patterns to secure a place.

If your child is eligible for a free-school meal, they will be provided with a grab bag. If your child does not receive free-school meals, they can bring in a packed lunch with them, or you can purchase a ‘grab bag’ via Parent Pay. All children will have the opportunity to choose their sandwich filling at the beginning of the week.

**Key Worker Children – Nursery, Reception, Year 1 & Year 6:**

These children are automatically allocated a place in school, you do not need to book them a place. These children can be dropped off at 8.30am (if required) and can access child care provision until 4pm – this will be provided by the lead member of staff for their group.

**Attendance:**

The government would like all children in Nursery, Reception, Year 1 and Year 6 to return to full-time education – this is not a child care offer. Although, there is no legal requirement at the moment for children to attend, for those children that do, we will be encouraging them to attend full time.

**Free-School Meal Vouchers:**

From Monday 8th June, these vouchers will **only be available** for children who are in Year 2, Year 3, Year 4 & Year 5.

Children in Reception, Year 1 & Year 6 have been offered a place in school and can access their free-school meal entitlement in school.

**Home Learning:**

From Monday 8th June, home learning will **only be available** for children who are in Year 2, Year 3, Year 4 & Year 5.

Children in Reception, Year 1 & Year 6 have been offered a place in school and their home learning entitlement will cease. No online learning or paper-based learning material will be provided.

**If you are unsure of which group your child has been allocated to, or the staggered start and end times of the day – please contact Miss Steward and she will be able to confirm these times for you.**

**Please have a look at our ‘virtual tour’ of the school – this is on the website. Both you and your child/children can have a look at how you get into and out of school, the classroom(s) where your child/children will be based – school does look different, but it is still Eastfield!**

Thank you for all of your support, at this difficult time.

K A Thompson