



**ESPRIT Multi Academy Trust**  
Keelings Road, Northwood, Stoke on Trent, ST1 6QA  
Telephone: 01782 236745 Fax: 01782 234639  
Executive Principal: Mrs S Moran

*"Every child deserves to be the best they can be"*

12<sup>th</sup> May 2020

Dear Parents/ Carers,

First of all I want to thank you for all the hard work you have been doing with your children; for being so supportive of our schools and the staff who are trying their very best to support you and for your frequent messages of kindness and care.

I'm sure you're aware the Prime Minister made a speech on Sunday night indicating that some children might be able to return to school from June 1<sup>st</sup> if it is safe to do so. We received more Government guidance on Monday night and have now been able to start reading, understanding and begin planning for the Government's vision.

I apologise that this is a long letter but it is really important that we share the detail so that you understand the next steps we are taking.

**The key messages from Government are;**

1. Schools continue to offer places to vulnerable children, those with EHCPs and children of critical Key workers.
2. Schools will look at ways to open to more children from June 1<sup>st</sup> if it is considered safe to do so.
- 3. Parents will NOT be fined for not sending their child/ren to school.**
4. Shielding children should NOT attend school.
5. If a child lives with someone who is shielding then they should NOT be in school.
6. Groups of children must NOT mix together or come into contact, and children within a group should remain 2metres apart, if they can. This will be hard to enforce for Early Years children.
7. If there is a shortage of teachers, a teaching assistant can lead a group.
8. Aim is for all children to have some time in school before the Summer holidays.

**As directed by the Government our schools will prioritise the following groups of pupils:**

- *Infant schools – nursery and reception, then if any remaining spaces, year 1*
- *Junior school – year 6*

**Parents must understand that this will mean that most children will only attend for a few sessions each week and will not be with their existing teacher.**

**Over the next two weeks, we need to plan in case we can open to more children on June 1<sup>st</sup> and will be doing the following;**

1. Sending out Survey monkey questionnaires to find out how many parents want to take up places for eligible children.
2. Analyse the responses to identify key groups of children. Prioritising Nursery and Reception then Year 1 in the infant schools.
3. Review staffing to ensure enough staff are well and available to work.
4. Ensure adequate and appropriate cleaning and PPE resources are fully available.
5. Update our risk assessments, we have now measured every classroom, toilet area and learning space and know how many children can fit into each room at any one time.
6. Move all desks and seats to separate children so they are 2m apart.
7. Plan our timetable so that we can offer as much outdoor learning as possible.
8. Plan how any remaining staff can continue to support 'home learning' for children.



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9. Plan our groups of children and staff, these will stay together for the whole time pupils are in and **MUST** not mix with others.
10. Re plan our school environments so that groups **MUST** stay in 1 room during the day and term.
11. Plan staggered break & lunchtimes so the groups are not mixing together/moving around the school at the same time.
12. Plan how and where lunches will be provided and eaten including the cancellation of the current voucher system for free school meals for those who access school.
13. Plan new staggered drop-off and collection times –only one parent can bring their child/ren so we will share drop off/collection points and timings for each group.
14. Plan increased cleaning as toys and equipment can only be used by one group.
15. Plan increased cleaning during and end of each day.

**We will be using our two training days on 1<sup>st</sup> and 2<sup>nd</sup> June to do the following;**

1. Complete whole staff training on new risk assessments, health and safety advice and new arrangements.
2. Remove unnecessary items in classrooms and store elsewhere in the school.
3. Remove all soft furnishings, toys and soft toys that cannot easily be cleaned every day.
4. Make corridors safe for pupils to use to access toilets to keep 2m apart
5. Remove all stationery and shared resources.

**For those children who gain a place in school, there are some strict guidelines specified by the Government;**

1. No unnecessary use of buses/coaches/taxis for children arriving to school, encourage children to cycle or walk to school.
2. No visitors/staff/children/families/contractors can enter the building if they have symptoms.
3. Only 1 parent/carer can escort a child to school.
4. Parents/carers cannot enter site and/or gather at school gates and doors.
5. Don't share stationery or resources. Shared areas and surfaces need cleaning daily, and disinfected/bleached frequently.

I hope that the content of this letter helps to reassure you how important your child's safety is to us. I urge you to complete the survey monkey questionnaire as soon as possible so that we can make our detailed plans. Please bear with us whilst we work out all the logistics so that from June 3<sup>rd</sup> we can offer education to as many eligible children as safely as possible.

Yours sincerely

**Mrs S Moran**  
**Executive Principal**

**Mrs S Carrigan**  
**Deputy Executive Principal and**  
**Principal Grove Academy**

**Mrs Y Glaister**  
**Principal of Northwood**  
**and Hamilton Academy**