

Springfield Primary Academy

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Principal: Mr A Willett



Care, Collaboration, Challenge

Friday 26th February 2021

Dear Parent

As I'm sure you will be aware by now, all children will return to school on Monday 8th March. We are really excited about welcoming the children back into school.

As we will have all of the children back in school, we will have to go back to a staggered start and end to the school day, to ensure social distancing coming in to school and on the playground. We will continue to organise this by initial of surname, so that siblings can be dropped off and picked up at the same time. **Please be aware that we have changed the order of the groups coming into school.**

Please do not contact the school office regarding your child's start and finish time, as we are not able to change it.

| Surname | Start time | Finish time |
|---------|------------|-------------|
| S-Z | 8.50am | 3.20pm |
| A-I | 9.00am | 3.30pm |
| J-R | 9.10am | 3.40pm |

Please remember that parents should wear a face covering whilst on the school grounds. If you are happy to drop off your Key Stage 2 child at the gate, so that they can walk into school on their own, that would reduce the number of adults on site.

Please also ensure that you are prompt when dropping and picking up so that we can avoid large groups of parents congregating on the playground. Both the KS1 entrance into school and the Lavenham Road gate will be open from 8.40am until 9.20am and from 3.10pm until 3.50pm. There will be no access into the car park until further notice, without permission of the Principal.

When dropping off and picking up, please be mindful of our neighbours when parking and remember that you should not park on the yellow lines at the front of the school, even if just dropping off.

In terms of dropping off points, nursery children should be dropped off at their usual entrance at the back of the school. Reception children will use the entrance at the back of the school. Year 1 and 2 children will use their classroom doors on the KS1 playground. Mrs Capes/Mrs Gascoyne's class will use the tunnel entrance on the key stage 2 playground as will Year 5 and 6 children. Mrs Forman's class and Mrs Stanforth's class will use their classroom doors on the Key Stage 2 playground.

Children will leave by these doors at the end of the day.

Parents will not be allowed into school, unless by appointment. If you need to get in touch with your child's class teacher please email them, leave a message on Class Dojo, or contact the school office. We will endeavour to get back to you as quickly as possible. If you need to speak to the office staff in person, we are currently only allowing one family into the reception area at a time. If you need to wait outside, please adhere to social distancing guidelines.

In order to minimise the number of people on site, I would be grateful if only one adult bring the child onto site. If a younger child accompanies you, please ensure that they stay with you. We are still encouraging 2 metre social distancing on the playground for all parents. Please be aware that until further notice, the trim trail and tyres are out of use.

The School Day

As in the Autumn term, each class will be its own bubble, within a larger year group bubble. Nursery will remain as its own bubble. The larger bubbles allow us to teach PE and Jigsaw as single age lessons and will allow the children to mix within their year group for playtimes and lunchtimes.

We will limit movement around school as much as possible. Playtimes will be staggered, to avoid bubbles mixing.

Wherever possible, children will be seated side to side and desks will be positioned in classes to allow for this.

Lunches

We will be offering our usual hot meal service when we return. For Reception and Year 1 and 2 children, provision is free. For Nursery children and children in Key Stage 2, meals will be charged at £2.25. All meals must be booked through Parent Pay, by the Monday of the week before the meal is taken.

Due to social distancing restrictions, Reception and Nursery will have lunch in the hall, Year 1 and 2 in the dining room and Key Stage 2 will continue to eat in their classrooms. Key Stage 2 hot meals will be taken to classrooms in thermo boxes, to ensure food remains hot.

Managing Hygiene/Illness

Toilet areas are being cleaned more frequently. Soap, hand sanitiser and disposable tissues are available in all classrooms and children will be required to wash their hands on a regular basis throughout the day. **The hand sanitiser is alcohol based. If you would prefer your child not to use this, then please contact the school office.**

Wherever possible, classroom doors and windows will be kept open to allow for good ventilation. Tables will be wiped at playtimes and before and after lunch and resources that are shared between bubbles will be cleaned before being used. Laptops and ipads will be cleaned after every use. Playground equipment will not be shared across bubbles.

If a child becomes ill during the school day, depending on symptoms, they will be isolated until a parent can pick them up. If a child has coronavirus symptoms, they and their siblings will be sent home to self-isolate. Tests will be available and can be booked through the government website.

The government are asking that everyone engage with the Test and Trace process. Parents will need to disclose any Test and trace results to school so that we can limit any spread of the virus.

All staff now have access to lateral flow testing and are encouraged to test twice weekly, to identify anyone that is asymptomatic.

What Your Child Will Need to Bring

Children can bring their lunch box, water bottle and a bag/book bag. Children will also need their PE kit. We suggest that PE kit is left in school for the week. For younger children, this could be for the half term.

Following guidance from the Department for Education, children will not be allowed to wear facemasks in school.

Self-Isolation

If a child has to self-isolate due to being in contact with a positive case, work will be set through Class Dojo. If you still haven't connected as a parent, please do so. It is a really good way of being able to contact your child's class teacher.

Breakfast and After School Club

Both breakfast and after school club will be operating, as normal, from 7.45am until 9am and from 3.30pm until 5.30pm. Due to the strict guidelines in managing this provision during the pandemic, sessions must be booked and paid for in advance. We **will not** be able to accept any child that has not had a place booked for them. All bookings must be made through Parent Pay, at least **72 hours** in advance. As a reminder, if you send your child to breakfast or after school club without booking a place, a £5 booking fee will apply.

Following government guidelines, breakfast and after school club will be split into consistent groupings during each session. Nursery, Reception and Key Stage 1 children will make up one group and Key Stage 2 children another group. This will mean that your child may be mixing with children from at least one other 'bubble' from within school and may not be with their sibling.

Behaviour Policy

Our behaviour policy has been updated in light of the pandemic. A section has been added regarding expectations in school during the coronavirus pandemic. The policy can be found at <https://springfieldprimaryacademy.net/important-information/policies>

Attendance

As I am sure that you are aware, from the 8th March, attendance in school is once again statutory. If you have any concerns about sending your child back into school, please do not hesitate to contact us.

If your child is absent, for any reason, please contact the school office each day of absence.

I hope that the plans that we have put in place reassure you and your child. We are very excited to be able to welcome everyone back from the 8th March and are looking forward to working with you and your child.

Yours faithfully

A. Willett