



The Palmer Academy
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27th August 2020

Dear Pupils, Parents & Carers

I hope that everyone has had a safe and enjoyable summer break. I can't express enough how much I am looking forward to seeing you and your children and reopening the school fully to what we do best: learning!

A New Curriculum!

I'm also excited to share with you that, over the last year, all the staff have been constructing a new and exciting curriculum. Later in September, I will share a video of how this has been constructed, our curriculum purpose and intent and what your children will be learning when and why. The entire curriculum will then be available on our website so that you can support the learning and progress of your child.

Autumn Term Aims

- ✓ All pupils are happy, confident and comfortable being back at school.
- ✓ All pupils are safe from social, emotional and physical harm.
- ✓ All pupils engage in our new curriculum and make excellent progress.
- ✓ We are the happiest school in Reading!
- ✓ The school can track social contact in the event of a COVID case.

Risk Assessment Process

A full and comprehensive Risk Assessment has been written by the Senior Leadership Team and is being implemented following scrutiny and sign off by REAch2 Health & Safety Department, The Director of Education (Mrs G Ellyard), the Executives, Trustees and Governors.



Autumn Term Arrangements

- All pupils are in year group bubbles with the same staffing team.
- Pupils will avoid physical contact within these bubbles.
- Timetables are staggered, including break and lunches.
- Movement around school is minimised.
- Regular and frequent hand washing and sanitising.
- Enhanced cleaning, including cleaning of surfaces and toilets throughout the day and P.E. equipment between use.
- Dedicated toilet areas or cubicles for year groups.
- Classrooms arranged to avoid face to face contact.
- Rooms allocated to specific year groups.
- One-way systems in place outside and inside for movement of high numbers of people to avoid unnecessary crossover.
- Equipment will remain on tables.
- Year groups will remain socially distanced from each other during fire evacuation.
- Each year group has dedicated first aid equipment (including PPE) and first aiders.

Staggered Start and End of Day

One-way system: please follow the one-way system to enter and exit the site.

Give way: there are two possible 'pinch points' which will be staffed. Please **GIVE WAY** to people leaving the site.

		
FRONT	ENTER: MAIN PEDESTRIAN PATHWAY (yellow arrows)	EXIT: MAIN VEHICLE EXIT (red arrows)
REAR	ENTER: SURREY ROAD GATE (yellow arrows)	EXIT: SCHOLAR'S PLACE GATE (red arrows)



If your child's class is at the rear of the school, we would appreciate it if you could use the rear entry and exit if possible.

Staggered: please drop and collect your child in the allotted time at the allocated door.

	Entry/Exit Door	Drop Off/Entry Time Slot	Pick Up/Exit Time Slot
Nursery	NURSERY DOOR	8:40AM – 8:50AM	3:40PM – 3:50PM
Reception	CLASSROOM DOORS	9:00AM – 9:10AM	3:30PM – 3:40PM
Year 1	CLASSROOM DOORS	8:45AM – 8:55AM	3:15PM – 3:25PM
Year 2	CLASSROOM DOORS	9:00AM – 9:10AM	3:30PM – 3:40PM
Year 3	CLASSROOM DOORS	8:45AM – 8:55AM	3:15PM – 3:25PM
Year 4	UNDER CLOCK ON PLAYGROUND	9:00AM – 9:10AM	3:30PM – 3:40PM
Year 5	UNDER CLOCK ON PLAYGROUND	8:45AM – 8:55AM	3:15PM – 3:25PM
Year 6	FRONT DOORS	8:45AM – 8:55AM	3:30PM – 3:40PM
Late	Step 1: don't be late.	Step 2: absolutely don't be late.	Step 3: go to the drop off/pick up door.

Soft start: pupils will enter the building immediately and go straight to their class.

Paths: please stick to the allocated paths when moving around the site and remain socially distant from others.

One parent/carer: please could one parent/carer drop off.

Face coverings: please wear face coverings and remain socially distant from others.

Stopping: please do not congregate at gates or paths and avoid stopping/congregating at all.

Children in multiple year groups:-

Drop off: come during the **earliest** time slot available to you and remain socially distant from others.

Pick up: come during the **latest** time slot available to you and remain socially distant from others.

Kindly please do not pick and choose.

Transport & Parking: please make a concerted effort to walk to school if you at all can. If you need to drive, please park safely and be considerate of neighbours. Please be prepared to park further away (e.g. if you're coming in throughout Surrey Road, park on or off the Basingstoke Road and NOT on Surrey Road/Scholar's Place). **DO NOT stop outside school and please do not park on the pavement on Northumberland Avenue (or any road).** Thank you.

Gates: all gates will be locked from 9:15AM-9:20AM and 3:45PM – 3:50PM. Please leave the site promptly.

Office: due to the front doors being used by pupils for entry and exit, **the office will be closed to parent 'walk in' enquiries and requests.** Mrs Binks and school staff will be available outside (and will have with her various forms and information which may be required) but please see below for how to maintain good communication with us.

Local Area Lockdown Arrangements

If there is a local area lockdown the school will further enhance its control measures, including the increased use of face coverings and protecting the most vulnerable. Full details will be provided in the event of this happening. The school will follow guidance and the instructions of REAch2 Multi Academy Trust, which will be guided by the latest government advice.

Suspected or confirmed COVID-19 Case

STEPS	ACTIONS
STEP 1	The pupil or staff member will go to a specified COVID-19 Isolation Room
STEP 2	First aider will put on PPE - gloves, mask and apron
STEP 3	Symptoms will be checked: <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste
STEP 4	The parent/carer will be contacted to collect immediately.
STEP 5	The parent/carer will be asked to take their child straight to a testing centre.
STEP 6	All parents/carers of the year group bubble will be informed by an emailed letter and by text that a pupil is being tested for COVID-19 but pupils should remain in school until test results are returned.
STEP 7	The pupil should remain in isolation at home for at least 10 days OR until a negative result is confirmed.
STEP 8	The parent carer should contact the school as soon as test results are returned.
STEP 9	If positive: all members of the year group bubble and any other contacts will be asked to isolate for 14 days. Home/remote learning will be provided via the school website and Microsoft Teams.
Other school actions:	
➤	The School Business Manager or Office Manager will coordinate contact identification.
➤	The Headteacher, or delegated Assistant Headteacher, will coordinate communication to staff and

	parents/carers.
➤	The Headteacher, or delegated Assistant Headteacher, will coordinate communication to public health professionals and REAch2 Deputy Director of Education.
➤	The School Business Manager will log on the school's safety management system (PARAGO)
➤	The Office Manager will log on the school's Management Information System (Arbor)

Please do not send your child to school if they are showing symptoms. Please book a test and communicate with the school at each stage. The school will follow its response steps.

Communication

- We will communicate updates and information with you **VIA EMAIL**. It is **critical that we have your CORRECT EMAIL ADDRESS. If you HAVE NOT RECEIVE ANY EMAILS FROM THE SCHOOL, WE DO NOT HAVE YOUR CORRECT EMAIL ADDRESS AND YOU NEED TO UPDATE IT (please see below)**. Please also check your spam/junk box and mark them as not spam/junk.
- We will also send communication via our school App. Please search for PIOTA SCHOOLS APP in your App store, download it and search for The Palmer Primary Academy. Please subscribe to the new year group your child is in and the 'Urgent' channel (via the Settings>Channels option).
- We will also continue to post letters and communication on our school website.
- Twitter will be used for urgent announcements and links. I suggest subscribing to our account (R2PalmerAcademy)

It is important that we continue to communicate via various means other than face to face meetings or having parents/carers in the school, which we will not be doing for the time being. The first port of call should always be the class teacher.

General questions: class teacher	Quick, non-confidential questions which will have short answers can be asked briefly at drop off or pick up. Please remain socially distant from staff.
More confidential questions: class teacher	You may request a telephone conversation with the class teacher by emailing admin@thepalmeracademy.com . The teacher will return your call between 3:45pm – 4pm, unless there is something urgent and pressing. Please bear with us and be patient. If it is urgent (i.e. the welfare or safety of a child is at risk), please make that clear in the email.
More confidential questions: admin	If your question is about medical, Parent Pay or change of details, please email admin@thepalmeracademy.com and Mrs Binks will respond or give you a call back. If you need to speak to Mrs Binks, please call between 10:30 and 12pm. Mrs Binks will be busy between 9am – 10:30 with our attendance and safeguarding procedures.
Appointments with specific staff members:	If you would like to make an appointment with a specific member of staff please email admin@thepalmeracademy.com to arrange an appointment. <i>Please make sure you have contacted the class teacher first.</i> Early Years Assistant Headteacher: Miss Harriss (questions about any child in Early Years) Years 1-3 Assistant Headteacher: Miss Druce (questions about any child in Y1-3) Years 4-6 Assistant Headteacher: Miss Thomassen (questions about any child in Early Years) SEN and Inclusion: Miss Chick Family Support Manager: Mr Bruce
Urgent Safeguarding	Call the school on 0118 9375481 or email safeguarding@thepalmeracademy.com

Updating Personal Information

It is CRITICAL that we have up-to-date information for you and your child. If your details have changed (mobile number, email, address etc) you MUST let us know by [COMPLETING THIS ONLINE FORM](#). You do not need to fill in EVERY box/field but some are required. **Remember, if you haven't received any texts or emails, we DO NOT HAVE THE CORRECT DETAILS FOR YOU.**

Pupils: what do I need to remember?

- Your smile!
- Your best "good morning!"
- Your lunch or to book your lunch.
- Your clean school uniform. If you have P.E. at ANY POINT IN THE DAY, please dress in your P.E. kit at home.
- To follow the one-way systems and only mix with your year group (in the classes or in your outdoor zone).

- Lunch: packed lunches will remain in the classroom and eat. If you have a school dinner, you will go into the hall during a specific time slot and eat on your designated year group table. Please do not sit at another table and please do not mix with other year groups.
- Breaks: you will have your own break timeslot and outdoor zone. Please say within these.
- Please wash or sanitise your hands whenever you enter the building/classroom and throughout the day. Practice washing them at home!
- Read at home every day!

Parents & Carers: what do I need to remember?

- Your smile!
- Your best “good morning!”
- Your child’s lunch or to book your child’s lunch.
- Your face covering.
- To be on time and in your timeslot.
- To remain socially distant.

FAQs

There’s been a lot in the news about masks and face coverings, how is the school responding to this?

- *We will not require pupils to wear masks in school as they are primary age and therefore in a far lower risk category. If you wish your child to wear a mask they may do so, but if they choose to take it off, they will be asked to put it straight in their bag. Face coverings should be washed daily.*
- *Staff may choose to wear face coverings for some of or all day. As I am in a higher risk category, I will likely wear a face covering at busy times.*
- *If the government advice changes or if we are placed in a local lockdown, this information will likely change.*

Does my child have to attend school?

Yes.

What if my child is unwell?

- *If your child has COVID-19 symptoms you must inform the school immediately and book a test.*
- *If your child is too ill to attend school, you must also inform the school immediately.*

How will my child catch up with missed learning?

With great teaching and learning! We will also be using the additional catch up funding to put in place interventions and support across the school. Teachers will be delivering the curriculum in such a way that they will teach prior knowledge required as it is delivered.

Will there be any trips or visits?

Not in the Autumn Term. This will be evaluated towards the end of the Autumn Term.

Who can drop off or pick my child?

We must have the details of anyone dropping off or picking up. They must be over the age of 16.

When does my child have P.E.?

Mr Soares-Mistry will send out information later next week. If your child has P.E. at any point in the day, they should dress in their P.E. kit, including a full tracksuit.

Will my child have any time with their previous teacher?

Yes. The first two days of the term your child’s previous teacher will teach them in their NEW CLASSROOMS. Your child should make their way to their new classroom on Thursday 3rd September. Staff will be on hand to direct and support as required.

If you still have a question

Please [submit any further questions by filling out this short form](#). We will either contact you directly or, if relevant to everyone, include it in a whole school communication message.

Finally, smile! Please continue to make the school a happy and vibrant place. Say “good morning” to people (even if you don’t know them), share any ideas or suggestions and continue to make this school the awesome place it already is. We can’t wait to see you and your children. Thank you.

Yours faithfully,



Mr D Prendergast
Headteacher