



Radford Academy

A L.E.A.D. Academy

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School Re-opening for Reception, Year 1 and Year 6 pupils

Dear Parents / Carers,

I am writing to you in what is certainly an unprecedented time and unfortunately, some of my information may raise more questions than answers; which is something I feel that we are all becoming accustomed to during this nationwide challenge.

We have been working closely with LEAD Academy Trust to create a plan, which would enable us to open school for our Reception, Year 1 and Year 6 children, should it be deemed safe to do so, from 1st June 2020. This has been a very difficult and challenging task and we have done this with the safety of the children and their families, staff and their families and the wider community of Radford Academy at the forefront of every decision.

The plans that we are sharing with you are provisional and subject to change. They currently involve the school providing education to the three year groups requested by the government whilst we also continue to provide for our keyworker and vulnerable families. The factors that could lead us to revisiting and changing our plans are:

- if the numbers of our keyworker/vulnerable children significantly increase
- if the numbers of returning R, Y1 and Y6 children significantly increase
- if the government make decisions in the near future that schools must provide for further year groups.

If any these occur then our plans would have to be revised. However, parents must be aware that there could be other circumstances which would mean that, at short notice, school would need to make changes to what is being offered to children and their families with regards to education.

The decision to send a child back in to school sits with you, their parents and this letter is aimed to provide parents with as much information as possible so that you are able to make an informed choice for your child and your family. Schools are being asked by the government to strongly encourage attendance; however, no fines will be issued at this time for non-attendance.

First of all, not all staff and eligible pupils should attend. The guidance from the DfE says that:

- If pupils are clinically extremely vulnerable, they should continue to learn from home
- If pupils are clinically vulnerable – parents should follow medical advice if their child is in this category, which may be to continue to learn from home

- If pupils live with someone who's clinically extremely vulnerable, they should only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions
- Anyone experiencing symptoms of coronavirus, or living with anyone experiencing symptoms, shouldn't attend
- However, if pupils live with someone who's clinically vulnerable (but not clinically extremely vulnerable), they can attend school

We have worked hard looking at the entire school day here at Radford and we have risk assessed each element and come up with a plan to limit the risk as much as possible. No amount of planning and risk assessing can eliminate the risk entirely, but our aim is to control the infection as much as possible by following all guidance received from Public Health England, the government, local authority and LEAD Academy Trust.

The following information is aimed at providing you with the details of this so that you can make your decision about sending your child/ren back to school from June 1st. However, if you have further questions then please contact the school and we will do our best to try to provide answers where possible.

Will all eligible children start back at school on 1st June 2020?

No. We aim to stagger the start date of each of the three year groups with Year 6 returning on Monday 1st June, **Reception and Year 1 returning on Monday 8th June.**

This will give us some time to settle each year group in to their new school routines. Both parents and children will need to become familiar with a number of changes and staggering the start dates will make it easier for everyone involved.

What will social distancing look like at Radford?

There are a number of things that we will be doing to try our very best to observe social distancing in school and within the school site. These are detailed below.

1. Beginning and end of the school day -

Each class and/or groups of children will have different start and end times for the school day. Each child will have the same amount of time in a school day as they would have done before the school closures, though the school will close at 12:00 on Fridays to allow for a thorough cleaning of the school ready for the next week. All the appropriate families will be informed of these times.

By staggering start and end times we can control the numbers on the school site and reduce the risk of transmission, as we will all have more space to stick to the 2m social distancing rule.

2. One parent drop off rule. We will be asking that only one parent / carer comes to school to drop off and also to pick up each child every day. This is really important if we are to keep the numbers on the school site down to a minimum.

3. Parents of Y6 children to drop off and pick up their children at the KS2 gate at the bottom of the yard. There will be a member of staff on duty to take your child into school.

4. One-way walking system on the KS1 yard for Reception and Year 1 children and parents. You will be asked to enter the school by the Reception gate and walk to the designated area

where members of staff will be waiting. You will be asked to maintain a 2m gap between each family. Parents will then leave the yard by the gate opposite Year 2.

5. Afternoon pick up zones on the KS1 yard. Parents will collect children from the same designated area as in the morning. Children will be in lines with their class teacher and parents will be asked to wait in lines (2m apart.) The same one way system for parents will be in place on the yard. When you get to the front of the queue for your child's class, the teacher will dismiss them to you. We will be asking for your patience so that we can do this carefully and calmly.

6. Parent communication with school. If parents need to speak to a staff member at either the start or end of the day, they will be asked to phone the school office and provide the information that way. Only in exceptional circumstances will parents be authorised to go to the school office and speak to staff in person. All meetings with parents will be pre-arranged via the school office and all social distancing measures will be followed throughout.

Classes and Classrooms -

1. Small class sizes. For Y6 children, the class sizes will be limited to 7 pupils due to the size of the classrooms and maintaining social distancing. Reception and Year 1 will have no more than 15 children in a group. One teacher and where possible one teaching assistant will be allocated to work with each group. This means that for these three year groups, plus the keyworker / vulnerable children group, every teacher and teaching assistant in the school is needed. Therefore it may be that your child will not be placed with their own class teacher during this period.

2. Classroom organised to promote social distancing. All children will remain in their own designated classroom for all lessons. All unnecessary equipment will be removed and stored elsewhere during this period, in particular soft furnishings or difficult to clean toys/equipment. All individual pupils must have their **own water bottle** labelled with their name. Cloakrooms will be used by no more than 2 at a time and children's belongings will be spread out as much as possible, using every other peg. Social distancing and hygiene posters will be displayed on doors and at the front of each classroom.

Y6 classrooms will be set up so that children are seated 2m apart, as much as is physically possible within the constraints of the room sizes. Y6 children will be provided with their own equipment packs for use throughout the day. This, along with their books, will be kept on their desks at all times.

Y1 children will be split between two classrooms enabling larger distances between the children. All staff and children will remain in their 'social bubble' at all times and equipment will be cleaned after each use to minimise the possible spread of the virus. Provision areas will be limited and only 2 children permitted in to each area at any one time. During carpet time the children will be spaced out and not facing each other, they will be side by side and as far apart as possible.

Similarly, the Reception class will be split into two 'social bubbles' and will continue to be taught through continuous provision by their own member of staff. Each group will have access to the outdoors for the majority of the school day. The outdoors will be zoned so that groups do not mix.

Break and lunch times:

1. Playground zones. We have created 3 zones (sports pitch, the main yard, gym/trim trail area) for children to access during their break times. Each play, the children will be allocated a zone which they will use. The zone will change each play so that they have the opportunity throughout the week to access all areas of the school playground and therefore a variety of equipment and resources. The equipment and resources will be cleaned down each day. The children will be accompanied by the same adults at these times as they are with during their learning time.

3. Staggered lunch times. Children will have a set time to eat their packed lunch in their class. They will also have a set time for their outdoor lunch play. They will stay in their class groups throughout and have an allocated lunchtime supervisor.

Other social distancing measures -

Corridors. All classes will have a route planned out for them to follow to access the playground and toilets so that there is little or no chance of children having to pass one another in corridors.

What hygiene measures are being put in place at Radford?

Handwashing. This is a very important part of hygiene control as I am sure you know. We will have regular handwashing throughout the school day. The first being at the start of the day as children enter school, then again before and after eating and also after any outdoor play. A handwashing routine for adults is also in place.

Ventilation. We will be keeping windows and doors open as much as possible where safe to do so, in order to have fresh air circulating around school at all times.

Uniform. Children will not be asked to wear their school uniform every day. We ask that parents, where possible, provide clean clothes as often as possible.

Cleaning. Throughout the pandemic we have increased our cleaning of the school environment. This will continue once more children begin to access school again. Communal areas are cleaned twice a day, as are door handles and light switches within every classroom. All surfaces in classrooms are cleaned thoroughly each day and more if needed. Every class will have their own cleaning equipment for use throughout the day, they will also have their own supply of tissues, hand sanitiser, soap and paper towels. Cleaning of outdoor equipment will be on a daily basis from June 1st. Equipment in Reception will be sanitised each night.

How is Radford putting infection control measures in place?

School office. Only one person will be admitted to the main entrance waiting area at any one time. The glass window will remain shut at all times and only those who need to be admitted to the school building and are deemed safe to do so, will enter.

Visitors. Very few visitors will be permitted entry to school and only by prior arrangement and this will include parents. All visitors will be asked to use the hand sanitiser prior to entering and then asked to wash their hands with soap in the facilities provided before moving in to the wider school building.

Mixing of pupils. Pupils will remain in their class sets and not mix. There will be no breakfast club or after school clubs during this time.

Personal Protective Equipment. This will be provided to staff members if there is a need, such as if they need to get close to a child to support them with toileting. First aiders will also be provided with PPE for when they are administering first aid.

Staff / Pupils / Parents presenting with symptoms. Any adult presenting on the school site with symptoms of Covid-19 will be asked to leave immediately and advised to self-isolate for 7 days themselves and have their household members isolate for 14 days. If a child presents with symptoms, parents will be called immediately and asked to collect their child as soon as possible. They will be asked to follow government guidelines around self-isolation. School do have the facility to request testing and if a member of the school community was to test positive then further action would be taken by the school to protect the wider school community. Full guidance on school's response to this situation can be found via this link - <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open>

Resources. Any resources that will be shared amongst the school community will be disinfected daily. They will only be used by any one class during one school day, so that they are always cleaned before being handled by a wider group. Only those resources that are easy to clean will be kept in classrooms or used outdoors during this period.

Limits on bags and equipment. Children will **only be required** to bring a water bottle (labelled with their name). We will not be sending reading books home, all reading will take place at school and we ask that you use your own books at home for home reading during this period or one of the free reading websites that we have referred to during the home learning. Please do not allow your child to bring anything more with them. This is a key way of reducing the risk of infection within the school community.

Will lunch be provided?

We will provide a packed lunch for all children in Reception in Year 1 as well as free school meal children in Year 6. The remainder of the Year 6 children will be expected to bring a packed lunch.

Can I send the siblings of children in Reception, Year 1 and / or Year 6 in to school?

No. Schools are only providing places for the children in the named year groups (Reception, Year 1 and Year 6). The only other children eligible to attend school are the children of key workers or those children identified by school as being vulnerable.

What will the education provision look like for my child once they start back at school?

The DfE has said that schools should prioritise:

- Resocialisation into new school routines

- Speaking and listening
- Regaining momentum in particular with early reading
- For children who've had limited opportunities for exercise, opportunities to exert themselves physically with supervised non-touch running games
- For year 1, ascertain where children are against your existing reading curriculum and if they're behind help them catch up or relearn any forgotten material
- For year 6, focus on their readiness for secondary school, particularly their academic readiness in mathematics and English

Therefore, these will take precedent. We do aim to try to stick as closely to each year groups' normal experience of school as possible however. Timetable and routine are going to be very important to the children when they return. The first week will be very much a 'getting to know you' week and a getting to know our new rules around distancing and hygiene; it will also be an opportunity to focus on the children's wellbeing and their emotions at this very difficult time for all of us. We will continue to keep this as a priority as we move on, but the timetable will then look similar to normal, with English and Maths being priority subjects.

This information is just a brief outline of the detailed planning that has taken place, but we felt it was very important to provide you with as much information as possible and try to answer some of the questions that you have.

I would like to thank the many families who have completed our initial survey, this has very much helped us to write this information today. We understand how worried you all are and how difficult this decision is for you and we want you to know that we are here to help and support. One way we wanted to do this was by providing as much information as possible.

We will be sending out more information to all the parents of children in Reception, Year 1 and Year 6 who have decided to send their child back to school soon. This will include drop off and pick up times. If you change your mind about sending you child to school after receiving this letter, then just phone the school to discuss this change and we can then amend our registers. It is vital that we have an indication of numbers as soon as possible if we are to be able to plan effectively.

If you have any further questions or queries, please do get in touch. The best way to ensure the safety of our school community is by working together at this difficult time and offering support to one another.

Yours sincerely,

Meeta Davé

Mrs M Davé
Headteacher