

20.05.2020

Dear Parents and Carers

Following the government plans that Primary schools should open to Reception, Year 1 and 6 children from 1<sup>st</sup> June Elevate, in consultation with their Head teachers and Central Team, has prepared a return to education plan.

This letter shares the key information for how our Academies will reopen.

Our main priority has been to ensure the safety and well-being of your children and our staff and therefore, in order to ensure we are fully prepared for the reopening of our Academies, **Monday 1<sup>st</sup> June will be a training day.**

This means that the Academies will not open until Tuesday, 2<sup>nd</sup> June 2020.

This will give us time to ensure all staff are given the opportunity to understand the new classroom structures and systems, receive detailed training on H&S, safeguarding, social distancing and the implementation of the educational plan.

Set out below are some of the measures we have put in place, which will then be personalised by each Academy to suit their individual needs.

At the bottom of this letter is **a link to Survey Monkey** asking if you are intending to send your child back to school on Tuesday, 2<sup>nd</sup> June 2020.

We would ask that you reply by **5.00pm on Thursday 21<sup>st</sup> May 2020.** This will then give us an idea of how many children we will need to accommodate.

We will send a weekly email to those parents who choose not to attend school on 2<sup>nd</sup> June to confirm whether they will attend from the week commencing 9<sup>th</sup> June.

Each Academy has carried out a thorough Risk Assessment which includes:

- 🌱 Health and safety;
- 🌱 Safeguarding;
- 🌱 Whether there is sufficient staffing to cover all the year groups;
- 🌱 Whether there is enough space in the Academy to accommodate all the year groups as well as the critical worker children and vulnerable children whilst implementing social distancing guidelines.

**We are aiming to offer places to all Reception Year 1 and 6 children but this will be dependent on each Academy's risk assessment.**

## Organisation of Academies:

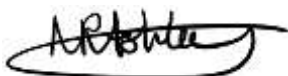
- 🌱 **Groups:** Each child will be in a group of no more than 15 children. They will remain with this group throughout this time of reintegration. This Group will be led by the same teacher. You will be informed of the Group your child is in prior to 2<sup>nd</sup> June.
- 🌱 A classroom, along with resources will be allocated to each Group.
- 🌱 **Arriving at your Academy at the beginning of the school day:** You will receive notification of the time your child should arrive in school and the entrance they will use. Times will be staggered for each year group (siblings can arrive together) to allow for hand washing and moving to their classroom. Only 1 parent should drop off and pick up and strict social distancing by parents must be adhered to. Parents will not be allowed to accompany their children into school.
- 🌱 **Mental Health and Well Being:** Before the educational timetable commences staff will ensure your children feel happy and secure in their new environment. On the first day teachers will take time to explain the new routine in school and will monitor each child's responses to the new system and offer support where it is needed. Staff have received additional training in areas of mental health support and have access to external resources if necessary.
- 🌱 **School day:** Lessons will be taught in the usual way. Each year group teacher will be in touch separately with regard to topics and the curriculum.
- 🌱 **Ventilation:** Outdoor time will be encouraged whenever possible and when inside windows will be opened and doors left ajar.
- 🌱 **Break time and lunch:** Before and after break time and lunch children will be asked to wash their hands. Children will remain with their group and will not be allowed to mix with children in the other groups. Contact sports will not be permitted.
- 🌱 **Washing Hands:** Children will be encouraged to wash their hands throughout the day, if they cough to do so in the crook of their elbow and use tissues and dispose of them in the waste bin.
- 🌱 **Cleaning throughout the day:** Staff will continue to wipe down surfaces, light switches, door handles etc throughout the day. Cleaning staff will come in after the children have left to clean the Academy.
- 🌱 **Communal Areas:** Social distancing will be maintained if children need to pass in a communal area.
- 🌱 **Toilets:** Children will be able to go to the toilet as required but will need to wash their hands. Where possible, we will limit visits to 1 child at a time.

- 🌿 **Picking up at the end of the day:** Parents will be informed of the time they should pick up their child and at what entrance. Please be patient as each child will be released once their parent has been identified at gate/exit door. We would advise that as soon as you return home everyone washes their hands.
- 🌿 **Forest School:** You will be informed by your Head teacher if Forest school is being offered at your Academy.
- 🌿 **School lunch/FSM:** Lunches will be in classrooms. Surfaces will be cleaned both before and after eating and children will wash their hands both before and after eating.  
If your child is bringing a packed lunch please use disposable containers / bags, and not Tupperware.  
Children should bring in their own water bottles to school, clearly labelled with their name.
- 🌿 **Before and After School Club:** Dependent on capacity, before and after school club for key workers may be offered by some of our Academies. You will be informed by your Head teacher if that is the case.
- 🌿 **Uniforms:** Clean uniform should be worn everyday (uniform washed every night). If your child no longer fits into their uniform they may wear washable alternatives, similar to their uniform.
- 🌿 **Fire Drill:** A drill will take place in first week back to ensure children know where they should muster and how to stand at a social distance
- 🌿 **Travelling to and from school:** DFE guidance encourages people to walk to school. If you have to travel by car please do not car share. Bus companies will issue their own guidance with regard to children travelling on buses.
- 🌿 **Signs** will be placed around the Academy to remind children of social distancing.
- 🌿 No visitors will be allowed on site; deliveries will be at agreed times and wherever possible contractors will be asked to attend after school has closed.

**Please could we ask you to click on to the link below and complete the questionnaire by tomorrow at 5.00pm, Thursday, 21<sup>st</sup> May 2020.**

[Click here to go to survey](#)

Stay safe  
Kind regards



Nigel Ashley  
CEO