



**THREE
LANE ENDS**
ACADEMY
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Monday 25th May 2020

Dear Parent/Carer,

ARRANGEMENTS FOR PHASED RE-OPENING

First and foremost, I would like to thank all our parents, carers and families for all the understanding and patience you have had with us at a time when it has been difficult and challenging for us all.

As I'm sure you will already be aware, the Government have announced that, as of the 1st June, all primary schools need to begin planning for the phased re-opening of schools for Reception, Year 1 and 6. As a Trust, and approved by the Trustees, it has been decided that the week beginning of the 2nd June will be committed to ensuring that the site and building are prepared to welcoming back pupils, as well ensuring that all staff are aware of all the measures we are implementing to ensure the safety and wellbeing of all pupils, their families and staff.

During the week of 2nd June, we will continue to provide child care for those pupils of key workers, however the following measures will also be put in place to prepare the building:

- Training for all staff to make them aware of the measures. This will be done in small teams to allow for social distancing.
- Cleaning of all doors, handles and viewing panels, as well as desks and chairs.
- Signage around school, including in corridors to provide the 2m distancing.
- Removal of furniture from classrooms in order for no more than 8 pupils to be taught in any one space. Desks and chairs will be 2m apart.
- Installing of outdoor sinks to allow for regular handwashing.
- Cleaning of the dining hall.
- Planning of units of work.

As of Monday 8th June, we will begin the re-opening of school to pupils in Year 6, with Year 1 integrating on 11th June and Reception pupils on Monday 15th June. This will give us an opportunity to ensure that all measures are working effectively with the oldest pupils and refine these if necessary. All pupils coming back to school will be allocated to a 'bubble' and will not mix, either socially or academically, with any other 'bubble'.

Those parents of Reception, Year 1 and 6 have been requested to complete a survey indicating whether you are intending on sending your child back into school. We appreciate that many of you will have wanted the details of our plan before making the decision, therefore we will be calling all parents of the relevant year groups over the next two weeks to confirm whether your child will be returning to school. If you choose to keep your child at home, the Government have already said that there will be no penalty for non-attendance during this time.

If the number of pupils returning are low, we may be in a position to welcome your child



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back full time whilst still keeping to social distancing. However, as numbers increase, we may need to reduce the amount of time your child attends so that time back in school can be equitable for all pupils returning. In the event of us needing to implement a part time timetable, this will be either Monday and Tuesday **OR** Thursday and Friday. On the days when your child may attend school, this will be the same educational content as that on Google Classrooms.

For those pupils of key workers, parents will need to make the decision whether their child is returning to their peer group **OR** continue to access the child care. Pupils will not be able to access both groups as we need to minimise the mixing of 'bubble'.

The following arrangements will be in place for all pupils to ensure the safety and wellbeing of all pupils, families and staff.

Drop-off and collection

- Year groups will be allocated a separate site entrance. In the event of more than one year group will need to use the same entrance, a staggered start and finish will be implemented.
- Member of staff allocated to the 'bubble' will come and collect pupils at the site entrance, as well as dismiss at the end of the day. This is to limit the number of adults accessing the site.
- Pupils will be asked to wash their hands before entry into the building using external sinks.
- Each year group to use an allocated entrance door into the building.

In learning space

- Pupils will be allocated to a 'bubble', as well as staff.
- 'Bubbles' will access the same learning space each time, as well as pupils having an allocated desk and chair in the classroom.
- Desks to have a 2m distance from each other, as well as from the teacher.
- Each pupil will be provided with a zipped folder with personal stationary.
- Staff will wear protective gloves when marking pupils' books. Exercise books will stay in school and will not be taken home by staff.

Break times

- Each year group will have a staggered break time.
- Pupils will use one corridor to access the outdoors.
- Each year group will be allocated an outdoor space and will not be able to mix with any other 'bubble'.
- Handwashing will be requested on entry back into the building.
- Staff will stay with their 'bubble' during break time.
- No play equipment will be available at break or lunch time.

Lunch time

- Staggered lunchtimes will be in place for each 'bubble' to minimise the number of pupils in the dinner hall at any one time.
- Signage will be placed on dinner tables to adhere to 2m distancing.





- Support or lunchtime supervisors will be allocated to 'bubbles' to allow teaching staff to have a lunchtime.
- When weather permits, pupils with a packed lunch can eat outdoors on allocated tables.
- Staff will carry lunch to those having school dinner to limit number of people at the counter.

Toilet facilities

- 'Bubbles' to take it in their turn to use toilets in order to limit number of pupils in the space at any one time.
- Allocated toilets to each year group.
- Pupils to line up adhering to 2m distancing.
- Encourage all pupils to ensure that toilet lid is down prior to flushing.
- Handwashing to take place before exiting the toilets.

Medical

- First aiders to wash hands prior to administering first aid.
- First aiders to use personal protective equipment when administering first aid i.e. gloves, masks, aprons. This to be disposed of after each injury.
- First aid room to be used for injuries.
- All pupils with asthma to have their own inhaler in school – the school inhaler to not be used.
- Space in school to be identified for those displaying symptoms of COVID19.
- In the event of symptoms displayed, parent to be contacted and pupils to be collected immediately. Parents of those in the same 'bubble' to be contacted and informed in order for the whole 'bubble' to isolate for the required time.

As well as the details of all the measures above, we also have a risk assessment identifying all our cleaning procedures. The risk assessment and our plan for re-opening can be found on our website via the following link <http://www.tleacademy.co.uk/parents/school-closure-covid-19/>.

If you have any further questions with regard to our arrangements, we will be contacting Reception, Year 1 and 6 parents, as well as those of key workers to clarify anything.

In the meantime, I once again thank you for your patience and understanding and look forward to seeing some of you back in school soon.

Yours sincerely

Delyth Roberts
Headteacher

