



**THREE  
LANE ENDS  
ACADEMY**

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Thursday 16<sup>th</sup> July 2020

Dear Parent/Carer,

### **SEPTEMBER OPENING ARRANGEMENTS**

I can only apologise in advance for the length and detail in this letter however I was conscious that you have as much information as possible prior to September.

You may already be aware that, as of September, the Government have announced that all schools are to return to full re-opening for all pupils. I must say that I am extremely pleased about this. Being a Headteacher who spends a lot of time in the classrooms with your children, school has certainly not been the same since the end of March.

In light of this, we have been planning for the full opening of school as of September, as well as keeping in mind that we need to ensure that hygiene and cleaning protocols are maintained to keep all pupils, staff and everyone's families safe and in good health. To ensure this, we will uphold the Governments 'systems of controls' to effectively reduce risks and create an inherently safe environment.

Please see below for the required 'systems of controls'.

#### **PREVENTION:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

#### **RESPONSE TO ANY INFECTION:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Whilst we implement and work within these controls, we ask that you work collaboratively with us and are patient with the new routines and structures, particularly early in September when we will be continually reviewing these.

#### **ARRIVAL AT SCHOOL AND COLLETION AT THE END OF THE DAY**

Unfortunately, we will need to continue to maintain the routine that we will not be able to invite parents onto the school site in September. To reduce the number of people at site entrances at any one time, we will be implementing a staggered start and collection time for pupils, as well as entrances we need to ask you to use. Please see the details of the start time, collection, and site entrance we ask you to adhere to.



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YEAR GROUP	DROP- OFF TIME	COLLECTION TIME	SITE ENTRANCE
Nursery (am 15 hours)	8:45am	11:15am	Wood View Crescent
Nursery (pm 15 hours)	11:45am	3:15pm	Wood View Crescent
Nursery (30 hours)	8:45am	3:15pm	Wood View Crescent
Reception	9:00am	3:20pm	Wood View Crescent
Year 1	9:00am	3:20pm	Wood View Crescent
Year 2	8:45am	3:05pm	Wood View Crescent
Year 3	8:45am	3:05pm	Wood View Crescent (entrance nearest the field)
Year 4	9:00am	3:20pm	Wood View Crescent (entrance nearest the field)
Year 5	9:00am	3:20pm	Methley Road
Year 6	8:45am	3:05pm	Methley Road

With regard to those pupils in Nursery and Reception, we will be inviting parents onto site to handover their child at the door rather than at the site entrance, where staff will be ready to welcome your child into school. For all other year groups, your child will be greeted at the site entrance by a member of support staff and directed to their class teacher. Support staff will not be in a position to have an in-depth conversation with parents at this time but will take a note of any messages in order for the teacher to make contact with you during the day. We must ask that if you would like to come into school to meet with your child's teacher that this is by prior arrangement.

### **WRAP-AROUND CARE**

If you will be using any wrap-around care at the beginning or the end of the school day, we can continue to coordinate this handover however this will be at an allocated point within the school site. These are arrangements we will make with your wrap-around care provider. If you use any alternative wrap-around care to Bramley Hedge, we ask that you provide us with the name and contact details so we can coordinate these arrangements.

Breakfast club will begin again in September as of Monday 14<sup>th</sup> however there will be some changes with regard to how you access this provision. We need to ask that you book your child's place a week in advance so that we can adequately staff and ensure social distancing can be adhered to. If you have not made this booking, we will not be in a position to accept your child into breakfast club. A copy of the letter and booking form can be found on our school website using the following link <http://www.tleacademy.co.uk/newsletters/>.

For this academic year and prior to school closure, we have offered a number of after school clubs. We are hoping to be in a position to offer this once again next academic year, but these will be limited to single year groups. Further information about this will be made available on return in September.



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## **CLASSROOM TIME AND CURRICULUM**

All pupils will have missed out on a large proportion of their education this year. To catch-up and address the missed curriculum, teachers are aware of the current years' curriculum that has not been taught to each year group. These aspects will be planned for in the Autumn term alongside the curriculum they will be taught at an age-related level.

During classroom time, all children will be taught in their registration classes and in their allocated rooms. There will be opportunities during the school day for them to have social time outdoor, and this will be as a whole year group. All classes will also be allocated a PE session within the week and this will also take place outside. On these days, we ask that your child comes into school in their PE kit so that there will be no requirement for pupils to get changed and reduce the amount of potential lost property within school. Your class teachers will send a newsletter by the end of the first week in September providing details of the day your child will be taking part in a PE session. All classes will also take part in the 'mile a day' for physical activity regularly.

## **ATTENDANCE**

The Government have announced that attendance in school will be mandatory as of September and the usual rules will once again apply. We will be returning to our procedures around non-attendance in school, particularly with first-day absence phone calls. We acknowledge that some pupils and families will be anxious about a return to school after such a long period of time at home. If this is the case for your child, please contact us to discuss so that we can appropriately support to welcome your child back into school.

In the event of your child displaying symptoms of COVID19, we must ask that you communicate this to us and keep them at home. If we notice any symptoms whilst in school, we will contact you immediately and ask that you collect your child and access the testing service. If the test returns positive, your child would need to self-isolate at home for seven days, as well as 14 days for anyone else within the household. During a period of -self-isolation, we will ensure that work is provided via electronic portals or paper copy if this is more convenient.

## **LUNCH TIME**

Our school kitchen will be fully open in September and preparing school meals. We will be utilising the hall as well as the dining hall at lunch time so that we can reduce the number of year groups within a space at any one time. Further information will be made available in September with regard to the menu we will be offering.

## **SCHOOL UNIFORM**

In order to make school feel as normal as possible in September, we expect all pupils to return to school in uniform, with the exception of the days when they will need to wear PE kit to come into school. The Government guidance suggests that uniform does 'not need to be washed any more often than usual nor do they need to be cleaned using methods which are different from normal'. Please make sure that all items of school uniform are clearly labelled so that pupils can identify their own items and we can reduce the amount of lost property within the building.

## **MAINTAIN CLEANING AND HYGIENE**

We will continue to be fastidious about hygiene and cleaning protocols when we open to all year



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groups. Pupils will be required to sanitise their hands regularly as they enter and exit the building throughout the day. The supply of this will be provided by the school and we will audit regularly to maintain sufficient supply of this on school site. We will also maintain levels of supply for antibacterial wipes and cleaning equipment so that equipment, furniture and doors can be wiped down regularly.

Regular toilet breaks will be allocated within timetables for each class and they will be accompanied by staff so that we can reduce large gatherings in smaller spaces at any one time. We will also be reviewing the time committed to cleaning toilets used by multiple year groups so that we can maintain the cleanliness within these spaces.

Once again, apologies for the length of this letter. If you have any queries or would like further clarity around some points, please contact us on [admin@tleacademy.co.uk](mailto:admin@tleacademy.co.uk) and we will respond as soon as practically possible.

I hope all our staff, pupils and their families take the time over the summer break to re-connect with family members and friends and look forward to welcoming you all back in September, filling our school once again with life, laughter and a love of learning.

Yours sincerely

Delyth Roberts  
Headteacher



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