

Important Update – 3rd June 2020.

Dear Parent / Carer,

I am writing to you to provide further details regarding some year groups returning to school based learning next week.

A summary of any actions you need to take or important updates are below.

Summary for Year R, Year 1 and Year 6

- Please ensure you have completed the survey regarding your child's attendance from next week. This survey has again been sent to your e-mail addresses (please check your spam folders).
- It is essential that your child arrives and leaves school at the time set out for their Bubble please see **Appendix 1**. If you are late for any unforeseen circumstance, please call the office to inform them.
- Your child must wear their Bubble wristband; we are providing these by posting these to parents who have confirmed their child's attendance. Your child will be sent home each day with a new wristband.
- Maintain social distancing at home.
- Introduce your child to the concept of the Family Bubble and the need to stay in the Family Bubble when at school. You can use this explainer video here <https://youtu.be/VG347gkQ5zM>.
- Ensure your child has the correct uniform.
- Refresh your child's understanding of our key school rules.
- If students are not able to engage appropriately at school, respecting social distancing and the need for Family Bubbles to remain apart from each other then we will have no choice but to ask that child to engage with distance learning at home. Please see **Appendix 2**
- If your child shows symptoms or tests positive for Covid-19 do not send your child to school and inform the office via office@gordonchildrensacademy.org.uk
- If a child feels unwell, they should alert one of their Family Bubble staff members immediately.
- If a member of your child's Bubble, student or staff, shows symptoms or tests positive for Covid-19 we will be asking everyone in that Bubble to stay at home and self-isolate for 14 days.
- The latest **Government guidance is that wearing a face covering or face mask in schools or other education settings is not recommended**. Therefore, students will not wear masks whilst in school.

All other students must stay at home and continue to engage with their distance learning in the way they have done up to now. For the children of Key Workers requiring childcare we will continue to

provide this service at school and parents should continue to provide **24 hours-notice** of their intention to use this provision.

We will be opening as follows from Monday 8th June:

Year group	First date children should attend school
Critical Worker Childcare Provision White Bubble	Monday 1st June
Reception Red & Blue Bubble, Yellow & Blue Bubble Orange & Blue Bubble	Monday 8th June
Year 1 Orange & White Bubble, Red & White Bubble, Blue & White Bubble Pink & White Bubble	Monday 8th June
Year 6 Pink, Orange and Blue Bubbles	Tuesday 9th June
Year 6 Red, Yellow and Green Bubbles	Wednesday 10th June

Opening Hours:

In order to welcome pupils back to Gordon Children’s Academy safely and ensure social distancing we have introduced a staggered timetable for children returning to school based learning. **Our overall school opening hours are 8.30-3.30 however; there will be flexible start times to allow for safe entry to the school.**

In addition, we are changing how children and parents enter and leave the school, **please see Appendix 1 for the staggered timetable for drop off and pick up times.**

Additional information about returning to school:

Details on arrangements for: school lunches; uniform; face masks and keeping Bubbles safe can be found in the letter I sent before half term – <https://www.tsatrust.org.uk/about/coronavirus/check-your-schools-status/>

Where to look for further information

We have created a school based FAQ that some parents might find useful- please see **Appendix 3**

We have also launched a dedicated website for information on our plans to return students safely to school.

The Thinking Schools Academy Trust is actively responding to ongoing developments with the Coronavirus outbreak so please use the links on this page for updated information on our response and what it will mean for you.

FAQs and information: www.tsatrust.org.uk/coronavirus

We look forward to safely welcoming some Reception, YR 1 and YR 6 back to school next week. We will keep under review our ability to safely accommodate children from other Year groups going forward. However, this will only be done when we are confident that this can be done safely.

Yours sincerely,



Mrs Chetty-Marston

Acting Head of School

Appendix 1:

Drop off and pick up

Year 6

	Family: Pink	Drop Off Time	Pick Up Time
	Gate: 4	8:40	14:40
	Family: Orange	Drop Off Time	Pick Up Time
	Gate: 4	8:20	14:20
	Family: Yellow	Drop Off Time	Pick Up Time
	Gate: 4	8:30	14:30
	Family: Red	Drop Off Time	Pick Up Time
	Gate: 4	8:50	14:50
	Family: Blue	Drop Off Time	Pick Up Time
	Gate: 4	9:00	15:00
	Family: Green	Drop Off Time	Pick Up Time
	Gate: 4	9:10	15:10

Year 1

	Family: Pink & White	Drop Off Time	Pick Up Time
	Gate: 3	8:30	14:30

	Family: Blue & White	Drop Off Time	Pick Up Time
	Gate: 3	9:00	15:00
	Family: Red & White	Drop Off Time	Pick Up Time
	Gate: 3	8:40	14:40
	Family: Orange & White	Drop Off Time	Pick Up Time
	Gate: 3	8:50	14:50

Reception

	Family: Yellow & Blue	Drop Off Time	Pick Up Time
	Gate: 1	8:30	14:30
	Family: Red & Blue	Drop Off Time	Pick Up Time
	Gate: 1	8:45	14:45
	Family: Orange & Blue	Drop Off Time	Pick Up Time
	Gate: 1	9:00	15:00



Appendix 2

Appendix to Behaviour for Learning Policy

Please note: this appendix has been written in response to The Gordon Children's Academy re-opening following Covid-19.

Arrival at school

When pupils arrive at school, they will be expected to socially distance when waiting to enter school, when entering the school site and when waiting to enter the building. Once pupils come into the building, they will be expected to walk on the left hand side of the corridor and stay socially distanced from other pupils and staff whilst walking to their classroom. Once pupils arrive at their classroom, they will be expected to wait in a socially distanced line until their adult tells them to enter the classroom. At the beginning of each day, pupils will be reminded of the expectations of social distancing, hygiene, behaviour and consequences.

Hygiene

All pupils will be expected to wash their hands when they arrive at school, before break time, after break time, before lunchtime, after lunchtime and before leaving at the end of the school day, as a minimum. Pupils will be expected to wash their hands with soap and water for a minimum of 20 seconds each time. Classrooms and other shared areas will be cleaned at regular intervals throughout the school day. Pupils will be expected to follow 'catch it, bin it, kill it' when using tissues. Pupils will be regularly reminded not to touch their faces (especially mouth, nose and eyes) and will be instructed to wash their hands more regularly if needed.

Classrooms

Once pupils enter their classroom, they will be expected to sit at their own desk and use their own equipment. Desks will be positioned to allow social distancing. This will be the same desk and the same equipment every day. Pupils will not be allowed to share equipment with other pupils nor touch other pupil's desks or chairs. Pupils will be expected to stay in their seats and put their hand up if they need something. An adult will then come to them (remaining socially distanced). Pupils will not be allowed to move around the classroom unless instructed to by an adult or in an emergency situation.

Shared language

In order to support pupils to understand social distancing, all staff will use the same shared language when addressing pupils who are not socially distancing. The following statement will be used: 'You are too close, move away' – this will be linked to the Habit of Mind 'Taking Responsible Risks'.

Break times

At break time, pupils will be expected to line up in a socially distanced line and walk to the playground using a set route. Once on the playground, pupils will be allowed to socialise with their family group only and whilst socially distancing. Pupils will be allowed out on a designated playground and break times will be staggered so that different family groups do not meet.

Toilets

Pupils will be allocated specific toilets to use throughout the school day. If pupils wish to visit the toilet during lesson time, they must raise their hand and ask an adult. An adult will then accompany them to the toilet whilst socially distancing. If pupils wish to visit the toilet during break time or lunchtime, they must ask an adult and again, an adult will accompany them to the toilet whilst socially distancing. Toilet passes will not be used.

Lunchtimes

At break time, pupils will be expected to line up in a socially distanced line and walk to the dining hall using a set route. Pupils will be expected to socially distance from their peers in the dining hall. Tables will be cleaned before and after each family group uses them. After they have eaten lunch, pupils will walk to the playground using a set route. Once on the playground, pupils will be allowed to socialise with their family group only and whilst socially distancing. Pupils will be allowed out on a designated playground and lunchtimes will be staggered so that different family groups do not meet.

Pupils will not be permitted to socialise with peers from any other family group nor staff members who are teaching any other family group at any time of day.

Corridors and shared areas

When walking from place to place, pupils will be expected to socially distance and walk round the school on the left hand side of the corridor. Pupils will not be permitted to enter any other family group's classroom.

Illness

Pupils will be expected to tell an adult if they feel they are experiencing any symptoms of Covid-19 (a cough or a high temperature). If a child does display symptoms, they will be supervised to a separate, empty classroom and their parent/carer contacted immediately. If a member of a family group becomes symptomatic, the whole family group will be instructed to follow government expectations and self-isolate for 14 days.

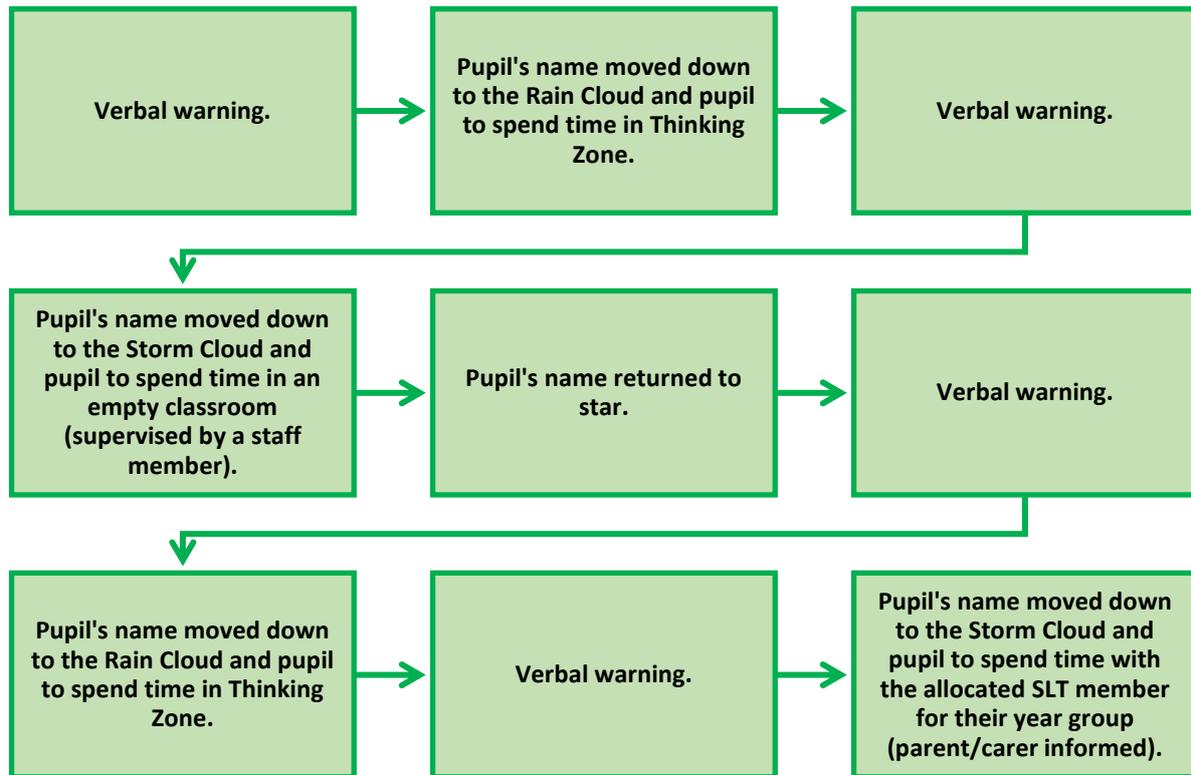
Departure from school

At the end of the school day, pupils will be expected to line up in a socially distanced line and walk to their exit using a set route. Pupils will be dismissed from a designated exit to their parent/carer. Pupils will be expected to remain socially distanced whilst leaving the school site.

Behaviour expectations

Where possible, staff will continue to follow the Behaviour for Learning Policy. Each classroom will have the school rules displayed as well as the school's behaviour chart (star, sun, rainbow, etc.). Every pupil will have their name on the chart and this can be moved up and down as per the Behaviour for Learning Policy. If a pupil's name is to be moved up or down, an adult in the class will do this for them, pupils will not be permitted to move their own name on the chart. Pupils will still have the opportunity to earn marbles for their family group's marble jar and once the jar is full, pupils will be rewarded with a treat (which will be decided by the pupils at the beginning of term). Pupils will still have the chance to earn House Points but these will be collected by staff members electronically rather than on House Point charts. Each classroom will have a Thinking Zone which pupils will be expected to use if they are moved to the Rain Cloud (see flow map

below). Please note: the Thinking Zone will be cleaned after each use. If any pupil is seen to be deliberately not following the expectations set out, consequences will be put in place in line with the Behaviour for Learning Policy. The following flow map shows the procedure that will be taken:



Any behaviour that is deemed to attempt to scare, intimidate or harm another pupil in relation to Covid-19, e.g. spitting, wiping saliva, licking, breathing on, coughing on, sneezing on objects or peers will be treated as a Level 5 behaviour in the Stepped Approach and will be dealt with accordingly.

Please note: If pupils are not able to engage appropriately at school, respecting social distancing and the need for Family Bubbles to remain apart from each other, then we will have no choice but to ask that pupil to engage with distance learning at home.

Reasonable Force

If a pupil's behaviour becomes a danger to themselves or others, staff will avoid using reasonable force wherever possible in order to ensure that social distancing is maintained. If needed, staff will attempt to encourage the pupil into an isolated space and parents/carers will be contacted to support.

Pupils with Special Educational Needs and/or Disabilities

Where appropriate, adaptations to this appendix, will be made taking into account the child's Special Educational Needs and/or disabilities in line with the SEND Policy. In these instances, reasonable adjustments will be made.

Parent/carer support

We have written this guidance to keep pupils safe whilst in our care. We ask that parents/carers support us with the messages given by sharing key messages with pupils before their return to school and reiterating these messages regularly with them at home.

Statement on Equality and Community Cohesion

Working within this appendix we aim to make sure that no-one experiences less favourable treatment or discrimination because of their 'protected characteristics' as follows:

- Their age
- A disability
- Their ethnicity or national origin
- Their gender
- Their gender identity
- Their marital or civil partnership status
- Being pregnant or having recently had a baby
- Their religion or belief
- Their sexual identity and orientation

(Equality act 2010)

This appendix should be read and applied alongside the Behaviour for Learning Policy, the Equality Act (2010), the SEND Code of Practice: 0 to 25 years (2014) and the government's Planning Guide for Primary Schools.

Appendix 3

Frequently Asked Questions (FAQs)

These FAQs are designed to help you to understand the process of returning to school from Monday 8th June. Please use these questions to help you make informed decisions about your child returning to school.

1. How many family bubbles will there be potentially returning to school?

There are potentially 13 family bubbles of 15 children returning on Monday 8th June. We continue to be open for children of critical workers.

2. What are your plans for supporting social distancing?

The short video sent to parents before half term will be used to teach and reinforce the concept <https://www.tsatrust.org.uk/about/coronavirus/>. We have also created visual cues for all classrooms and shared areas to help children's understanding. We will use phrases such as 'you are currently too close, please move away' so that they understand when they need to remember expectations.

3. How have classrooms been organised?

The Government acknowledges in their guidance for schools that 2 meter social distancing is very challenging in primary schools. We have spaced out tables to accommodate up to 15 children. Each child will have their own table to sit at during lesson time. We have removed soft

furnishings and removed access to shared resources such as Reading corners and Maths trollies. Children will have a tray on their desk with individual resources to use - children will be expected to sit at their desk unless authorised by an adult to move.

4. Will my child be taught by a familiar adult?

Due to splitting all classes into two family bubbles, we have needed to use a range of staff from across the school. Therefore, we cannot guarantee that your child will be taught by a familiar adult.

5. What will my child be taught?

The Government does not expect schools to deliver the full broad national curriculum. We will teach a varied timetable that includes time outside, but also essentials such as Reading and Maths. As some children are unable to return to school for various reasons, we will continue to provide distance learning. Children will not be taught PE so therefore do not need their PE kit.

6. What should my child bring to school?

Children should bring a healthy snack and their own labelled water bottle. Parents can send individual equipment such as pens and pencils if they would prefer but we will also continue to provide these. We cannot send reading books/contact books home at this time.

7. Does my child need to wear school uniform?

It is expected that children wear their school uniform as much as possible. We understand that children may have grown out of certain items such as their school shoes, so wearing similar items such as plain black trainers are currently acceptable. Children are excused from wearing a tie.

8. What happens at lunchtime?

Parents can provide a packed lunch for your child. Alternatively, children in Reception and Year 1 will be provided with a free packed lunch under Universal Free School meals. Year 6 children entitled to FSM can also have a free packed lunch, or they will need to be paid for in the usual way. Whatever option parents would like, please ensure that your child has a water bottle as we cannot provide cups to share.

9. Will children have playtime?

Children will have additional playtime and lunchtime is 1 hour and children have been allocated a zone/area to play in. Children will be able to play freely with their family bubble equipment; any other equipment such as climbing frames in some playgrounds will be cleaned after each family has had the opportunity to use it.

10. I would like to speak to the teacher, how do I contact them?

Please email office@gordonchildrensacademy.org.uk or continue to use the year group email addresses and a member of staff will either respond to your email or telephone you at the earliest convenience. Unfortunately, no face to face meetings are currently possible.

11. Can I drop my child off outside of the allocated drop off times?

Due to a strict timetable this will not be possible. Parents will not be permitted to drop children outside of the allocated 10-minute window provided. Any child who arrives late (after the allocated time) will need to wait, with their parent/carer, whilst social distancing until 9.20am. You will need to ring the office and let them know and they will arrange for an adult to meet your child at the office door. After all other family bubbles have accessed the site. Children only then will be permitted to enter via the office- please note we will sign your child in as parents are currently not permitted into the office area.

12. I think I am going to be late and miss my allocated pick up time - what do I do?

You will need to telephone the office on 03333 602110 and state what time you anticipate arriving at the school. On arrival to the school, parents will need to call the office again to state that they have arrived; you will then need to wait outside the main reception until we can safely bring your child through this area of the school. Please note that parents may need to wait patiently.

13. Can I speak to a member of staff in the main office?

We are limiting any visitors to the school. Therefore, parents and other visitors will not be permitted to enter the office unless it is an emergency. Parents are asked to telephone the office to speak to a member of staff 03333 602110

14. Why does my child need to wear a wrist band, and could my child end up in a bubble on their own?

Easy identification for pick up and drop off is key to help manage the volume of people on the site. We also need to be able to identify children within a set family quickly, especially as initially some children and staff will be unknown to each other- staff in the bubble will also wear the wrist band. Due to the potential volume of children returning to school, family bubbles have been planned carefully to ensure children and adults are safe, therefore children could be in a very small bubble. Please ensure children arrive at school with their identified wrist band on their wrist already.

15. My child has SEND needs/medical/other needs how will staff know about these?

All staff have been informed about information for children in their family bubble. Any child with a serious medical/health need would have a Health Care Plan that will be shared with staff. Equipment related to SEND needs such as writing slopes and sit and move cushions will be with the child in their family bubble.

16. How will first aid be administered if needed?

We will take a cautious common-sense approach. If a child needs first aid, we will administer the first aid to ensure that the child is comforted and supported. Where possible first aid will be administered outside as being in the open air as much as possible is advisable and thorough hand washing will take place before and after.

17. Can I refuse to send my child to school?

It is a parent's choice to send their child to school during these times and usual attendance procedures will be suspended. We will continue to provide distance learning via the website to support learning at home where possible. We fully respect parent's decisions - however please inform the school of your decision - you can change your mind at a later date

18. My child is attending but is unwell today (not Covid-19 related) what process should I follow?

Please telephone or email the school office as you usually would so that we are aware and know not to expect your child on site for that day. They can return as usual when they are feeling better.

19. My child has been given a course of anti-biotic, but I believe they are well enough to return to school, are you able to administer the medicine?

Please notify the school and we will email you a copy of the paperwork that we will need parents to complete. Please advise the school of your intended drop off time and we will admit you to the

main office to drop off the medicine. We will follow our usual procedures to ensure we provide your child with the medication as prescribed.

20. Can my child use the toilet when needed or will this be restricted?

Each family bubble allocated toilets within the school. We will restrict the toilet area to one child at a time to support social distancing, however if a child indicates to an adult that they would like to use the facilities, they will always be granted permission. Hand washing posters and guidance have been added to every toilet area in the school. Reception toilets have been changed to unisex toilets to ensure each family bubble has an allocated toilet and there is only one child permitted at any one time. Children will be supervised by an adult.

21. How often will classrooms be cleaned?

Areas with high usage such as door handles and stair rails will be cleaned frequently throughout the day. Individual classrooms, including toilet areas, will be deep cleaned twice a day as well as having table top surfaces cleaned as often as necessary. E.g. a child sneezes at their table, this will be wiped over immediately. The dinner hall and other shared areas will be cleaned after every family has 'visited' the area and before another family uses the area.

22. I am unsure of how to follow the map that has been provided to me - where can I get more information?

It is essential for everyone's safety that parents stick to the designated entrance gate as identified on the map provided and the staggered drop of days and times. Members of staff will be at these entrance points to support parents with directions to where to drop your child at school - staff will be identified by wearing high visibility vests - please respect social distancing.