

27/08/20

Dear Parents/Carers,

Re: Reopening school for all children

As directed by the Government, schools will reopen for all children from September 2020. I know that you may have concerns about this and I want this letter to reassure you and make it clear to you that the health and safety of our children, staff and families is of utmost importance to us. We have again undertaken a rigorous risk assessment based on government guidelines. This assessment will be regularly reviewed and changes made depending on outcome of reviews.

I hope you find the following information helpful in understanding how we will be organising Enfield Heights Academy for learning when we open the school for all children on **Monday 7<sup>th</sup> September 2020**.

**Drop off and pick up arrangements**

In order for us to start and end the day with social distancing in line with our risk assessment – staggered start and finish times have been arranged. Please see table below – I'm sure you will appreciate the importance of sticking to these times. Please note: the office will not be open for late comers.

Parents walking to school must respect social distancing and stand at least 1 metre apart. Look out for markings around school which will support with this.

Year Group	Start time	Finish time Palmers Lane
Year 1	9.00am (Palmers Lane gate)	3.10pm
Year 2	8.40am (Palmers Lane gate)	3.20pm
Year 3	8.50am (Palmers Lane gate)	3.10pm
Year 4	9.00am (Pitfield Way gate)	3.25pm
Year 5	8.50am (Pitfield Way gate)	3.25pm
Year 6	8.40am (Pitfield Way gate)	3.20pm

**Please note:**

- **No parents will be allowed on site during morning drop off**
- **We will be operating a one-way system at after school pick up – all parents will enter through Palmers Lane and exit through Pitfield Way.**
- **We remind parents that during these times we cannot allow any socialising in the playground and will require you to be off the premises as quickly as possible.**



## **Safety measures**

The school takes the safety of your children and the safety of our staff and families very seriously. It is our first priority. We have worked very closely with the other schools in our Trust, as well as speaking to other schools in the borough, to ensure we have best practice measures in place. These measures include:

### **In the classroom**

- Children will be sitting side by side with the desks facing forward.
- Children will be kept in protective bubbles of two year groups – Yr 1 and 2, Yr 3 and 4, Yr 5 and 6 and will not mix with other pupils or staff. Reception children will be in their own bubble
- The children will be taught by their class teacher and teaching assistant.
- Senior Leadership Team, Specialist teachers (French) or supply teachers will teach from the front of the classroom.
- Each class will have break times with the children and staff in their “bubble” in an allocated space.
- Each child has their own set of personal classroom resources.
- All Reception equipment will be removed and disinfected after use.
- All classroom equipment used will be thoroughly cleaned at the end of each day.
- Each class has their own supply of disinfectant and all surfaces will be sanitised throughout the day.
- Each classroom has been equipped with hand sanitiser dispensers and hourly hand sanitising. We have schedules in place which will ensure children are washing their hands regularly.
- Each classroom now has a pedal bin for waste disposal without the need to touch anything.
- Posters will be on display reminding the children of the new rules.
- Children will be encouraged to play with other children from a safe distance.
- 1 and 2 metre markings are around the school to remind children to maintain social distancing.
- All classroom doors and windows will remain open for good ventilation.

### **Curriculum**

- Week 1 - A whole school English project which has a focus on wellbeing.
- Week 2 - Maths Week.
- We will be using the findings of the first 3 weeks to establish children’s abilities in these two areas to focus our intensive catch up programme on.
- Week 4 - We will be back to teaching a broad and balanced curriculum and covering all subject areas as well as ensuring focus is placed on helping children to catch up on work missed.

### **Movement around school**

- Children will not have access to the corridor during the day unless they need medical attention or to use the toilet.
- We will have a cleaner all day to ensure all areas outside of the classroom bubbles are kept clean whilst the children are at school.
- All communal areas such as corridors have been adapted to show the 2-metre rule.
- All doors will remain open to minimise the need to touch communal handles.
- Each bubble will have their own staircase.



## **Lunchtime**

- Each 'bubble' has an allocated eating and outdoor play time. Children will be encouraged to stay apart and play safely.
- Tables and chairs will be sanitised before the next year group sits.
- All food will be served to the children – no self-service salad bar.

## **School uniform**

- Please send your child to school in uniform. The usual uniform standards apply. Uniforms should be in good condition and regularly cleaned.
- School PE tracksuits and PE kit will be worn to school one day a week for an outdoor PE lesson. This means there will be no need for a PE bag to be brought to school. Class teachers will advise of the day on your return.
- School bags are not currently needed until we tell you otherwise.

## **If a child becomes unwell**

- Our medical officer in school will have full Personal Protective Equipment (PPE) to wear in the event of any child displaying symptoms. If this happens they will be taken to an isolation area and collection will be organised.
- Pupils must not come into school if they are showing symptoms of Covid-19 (these include new and persistent cough, high temperature, loss of taste and smell). They must immediately book a test. If they test positive they will need to provide details and self-isolate for 10 days.
- In the event of a confirmed case of Covid-19  
The school will contact the local health protection team who will carry out a rapid risk assessment and guide us through the correct steps to take.
- School will send home anyone who has been in close contact with the infected person so that they can self-isolate for 14 days.
- Household members of those being sent home do not need to self-isolate unless the individual being sent home develops Covid-19 symptoms.
- If you have been sent home because you were in contact with an infected person and you develop symptoms you must get tested.
- If the test is negative you still need to isolate for the remainder of the 14 days as the virus could still develop.
- If the test is positive, you must inform the school immediately and self-isolate for 7 days from the point of showing symptoms. Your household must self-isolate for 14 days from the point that you showed symptoms.

## **Breakfast and After School Club**

- Our breakfast club and after school care will be up and running from 21<sup>st</sup> September for Yr1 - 6.
- Spaces will be limited
- Parents who wish to use this service must book on a half termly basis.
- No additional children will be able to join until October half term (subject to availability)



### **Recent Travel Abroad**

If you have travelled abroad, please make sure you follow the government's travel advice and self-isolate if that is the recommendation - <https://www.gov.uk/foreign-travel-advice>

### **School Office**

- The school office is closed to parents and visitors.
- Communication with the school must be made by phone 02088059811 or by email [office.eha@chat-edu.org.uk](mailto:office.eha@chat-edu.org.uk)
- The office team are very happy to support you in any way they can.

It has been a very unusual year and I can honestly say I have missed the children and 'normal' school life immensely. As we embark on this journey of the 'new normal' - I look forward to continuing to develop and enjoy our Enfield Heights family in a safe and purposeful environment.

All the best, enjoy the rest of the summer.

Kind Regards



Jade-Simone Bacon  
Head Teacher

