



# Spilsby Primary Academy

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Headteacher: Mr. A Clarke

Thursday 21<sup>st</sup> May 2020

Dear Parent/Carer

As promised, we write to you with further updates on the phased return of children to our school following the recent Government announcement. As you will have seen in the Trust letter sent on Monday, we want to ensure we are doing this in the safest possible way for **all** our pupils, parents and staff. We think the best approach is to be cautious and reintroduce year groups of children slowly over time so that we can carefully monitor the effectiveness of our social distancing measures, the volume of people on our school site, the availability of our staff and the impact that the return has on our children. To that end, we have explained our plan for the coming weeks below. It is important to point out that this plan will be reviewed every week by Trust leaders who will decide when/ if it is possible to increase the number of pupils on site. As mentioned before, please be considerate when comparing our plan to that of other schools. Every school has a different building layout; classroom capacity; staffing ratios; needs etc. and we have to do what is right for *our* school.

**We have decided to start with Year 6** as we feel these children are the most able to understand the differences they will see in the school building, they will know how to follow our social distancing guidelines and be most comfortable with working individually at desks for the majority of the day. The children will be arranged into groups of up to 8 - 10 pupils with a teacher and a teaching assistant. It is highly likely that it will not be their usual class teacher. The groups will be kept apart at all times and not allowed to mix. The children will have their own desk where they will keep all of their belongings including their lunch bags, coats and class learning packs. The children will eat at their desk in the classrooms and the groups will have separate areas to play in at break and lunchtimes.

It is possible that following our weekly reviews that we may begin to invite other year groups in at a later date. This will be based on the available space (obviously smaller groups mean that we need more rooms), the success of the re-introduction of Year 6, the availability of staff and what happens with social distancing expectations nationally. We will ensure that parents have plenty of notice if we are going to invite another year group back into school.

## **Return date, times and days:**

**Year 6 pupils will be invited in for their first day back on Wednesday the 3<sup>rd</sup> June.** Staff will be using the 1<sup>st</sup>/2<sup>nd</sup> June for Health & Safety training, preparing the school site and to ensure the risk assessments we have in place are fully understood by all staff members. This will need to be done in small groups due to social distancing guidelines, hence the reason it will take a significant amount of time. We need to make sure all our staff are clear on the expectations and procedures.

The school will be open from 9:00am- 3:00pm and **will close at 12pm every Friday to Year 6 pupils.** This is to allow for deep cleaning and for staff planning & preparation time. Normally, other staff in school would cover this planning time but we cannot mix groups of staff and children at this time. All Year 6



***We want our children to achieve the highest standards possible, not only academically but emotionally, socially and spiritually. To be the best they can be!***

pupils will need to be collected promptly at 12pm on a Friday. We ask that if you make the decision to send your Y6 child to school that they attend every day.

In order for us to plan and allocate the Y6 children in the required bubbles, please can you let us know if you are **NOT** going to be sending your child(ren) to school on the 3<sup>rd</sup> June, either by telephoning or emailing the school by 3pm on Friday 22<sup>nd</sup> May.

### **Will there be breakfast and after-school clubs?**

We will not be operating any of our usual before and after school clubs as this would mean mixing groups of pupils and therefore this is not safe. We strongly urge parents to try to follow social distancing measures outside of the school and please refrain from having pupils/ families walking together to and from school.

### **School Meals**

For those Free School Meal families who do not have children in school at this time, we will continue to operate the voucher system that is already in operation. For those Year 6 children attending school we ask they that bring in a packed lunch; this is because children will be eating in their classroom as they cannot mix in the school hall. Children will be asked to manage their own food waste and take home as much of their rubbish as possible.

### **Uniform**

We are aware that many children will have outgrown uniform and parents will not necessarily want to purchase additional items at this late stage in the year. Therefore, children will be able to attend in non-uniform for the remainder of this term. They must wear clothes that are practical and suitable for outdoor games and running around, as we will not be getting children changed for any sporting activities we may complete.

### **Online Learning & Phone calls**

From the 1<sup>st</sup> June all our online learning will be based around material offered by Oak National Academy which is supported by the Department for Education. Children both in school and at home will be using the same materials. This is because we will need the vast majority of our staff to be teaching small groups or supervising key workers/ vulnerable children. Those staff that are not working directly with children will be making contact with pupils at home (from all classes) via telephone as we have throughout the wider school closures and offering support where they can. The Oak National materials are excellent and we will be signposting children to the lessons from our usual class website pages.

### **Communication**

Our staff will still be picking up emails via the websites, as they always have, however it may take them longer to respond as they could be teaching a group or making phone calls. If you need to get an urgent message to them, you can contact the school office. As always, if your child is due in school and is unwell or you have a concern please ring and speak to us. We mentioned in the previous letter that it is entirely your decision if you wish your children to return to school at this time and the Government have suspended the usual attendance procedures for the summer term.

We will be contacting parents of Year 6 pupils on the 1<sup>st</sup> or 2<sup>nd</sup> June to let them know which group their children will be in and the classroom they are going to be using. We will also make clear our expectations about entering and moving around the site when dropping off and collecting children.

### **Key Worker/ Vulnerable Children**

It is important to point out that our provision for key worker families and vulnerable children remains unchanged. They will still be able to access our emergency childcare in exactly the same way as they have

over the past few months. The days remain unchanged for this group of children, although timings have had to be tweaked to accommodate a staggered approach to the start and finish of the school day. **Please can all key worker/vulnerable children be at school for 8:45am and then collected at 2:50pm.** The only other difference will be that children are placed into a specific emergency childcare group and will have the same staff with them every day to prevent mixing. The guidance around who is a Key Worker has not changed so we have planned our provision and staffing around the number of children in these groups remaining largely the same.

We appreciate that this decision will not be right for every family and we are aware that everyone is under pressure to find a way through this difficult time. Please be patient of our school staff at this time - like you, many of them are balancing work with family commitments - be that elderly relatives, pre-school or school aged children.

We have made this decision based solely on what we think is the *safest* way to begin to bring our school back to life. Ultimately, we are desperate to have our whole school back together again but we know that we have to take our time, follow the guidance where applicable and together we will get there. As always, your support of our school is gratefully appreciated.

Yours Sincerely



Gavin Booth  
CEO-Infinity Academies Trust



Headteacher