



HOLY TRINITY C of E ACADEMY

Nurturing. Inspiring. Achieving
Headteacher: Mr Graham Shore.

Dear Parents and Carers of Reception children,

We have produced a carefully thought-through plan for the reopening of Holy Trinity Church of England Academy for Reception, Year 1 and Year 6 children from Monday 1st June 2020.

A robust risk assessment has been put into place to ensure that children returning to school are as safe as they can be in a primary school environment.

We are looking forward to welcoming the Reception children back so they can continue their early years development, and begin to prepare for key aspects of the Year 1 curriculum .

Start and finish times will be staggered to ensure that the children arrive and leave safely. Reception children should be accompanied by one adult to school and collected by one adult at the end of the school day. Parents will be asked to wait outside the Reception classroom **at the front of the school**, so that safe distancing can be observed. There will be signs to indicate where you should wait if necessary. As no parents will be allowed on to the school site, you can of course phone the headteacher to discuss any pressing matters, who will be manning the office in a limited capacity. Parents can continue to collect home learning packs from the reception foyer (whilst observing social distancing and following a one-in-one out model). Please ensure that your Reception child arrives between **8.55am and 9.05am**. The children will leave the school site between **3.35pm and 3.45pm**.

The Reception children will be divided into two pods, of a maximum of fifteen children and will be taught in the Reception classroom. Mrs Jackson, Mrs Addinell and Mrs Holmes will teach the learning in pod one and Mrs Addinell and Mrs Dixon will teach the learning in pod two. Pod one will be taught on Monday and Tuesday. Pod two will be taught on Thursday and Friday. On Wednesday, the school will be closed to Reception, Year 1 and Year 6 teaching pods, but will be open to key worker and vulnerable children. A deep clean of the Reception classroom will take place during Wednesday and at the end of school on Friday. Mrs Jackson and Mrs Addinell will use Wednesdays to continue to manage home learning for the children, plan for the Reception teaching pods and undertake wider pastoral duties.

Due to the responses from parents, I can confirm that we will be running two pods from Monday 1st June. If you have indicated that you are not sure about your child returning, please let us know by 9am on Wednesday 27th May so that Mrs Jackson and Mrs Addinell can set up the classroom. **Mrs Jackson and Mrs Addinell will let you know which pod your child will be in on Friday 29th May.**

If you would like your child to return later in June, please let us know. We will plan for this carefully, including altering the layout of the classroom to accommodate more children, so that they can join one of the pods the following week. Unfortunately, parents will not be able to specify which pods they would like their child to join.

Mrs Jackson, Mrs Addinell, Mrs Holmes and Mrs Dixon will be the only adults working with the Reception pods, this will include break time and lunch time supervision. The decision to have two teachers with each pod has been made in consultation with Public Health South West; if we have other staff supervising break and lunch time, this potentially could increase the risk of spreading the virus. If any child or adult in the pod exhibits Covid-like symptoms, both pods and adults will need to self-isolate for fourteen days.

Many of you will naturally have concerns about how social distancing could be enforced within a primary school setting. Whilst we will do our very best to ensure class tables are two metres apart and remind children of these guidelines, we cannot completely guarantee that your child will not come within two metres of another person. This will be challenging, if not impossible, to adhere to in situations relating to first aid, managing movement around the classroom or simply comforting children if they are upset.

We feel it is important to be as honest and open with you in order to help you make an informed decision about what you feel is right at this moment in time, especially if you have vulnerable adults or other children at home.

Hand gel will be available in the Reception classroom for the children to use and they will only use the Reception toilets. They will handwash on entry to school, before and after each break and lunch, leaving school and after using the toilet.

Children will need to come into school in clothes that they can comfortably take part in physical education in. Parents will be asked to wash the children's clothing before they return to the school on the following day.

All children will come into school with a pencil case for their use only. The pencil case should contain a pencil, coloured pencils and felt-tip pens (if you wish) and will be taken home at the end of the day. The case and contents will need to be disinfected by the parent.

Please could you provide your child with a packed lunch and **two** drinks bottles. The children will be unable to fill their drink bottles up at school. Sue Brady will be providing a packed lunch for the reception children, who request it. This would consist of ham, cheese, tuna mayo or marmite sandwiches (please specify when you order) cucumber sticks, cake, piece of fruit and crisps. If you would like to order your child a packed lunch please email enquiries@holytrinitycalne.wilts.sch.uk and we can place the order for you.

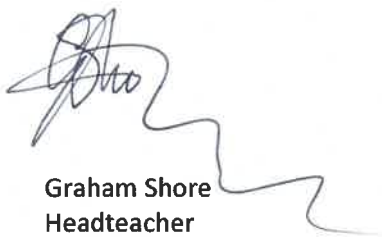
Your child can change their reading book. A plastic curver box will be housed in the Reception classroom and new books (from the relevant book band colour) will be handed to the children.

Children will keep ALL of their belongings, including drinks, lunch box and coats, in their trays which will be placed underneath their allocated desk. This will cut down on the amount of movement around the classroom.

Area Heads have been meeting regularly to discuss our thoughts and plans for re-opening, consulting with the Local Authority throughout and taking the latest guidance from the Government into consideration. Our aim, where possible, is to have a united approach to re-opening to provide as many of the children in Calne with the same opportunities and experiences. Obviously, each school has different circumstances and challenges to overcome and it is down to the Headteachers and Governors to tackle these accordingly.

Please let me know if you require any further information. I know that this is a very difficult time and am happy to talk about any additional concerns you may have.

Kind regards



Graham Shore
Headteacher

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