



# HOLY TRINITY C of E ACADEMY

**Nurturing. Inspiring. Achieving**  
**Headteacher: Mr Graham Shore.**

16<sup>th</sup> July 2020

Dear Parents and Carers,

We would like to thank you all for your support during what has been a very challenging and uncertain time for us all. I would like to take this opportunity to thank all the staff for going above and beyond since lockdown started on Friday 20<sup>th</sup> March. Reopening the school to all the year groups before the summer would not have been possible without their flexibility and commitment to the children at Holy Trinity. We will be fully reopening on Wednesday 2<sup>nd</sup> September 2020. The safety of pupils and staff will be our primary concern in this planning process and will remain so throughout. Following consultation with Public Health England, Wiltshire Local Authority and the Guidance for full opening of schools (*published 2 July 2020*) we can now outline our plans (which have been scrutinised and approved by the Governors and the Local Authority).

## **We follow the latest Government guidance summarised as follows:**

***‘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***  
*Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.*

*If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)’, which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

*‘Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.’*

***Guidance for full opening: Schools (2<sup>nd</sup> July 2020).***

Attendance from September will be mandatory for all children. All children will be expected to wear full school uniform. We will also need the accurate contact and emergency contact details, so that we can contact parents immediately. We will email a new contact form that will need to be completed as soon as possible and emailed to [enquiries@holytrinitycalne.wilts.sch.uk](mailto:enquiries@holytrinitycalne.wilts.sch.uk)

Please contact us if you have any concerns or queries regarding September – [head@holytrinitycalne.wilts.sch.uk](mailto:head@holytrinitycalne.wilts.sch.uk) or 01249 812424. A robust risk assessment (available to download - <https://www.holytrinitycalne.co.uk/policies/>) has been put in place to ensure that children returning to school are as safe as they can be in a primary school environment.

Start and finish times will be staggered to ensure that the children arrive and leave safely. Children should be accompanied by one adult to school and collected by one adult at the end of the school day.

As no parents will be allowed on to the school site, you can of course phone me to discuss any pressing matters.

**Holy Trinity will be made up of of three bubbles:**

- **Reception (30 children)**
- **Year 1, Year 2 and Year 3 (90 children)**
- **Year 4, Year 5 and Year 6 (91 children)**

Within those bubbles will be the following pods:

- Reception (30 children)
- Year 1 (30 children)
- Year 2 (30 children)
- Year 3 (30 children)
- Year 4 (30 children)
- Year 5 (30 children)
- Year 6 (31 children)

**Staggered opening times**

- **Year 4, Year 5 and Year 6** 8.20am -8.30am (am) and 3pm -3.10pm (pm)  
Y4 enter and exit through the Year 4 classroom external door  
Y5 and Y6 enter via the playground gate
- **Year 1, Year 2 and Year 3** 8.35am – 8.45am (am) and 3.15pm -3.25(pm)  
Year 1 enter and exit through the Year 1 classroom external door  
Y2 and Y3 enter via the playground gate
- **Reception** 8.45am – 9.00am (am) and 3.35pm -3.45pm (pm)  
enter and exit through the Reception classroom external door
- Reception phased induction **Pod 1** - 9am -12pm (morning)  
**Pod 2**- 1.30pm – 3.30pm (afternoon)

**Break Times**

<b>Year groups</b>	<b>Times</b>
<b>Year 4, Year 5 and Year 6</b>	<b>10.15am – 10.30am</b>
<b>Year 1, Year 2 and Year 3</b>	<b>10.30am - 10.45am</b>
<b>Reception</b>	.....



## Lunch time

Year groups	Times	
	Inside eating	Outside playing
Year 4, Year 5 and Year 6	11.45am – 12.15am	12.15pm-12.45pm
Year 1, Year 2 and Year 3	12.15pm – 12.45pm	12.45pm – 1.15pm
Reception <i>after induction</i>	12.15pm – 1.15pm	

## PE

There will be no indoor PE until new guidance comes out from the Government. If it is raining and not safe to do PE, further catch-up work can take place inside. The children will need to bring in PE kit that they can wear outside in all weather. If wet weather persists, activities may be cancelled.

## Other information

Breakfast Club and after school clubs will be reviewed at the beginning of September and details emailed to parents.

Our behaviour policy has been updated in light of Covid-19 and is available on the policy section of our website.

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

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 their 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.

## A Message from Sue Brady Catering

'Packed lunch orders can be placed online fortnightly ([www.suebradycatering.com](http://www.suebradycatering.com)) from noon on Friday 17<sup>th</sup> July until 10 am on Friday 28<sup>th</sup> August, 2020. **SORRY BUT NO LATE ORDERS WILL BE ACCEPTED.**

Sue Brady Catering will be offering a choice of one of our packed lunches (Ham, Cheese, Egg Mayo, Marmite, Cream Cheese or Tuna Mayo) or a Wrap (Cream Cheese & Cucumber, Houmous & Roasted Pepper, BLT (Bacon Lettuce & Tomato), Ham & Cucumber, Chicken Mayo & Lettuce, Egg Mayo & Cress, Cheese & Tomato and Cheesy Coleslaw). The individual boxes/bags will also include Fruit, Crisps, Cake, or a Biscuit or Gingerbread Man and either Veg Sticks, Raisins or a Cherry Tomato. Please remember to tell them of any allergies or special diets your child may have. **IT IS IMPORTANT THAT YOU REMEMBER TO PUT THE CORRECT YEAR GROUP/CLASS NAME ON YOUR ORDERS FOR THE NEW ACADEMIC YEAR.** If you have any questions, please send us an email ([events@suebradycatering.com](mailto:events@suebradycatering.com)).'



When we receive further guidance from the Government, we will update our risk assessment and communicate any changes to you. The current situation is ever changing.

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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Shore', with a long horizontal line extending to the right.

Graham Shore  
Headteacher

