



HOLY TRINITY C of E ACADEMY

Nurturing. Inspiring. Achieving
Headteacher: Mr Graham Shore.

25th June 2020

Dear parents and carers,

We would like to thank you all for your support during lockdown. It has been a very challenging time for all of us.

The school will be closed during the summer, but there will be a summer camp being run by Mr Tomlinson. When the details have been finalised we will send out an email to parents and carers and post the information on the Holy Trinity Facebook page.

As we start thinking about September, we believe that it is imperative that **all** children have the opportunity to have some face-to-face time with their new class teacher. Traditionally we have done this during a morning in the summer term. We are also very aware of the needs of the children in years 2, 3, 4 and 5. If they do not come back to school until September, then they will have been away for nearly half a year. We are free to prioritise children we regard as vulnerable, and these year groups are all increasingly vulnerable due to the amount of schooling they have missed. We have therefore been looking for the best and safest way to give them some time in school.

These proposals move beyond the government's standard guidance, in terms of inviting different year groups into school. However, as a stand-alone academy we have the freedom to do what we believe is right for our school, in the interests of the children, and we strongly believe that this is the best and fairest way to end the summer term. We hope that you will also see the fairness in this proposal.

It is our intention that Friday 10th July will be the last school day at Holy Trinity for the Y6 children. The majority of the Year 6 children will be engaging in the summer school provision at Kingsbury Green during the following week (week beginning 20th July 2020). The Year 6 children have been a real credit to our school over the last seven years and it's a real shame that we haven't been able to say goodbye to them in the way that we would have wanted. We are hoping that when the restrictions are lifted, we may be able to plan something during the next academic year.

Our plan is that the period Monday 13th July to Wednesday 22nd July will be used in the following way:

- Reception children will be taught by Mrs Shore
- Year 1 children will be taught by Miss Vines
- Year 2 children will be taught by Mr Rumley
- Year 3 children will be taught by Miss Handley
- Year 4 children will be taught by Miss Moore
- Year 5 children will be taught by Mrs Brown

This will be organised in a similar way to our current provision for Reception, Year 1 and Year 2 children.

Week 1

Monday 13 th July and Tuesday 14 th July	Wednesday 15 th July	Thursday 16 th July and Friday 17 th July
Pod 1 of fifteen children	Deep clean of the classrooms	Pod 2 of fifteen children

Week 2

Monday 20 th July	Tuesday 21 st July	Wednesday 22 nd July
Pod 1 of fifteen children	Deep clean of the classrooms	Pod 2 of fifteen children

If your child has been utilising our key worker provision during lockdown and you need them in school for the period outlined above (Monday 13th July to Wednesday 22nd July) we will still have the provision, but your child will be **unable** to join the new Reception, Y1, Y2, Y3, Y4 or Y5 pods, as we are adhering to Public Health England guidelines in not mixing the pods.

We are endeavouring to give all the children an opportunity to meet and spend time with their new class teacher (that they will have in September). We believe that this is vital and will help to alleviate some of the children's worries. There is no pressure to send your child into school. We believe that parents are best placed to make the decision based on their own context, if it is too soon for your child to return to school then it is simply **too soon**.

If you intend to send your child in to join one of the pods, please email enquiries@holyltrinitycalne.wilts.sch.uk by **Tuesday 7th July at 4pm**. This will give the staff time to re-arrange classrooms for the following week.

We will be unable to allocate places for particular days, as we are following guidance in ensuring that no pod has more than fifteen children. We also cannot guarantee which children will be in each pod. If your child is currently in the Reception and Year 1 pods, we will make the following assumption:

Current Monday and Tuesday pod	Current Thursday and Friday pod
Monday 13 th July, Tuesday 14 th July and Monday 20 th July	Thursday 16 th July, Friday 17 th July and Wednesday 22 nd July

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. 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. Parents will be asked to wait outside the classrooms **at the front of the school**, so that safe distancing can be observed (except for the Y5 children, who need to wait on the playground observing the Government's social distancing guidelines. 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 who will be manning the office in a limited capacity, to discuss any pressing matters.



Pod	Morning drop off	location	Afternoon pick up	location
Year 5	8.20am – 8.30am	playground	3pm- 3.10pm	playground
Year 4	8.20am – 8.30am	Y5 external door	3pm- 3.10pm	Y5 external door
Year 3	8.35am – 8.45am	Y4 external door	3.15pm – 3.25pm	Y4 external door
Year 2	8.55am – 9.05am	Y3 external door	3.35pm – 3.45pm	Y3 external door
Year 1	8.35am – 8.45am	Y2 external door	3.15pm – 3.25pm	Y2 external door
Reception	8.55am – 9.05am	Y1 external door	3.35pm – 3.45pm	Y1 external door
Key worker and vulnerable children	8.45am – 9am	playground	3.30	playground

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 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.

Children will need to come into school in clothes that they can comfortably take part in physical education in.

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. Sue Brady will be providing a packed lunch for the Reception, Year 1 and Year 2 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.



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.

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', written over a light blue background.

Graham Shore
Headteacher

