



Whitemoor Academy

Head of School: Mrs G Hooper

July 2020

Dear parents/carers,

I'd like to express my warmest thanks again for all of your support over the last few months. It has been a challenging time for us all, but I have been in awe of the tremendous support and community spirit that I have witnessed. We have enjoyed every single message, email, photo and video that we have received. It has been great to see all the learning that has taken place, as well as the creative activities that have been going on at home.

I'd also like to extend a special thank you to all of our staff who have been fantastic at problem solving the many challenges that have faced them over the previous few months. We have such a talented team here at Whitemoor, who work tirelessly to provide the very best provision for our children.

As this term comes to an end, it is with great sadness that we say goodbye to Mrs Churms who will be leaving us. We wish her huge amounts of luck in her next endeavours. I would also like to wish Miss Stone the best of luck with her move to managing pre-school. As you all know, I will also be heading off on maternity leave in September. I look forward to visiting to see how everyone is getting on.

I apologise for the length of this letter but following the various government guidance documents, we have created a detailed plan for all children to return in September. Your support is imperative in minimising risk for our community.

Please see below for an overview of all the key areas in advance of the new year.

Who will return?

All children and staff will return in September.

Risk Assessment - Our school's extensive risk assessments will be updated appropriately considering any issues identified and changes in public health advice whilst taking in to account our unique circumstances. The school's safeguarding protocols will be reviewed accordingly.

Hygiene - Within the school, everyone will adhere to a robust hand hygiene routine, which includes regular hand washing and hand sanitising. Good ventilation will be promoted throughout the school with windows and doors open at all times where possible.

All staff will promote a “Catch it, Bin it, Kill it” approach. Tissues will be made available in all classrooms.

Children will be asked to wash their hands upon entering their classrooms and regularly throughout the day. We also have hand sanitising stations set up in the main entrance to the school.

Cleaning schedule – we will have enhanced cleaning arrangements throughout the school. This will include a lunchtime wipe down in class as well as a midday toilet clean. Each ‘bubble’ (see below) will have its own anti-viral spray, hand sanitizer and cleaning wipes. Children’s water bottles will be labelled and kept on their desks and sensory toys to be cleaned daily in Milton.

Track and Trace – the school is actively engaged with the NHS’s Track and Trace protocols. Should any parent, child or staff member display any symptoms of COVID-19, we would strongly encourage them to book a test. Tests can be booked through the NHS’s testing and tracing website. **Parents should inform the school of test results immediately.**

Should test results be negative and the person feels well with no symptoms similar to COVID-19, they can stop self-isolating. Other members of the household can stop isolating too.

If someone tests positive, they should follow the government’s ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms, returning to school only if they do not have symptoms other than cough or loss of smell/ taste.

The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Should there be a localised outbreak, the school has extensive plans in place to contain any outbreak by following local health protection advice.

Checking children’s temperature - Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus. Therefore, the school will not routinely take the temperature of children.

Face masks – in line with the DfE guidance, no one on the school site (part of the school staffing team), should wear a face mask. Should children arrive wearing face masks, following using public transport, they will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Personal Protective Equipment - PPE will only be used if there is a suspected case of COVID-19 within the school or where a child has routine intimate care needs.

Visitors on site – visitors to the school will be minimised and will be by appointment only. All visitors on site will be logged for track and trace purposes, as well as for evacuation procedures. For the first half term, there will be no volunteers. Parents are only allowed on site by appointment and phone appointments should be made where possible. Specialist staff from both within and outside of the school will be able to work with pupils in different classes or year groups. These include: social workers, speech and language therapists, educational psychologists and physiotherapists, to name a few.

Room allocations, social distancing and the curriculum –

Social distancing –

Following government guidelines, we have made the decision to have class bubbles to support the logistical operation of running of the school.

Staff and children within a class will all use their own classrooms. There will be no mixing between classes by the children. All desks will face the front of the classroom where possible.

Young children are not expected to social distance within their class. Children will be taught the benefits of social distancing, but we as an organisation appreciate that this will not be possible with the youngest children. We will endeavour to minimise potential for contamination so far as is reasonably practical. Adults will socially distance between themselves and when appropriate, from children.

Children will all have assigned toilets to use throughout the day to reduce the risk of groups mixing.

Children will only mix for specialist teaching such as outlined in the DfE: Guidance for full opening: schools – At Whitemoor, this is limited to Read Write Inc. Within these groups we will ensure that children who are from different classes (Class 1 or 2) will be distanced accordingly.

Curriculum – following a turbulent and unsettled period of schooling, children and/or parents may be reluctant or anxious about returning in September. Our staff have been supported in providing an emotionally rich curriculum to support children's well-being. Initially, a lot of time will be spent ensuring that the children feel safe in school. This will include reminding children of the routines, structure and expectations of being in school. Routine is key for children and helps them to feel safe.

For the autumn term, teachers will prioritise the most important missed content which pupils may struggle to pick up again later. Particular focus will be paid towards reading and number, in particular the four operations. Parents will be encouraged to read with their child each night. By summer 2021, we intend to have a full, broad curriculum offer for children. Until then, our curriculum will be informed by the children's gaps in their knowledge.

Lessons will take place outside where possible. No contact sports will be allowed. The Daily Mile will continue to take place as normal for each class.

Resources – each class will have their own resources which are cleaned regularly. Children will have their own labelled pen/ pencil to use. Following the use of PE equipment, it will be cleaned meticulously before the next group uses it. Where possible, PE equipment will only be used by one bubble per half term and then allowed time to quarantine over the half term break before another group use it.

Children can only bring in essential items into school such as: hat, sun cream, lunch and a coat. All other items must remain at home.

Reading books will be sent home but a system will be in place when books are returned so that books are not used by another pupil until they have been in quarantine for 72 hours.

Assemblies – the majority of assemblies will be through the use of class assemblies. Where possible, celebration assembly will be conducted virtually on a Friday. Certificates will be given out in class. This is to avoid large groups of children mixing.

Standardised Assessments and Testing- (such as Y2 & 6 SATs, as well as phonics screening checks and Year 4 multiplication check)- these are planned to take place as normal for summer 2021. The Standards and Testing Agency are exploring the need for children in Y2 (September) to take the Phonics Screening Check.

Wrap around care – Early Start Club will be open as of the second week of term (14.09.2020), however, parents must book in advance for the whole week using Parent Pay. This is to ensure that it is a consistent small group. Numbers will be limited to 15 for this provision and this will be reviewed regularly. Children at Early Start Club will be in the hall with tables that are distanced to reduce the mixing of bubbles.

Extra-curricular provision (clubs) – initially, there will be no after school clubs for the autumn term. This will be continuously reviewed. We are looking into being able to offer clubs to the class bubbles. We will not be accessing any external coaching in the first half term.

Lunchtimes – Payments for lunches will be through Parent Pay. **The school will accept no payment via cash.**

Lunches will be staggered taking in to account our class bubble model. All children will eat in the hall to support with staffing limitations. There will be adequate space between groups and thorough cleaning. This arrangement will be reviewed regularly. A reduced hot menu will be offered in the first term to support the management of this.

Breaktime – children will have staggered playtimes with their class bubble. All fixed outdoor equipment (excluding Pre-School's and Reception's outdoor equipment) will be cordoned off as it is not possible to ensure that it can be appropriately cleaned.

Welfare – We are aware that there will need to be a great deal of focus on supporting children to settle back into school and an emphasis on supporting mental health. The teachers are all planning lessons to support this in class. In addition, we have two fully qualified TIS practitioners in school who will support children as required. Mrs Chown, our Parent Support Advisor is also on hand for families who would like more support.

PPA – As outlined in the DfE: Guidance for full opening: schools, staff can move freely between groups. PPA cover will be provided by TAs as usual. We will ensure that TAs only cover either KS1 or KS2 PPA afternoons to reduce the amount of movement between groups. The staff leading PPA afternoons will distance from each other and from the children as much as possible.

Attendance – from September, attendance is compulsory. It is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, well-being and wider development. Attendance will be monitored using the existing system that is in place. If you have any concerns around this, please do contact us and we will be happy to have a conversation with you.

Educational visits – these can take place within the locality to support learning and our curriculum. We do not currently have any plans to resume trips in the first half term.

Uniform – children are expected to wear full uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Children to be encouraged not to wear ties as part of school uniform.

Behaviour – in light of the COVID-19 pandemic, we have updated our behaviour policy. This will be communicated clearly to all pupils and sets clear, reasonable and proportionate expectations of pupil behaviour, particularly considering restrictions around the movement within the school and new hygiene rules.

We have built our rewards around our new expectations. Rewards will primarily be through the use of house points instead of Well Done Tickets as were used previously.

Staff **will be** proactive in predicting and preparing for children's return to school, considering the range of experiences that children will have had during this time.

Homework – to support children's accelerated progress to catch up for missed learning, it is essential that we work in partnership with parents. Therefore, we will be expecting all homework to be completed. Our expectations for homework will be communicated with you in September.

Remote learning – in the event of a partial or full lock down, or where children are well enough to do so, the school will provide remote learning. This will take place in the form of either online learning (should the child have the equipment to do so) or paper-based learning. The learning will be closely linked to the learning that the children would have done in school. Three lessons will be set each day. This will include an English, maths and topic lesson. Staff will provide feedback to work completed online, and paper-based learning when returned to school.

School office - initially, the school office will be closed for contact in person. Any requirement to speak to a member of the admin team should be done via telephone: 01726 822274 or email using hello@whitemoor.org.uk

Drop off and collection arrangements

To ensure social distancing between parents and bubbles, we are asking that parents support our new one-way system for drop off and collection.

The site will be well labelled for your arrival each day. We are asking that ALL parents enter the school grounds through the main front gate and drop your child to their class door. Please then exit the premises via the rear gate. Please exit the premises promptly and adhere to the social distancing rules.

We ask that siblings are dropped off in age order – the youngest class first. For children in class 3 and 4, a member of staff will be waiting outside at the rear of the school as you walk around.

We have arranged for our staggered drop off and collection times to run based on surname to support families. Where you have two children with different surnames in one household, please drop off and collect based on the first surname alphabetically.

Time A) Surnames A – E: start at 8.30am and finish at 2.45pm

Time B) Surnames F – K: start at 8.45am and finish at 3pm

Time C) Surnames L- R: start at 9am and finish at 3.15pm

Time D) Surnames S – Z: start at 9.15am and finish at 3.30pm

We ask that only one parent attends drop off and collection and that everyone adheres to the one-way system throughout.

I hope this answers a lot of the questions that you may have around what September will look like at Whitemoor. If any of the guidance changes in the next month, we will let you know.

I hope you all remain safe and healthy over the coming weeks.

Yours Sincerely,



Mrs G Hooper

Head of School