



**Tudor Grange Primary Academy, St James**

3 July 2020

Dear Parents/Carers

As most of you are aware, the government has released its detailed guidance for the planned return to school for all pupils in September. We know we must work towards all children accessing a full-time education again. This letter sets out how we will respond to the new guidance released by the DfE, this can be found here <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

It is clear that we cannot create a totally risk-free environment. However, the work we have already done to prepare for September makes us confident that we can balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. We have been preparing so that we can be agile in response to what could be a changing situation. We will always prioritise health and safety; we know that you need to be confident in our ability to manage and make safe decisions in a sometimes rapidly changing situation.

There are a number of principles driving our detailed planning now. Rigorous implementation of the Public Health England 'system of controls' will reduce the risk of transmission and make the school safer and so our actions will be driven by this. This will include:

- Reviewing our systems in place to make sure people who are ill stay at home and our immediate response to anyone with symptoms is secure and confident.
- Reviewing our systems and facilities in place to support robust hand and respiratory hygiene when all pupils and staff have returned to school.
- Reviewing our cleaning arrangements so that we can maintain enhanced hygiene across the school site.
- Making sure we are absolutely clear about how active engagement with NHS Test and Trace will work as more staff and pupils return to site, so that we can continue to keep everyone as safe as possible.





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We will also be planning a revised way of running the school to reduce contacts and maximise distancing between those in school wherever possible, minimising the potential for contamination so far as is reasonably practicable.

Our initial plans will be looking at:

- Zoning the school so that groups are restricted to the use of one area of the building
- Staggering break, lunchtimes and start and finish times so that we are able to manage the school day with groups avoiding contact with each other as much as possible.
- Ensuring that staff are able to maintain distance from pupils and other staff by arranging our classrooms and modifying shared areas to accommodate this. Highly co-ordinated timings of movement and circulation around the building will also form part of our control measures here.
- Rigorous risk assessment of practical subjects so that we are clear about how we will ensure that our children continue to have a broad and balanced experience whilst still keeping safe.
- Detailed planning of our extra-curricular provision, this is likely to be phased in over time.

### **So what have we done so far in readiness for the planning that needs to take place?**

We have written a full timetable for September so that we know that we have the staffing and resources in place to teach the full curriculum. We have also been meeting with other leaders in other Tudor Grange schools to share approaches and planning for each of the scenarios we may face in September.

We have been liaising with our partners to anticipate the work we may have to do to ensure we are ready for September. This has included working with our facilities management partner, Bellrock, who will be overseeing: enhanced cleaning routines and management of new rotas for cleaning staff; the installation and specialist management of new and increased numbers of sanitisation stations across the site and any other adaptations we have anticipated we require to our facilities.





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We have also been working with our catering specialist to look at the adjustments we anticipated we would need to make to our catering facilities and arrangements to ensure we can be flexible in September.

We have been planning for the continued delivery of a remote curriculum from September. Teachers will include links to online lessons within their planning and facilitate coaching and feedback sessions via regular class Microsoft TEAM sessions. This is important as we know we may need to be ready to move some or all pupils back to remote learning quickly, should the situation change.

Staff who work with children with more complex needs and with children and young adults who need more support, have recently received extra training and guidance from our educational psychologists. These members of staff will form a dedicated team on site ready to support families who may have experienced more extreme difficulties during the lockdown period.

### **How will we work with you over the coming days?**

Now that we have received the DfE guidance we will work through this and revise our risk assessments. We will then produce consultation documents for our staff and parents on Tuesday 7<sup>th</sup> July, 2020.

We will ask you to respond to these documents using surveys, as you have done over the last three months by **no later than 5pm on Thursday 9<sup>th</sup> July, 2020**. We will then be in a position to be able to respond to you on Friday 10<sup>th</sup> July with finalised planning and arrangements for implementation for the start of the new term.

These timescales are necessarily short due to the end of term approaching. However, we are confident that our previous detailed consultations mean that people are familiar with the planning and procedures we have already put in place. If our judgement is that more time is needed for consultation, then we will have to adjust our plans for the start of term; I am very hopeful that we can avoid this situation.

We will use 1<sup>st</sup> September 2020 for training for our staff to ensure that they are confident with the new systems and procedures in place as they are critical in helping us to ensure the safe implementation of plans when children return. Supporting materials will be released towards the end of the summer break to ensure that you can speak to your children to help them understand the finer details of the new arrangements before they attend site.





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Please note, we will **not** be adjusting our uniform expectations for September and so our normal arrangements for uniform apply and these can be found here <https://www.stjames.tgacademy.org.uk/parents/uniform-list/>

We know that some families may be facing unanticipated financial hardship at the moment and if this is the case and you feel you may need support then please contact Mrs Gail Sutton through the office.

We do understand that some pupils, parents and staff will be anxious about a full return to school, especially where they or their families have been shielding for a long time. Our experience to date has shown that prioritising time for conversations and support is critical and so we will ensure availability of staff to talk to those who are particularly anxious. We are committed to hearing your individual concerns and adapting our plans to address these wherever we can. Our ambition is to have everyone back in school and attendance for pupils will be mandatory, but we will not enforce this without great care and careful consideration for individual circumstances.

For now, please be assured that our view is that one of the most significant control measures is the clear guidance we have received for if we ever do have a case of coronavirus in the school.

If we were ever in a situation where we do not feel we have received prompt and adequate assistance from PHE as has been set out, then we will take a **cautious approach** and move back to remote teaching until we can be assured that there is no risk of mass transmission across our school. The health and safety of our pupils and staff will be a continuing priority.

I hope that this letter has provided you with our initial response to the current situation and sets out our next steps very clearly. I look forward to being able to provide you with more detail next week. Thank you for your ongoing care and support, it is very much appreciated and critical to us at such a demanding time.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sarah Deakin'.

Miss Sarah Deakin  
Executive Principal for Primary

