



Tudor Grange Primary Academy, St James

21<sup>st</sup> August 2020

Dear Parents and Carers,

Before the summer holidays we were able to welcome back more than a hundred pupils, and also enjoyed seeing many other pupils who joined us for a socially distanced 'catch up'. We are now looking forward to welcoming all pupils back to school on Wednesday 2<sup>nd</sup> September. We are now in a position to be able to confirm many of the final arrangements for the new term.

The children who attended small school provision responded so well to the new daily routines, that we remain confident that we can safely expand provision to cater for all pupils to return to education. It is the continued support of parents, the hard work and positive attitude of school staff and the excellent behaviour of our children, which has enabled us to maintain the protective measures and safeguards we have taken, ensuring the safety of children, staff and families.

Key to our approach has been maintaining the measures below:

- ensuring anyone with symptoms does not attend school,
- increasing hand hygiene,
- increasing cleaning regimes,
- bubble groupings,
- wherever possible, maintaining social distancing.

Attached to this email is an updated version of the FAQs for parents – hopefully this will provide you with the answers to any questions you may have. Please refer to the section of the FAQs entitled ***What time will my child have to be in and for how long?*** for information regarding pick up and drop off arrangements. We appreciate that there is a huge amount of information contained in this letter and the attached FAQs but we ask that you take the time to read both carefully before the beginning of term.

As before, next week we will issue some further information including photographs of the environment, to share with your child before their return.





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### **Wraparound Care**

In-line with DfE guidance we intend to resume our Wraparound provision from the start of the autumn term. We will be offering both before and after school care. Where possible, children should not mix between groups and consequently we will be reducing opportunities for mixing between class bubbles during wraparound care, and adhering to social distancing guidelines as far as possible. All pupils will sanitise their hands on arrival to wraparound and will be supported in maintaining hygiene procedures throughout.

Before and after school provision will be carefully planned and will be facilitated within the existing areas and the main school hall. We will plan provision based on the number of pupils who have places booked and will not be able to accommodate any pupils who do not have pre-booked places. Please ensure that you book any places required as soon as possible to avoid disappointment.

In order to facilitate a controlled entry to the site for pupils attending breakfast club, the pedestrian gate will only be unlocked at 7.30am, 7.45am, 8am and 8.15am to allow pupils to arrive, whereupon they will be collected by a member of staff. If you miss an entrance slot, unfortunately pupils will need to wait until the next timeslot to be admitted. Pupils booked into after school care can be collected anytime between 3.30pm and closure (6pm).

### **EYFS pupils**

Due to Government guidelines, we were unfortunately unable to facilitate our usual transition programme which includes a parent meeting, 'Stay and Plays', home visits and a transition day, however we have endeavoured to make your child's transition as smooth as possible through alternative means. As many of you may be aware our usual practice is to welcome all pupils on a full time basis from the very start of term. However, whilst we appreciate that many of our Reception and Nursery pupils have attended full time provision up until now, we were clear that this year the start to the autumn term would need to be slightly different in the absence of our usual transition calendar. This is in order to enable all pupils to adapt to the new and unfamiliar routines in light of current guidance. Therefore all nursery and reception pupils will attend for either a morning or afternoon session on Wednesday 2<sup>nd</sup> and Thursday 3<sup>rd</sup> September, then moving to attend full time from Friday 4<sup>th</sup> September.



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Even those pupils who have attended our nursery provision previously may take some time to adapt to returning to school after the break, especially as we are asking them to leave their parent at the entrance gate, and so splitting the classes into smaller groups for two days will enable staff to spend more time focussing on supporting all pupils to enter school confidently. All parents of pupils starting in Reception or Nursery will receive a separate email detailing whether your child will be in group A or B.

### **Siblings.**

Please note that drop off and pick up times will accommodate siblings in different year groups and parents will be able to use the earliest time for all children within the family unit if they wish. The only exception to this is for EYFS pupils on Wednesday 2<sup>nd</sup> and Thursday 3<sup>rd</sup> September, when they will need to arrive at their designated group time. We must ask that parents stick to the times given, to ensure that we avoid larger gatherings of parents and children outside the entrances at any one time. If you arrive before your allocated time, you may be asked to wait until the time slot given to your child's group.

### **Reminders.**

- Please do not send your child to school if they are displaying symptoms of COVID-19.
- We will provide children with a set of all necessary equipment e.g. pen and pencil. Children may bring a limited amount of additional stationery (e.g. sharpener / colouring pencils), which must be kept in a pencil case and this must stay in their designated drawer. Pupils will be allowed to bring their homework diary and reading book every day. Please do not send into school unnecessary items, one small bag is permitted, this will be kept on their peg. If your child brings a bookbag, that will count as their single bag. Pupils may also bring their lunch in a lunchbox (unless they are having a school lunch), a water bottle (no cups will be provided on site), and suitable clothing for the weather. If the weather is very hot, and a longer lasting sun cream can be applied in the morning before coming to school, pupils may bring a bottle of sun cream for their own personal use. Unfortunately, adults will not be able to support with the application of sun cream.





### Tudor Grange Primary Academy, St James

- Pupils in Year 1 – 6 may choose to bring one healthy snack for break time. Pupils in EYFS will be provided with a healthy snack and so do not need to bring one from home.
- No bikes / scooters etc will be accommodated on site so will either need to be taken home by the adult accompanying them to school, or pupils should not use them for transport to school.
- NO other items should be brought in from home.
- Hot lunches can be ordered for all children should they be required. Please email the office to let us know if your child requires lunches for that week by Monday morning.
- Children not ordering a lunch through school, must bring a packed lunch from home.
- Although we have given each year group a designated drop off and collection time, please be aware that you may have to wait during these times and we would encourage you to adhere to social distancing guidelines whilst doing so. It is indicated with signs which side of the entrance points where adults / pupils should wait.
- Pupils who are late for school will be dealt with under the attendance policy.
- Children are to wear full school uniform.
- Unless you are delivering a group of siblings together at the earliest time slot you have been allocated, please do not arrive significantly in advance of the allocated admission time to reduce queuing outside the site.
- Please be patient, it will take time to assist every child entering the site with sanitising their hands and locating their welcome area.
- Where a family has more than one pupil attending provision on that day, they may collect all pupils in the same family at the same time.
- Pupils will only be admitted through the specified entrance for their group.
- On your child's PE day they are to come to school in suitable school PE kit for the whole day – you will be informed by your child's class teacher which day this is.





**Tudor Grange Primary Academy, St James**

As ever, if you have any questions or queries then please do contact us at the school via the office email: [office@stjames.tgacademy.org.uk](mailto:office@stjames.tgacademy.org.uk)

We are very much looking forward to welcoming all pupils back to school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S Deakin', written over a light blue horizontal line.

Miss S Deakin  
Executive Principal for Primary

