

Applegarth Academy
Bygrove, Fieldway
New Addington
Croydon CR0 9DL
Tel: 01689 841528

Email: office@applegarth-academy.croydon.sch.uk

Website: www.applegarth-academy.croydon.sch.uk

Executive Headteacher: John Halliwell

Head of School: Gerard Brown

Dear Mums, Dads and Carer(s),

I hope that you and your family are well. As you are aware on Sunday 10th May, the Prime Minister made an announcement that schools, where possible, should try to bring children in Nursery, Reception, Year 1 and Year 6 back to school from 1st June; as well as the continued provision for children of Key Workers and Vulnerable Groups. All other year groups should continue to be educated at home.

As a Trust we outlined three key guiding principles in our phased return:

1. **The safety of children and staff will be our top priority.**
2. **The main purpose of expanding provision, within Government guidelines, is to further support the communities we serve.**
3. **We respect that parents are best placed to determine whether their children come to school, if eligible, or continue learning at home.**

From 1st June we invited Year 6 back to school. Whilst understandably there was some apprehension, those children who returned have been thrilled to be back in school and it has been a pleasure to watch them learning back at school with their peers.

Having tested our systems and processes, as well as conducted detailed risk assessments, the STEP Board of Trustees has taken the decision to further extend provision from **Monday 15th June**. For Applegarth Academy, this means we will be inviting back **Year 1**.

Key workers

As you are aware, throughout this period, we have continued to be open to help those who are key workers, by providing a provision for their children. This provision will continue to operate within its own 'bubble'. If you feel that your job has recently been reclassified by the government as a key worker job (see link below) and therefore you need to return to work, please contact the school where we will speak with you about how we can help.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Applegarth Academy
Bygrove, Fieldway
New Addington
Croydon CR0 9DL
Tel: 01689 841528

Email: office@applegarth-academy.croydon.sch.uk

Website: www.applegarth-academy.croydon.sch.uk

Executive Headteacher: John Halliwell

Head of School: Gerard Brown

The situation in school will be reviewed daily and all Government guidance will be adhered to. Following the successful return of Year 6 and Year 1, further details will follow inviting in other named year group(s) in early July if we have the capacity to do so.

Please remember that at all times, we will continue to respect that parents are best placed to determine whether their children come to school, if eligible, or continue learning at home.

In addition to our extensive safety and hygiene measures across all of our sites, we have commenced weekly staff testing starting on Tuesday 9th June to ensure that we are able to track and trace the potential spread of the virus quickly.

Whilst I understand that this is an unknown and unsettling time, I am sure you will agree that the safety of our pupils must come first.

In order for us to increase the number of children attending school as safely as possible and to fulfil Government guidelines, we will have to adhere to some changes/additions to daily routines and school procedures. In order to support us in preparing your child/ren and aid a smoother transition, please will you talk your child/ren through the following before they arrive back at school on their allocated date.

Smaller class sizes or 'bubbles'

We will be dividing the children into smaller groups, with a maximum of 15 children, which we will call 'bubbles'. These bubbles will stay separate throughout the entire school day and will not mix with the other bubbles at any time. Each bubble will have consistent staff working with them. All medication specific to your child will continue to be accessible to your child.

Staggered drop off and pick up times

In order to avoid mixing the class bubbles and to maintain social distancing between parents/carers, we will need to put in place staggered times for drop off and pick up times. Please could I ask that you arrive **promptly** at your allotted time and that you take responsibility for ensuring you are socially distancing from other families. If we extend our provision to other year groups and you are bringing siblings who are in different bubbles, we will make an exception and you will be able to bring them both together but they must still enter the building through their

Applegarth Academy
Bygrove, Fieldway
New Addington
Croydon CR0 9DL
Tel: 01689 841528

Email: office@applegarth-academy.croydon.sch.uk

Website: www.applegarth-academy.croydon.sch.uk

Executive Headteacher: John Halliwell

Head of School: Gerard Brown

allocated entrance. The allocated drop off and pick up time and entrance will be communicated to you closer to the time. Please could only 1 parent or carer bring or collect your child/ren; this will help to minimise risk further.

Uniform

From Monday 1st June, we have expected children to come to school dressed in their school uniform and this expectation will continue. If there is a situation where this is not going to be possible, please let us know in advance. For example, your child has grown out of their uniform and shops have been closed.

Playground

The outdoor climbing frames and equipment will be cordoned off and out of use to the children. Children will be allocated areas of the playground which they will occupy with only members of their 'bubble.'

Changes to timetables/new routines

In order to ensure we fulfil Government Health and Safety guidelines as well as avoiding mixing bubbles, there will be changes to the organisation of the day and timetables. We will spend much of the first days back talking the children through these, explaining the reasons why and ensuring they feel comfortable and confident about the routines. These will include:

- The school building will be zoned off and children in their bubbles will only be able to access their part of the building as well as only using the toilets allocated to them;
- Each bubble will be based in one classroom and they will only use this classroom, the playground and the corridor to travel to and from their classroom;
- All children will be encouraged to space out where possible and when working on focused tasks, will be spread out at separate tables;
- All soft furnishing, excess furniture and unnecessary equipment will be removed from classrooms to limit the number of surfaces and to aid frequent cleaning;
- Children will be allocated their own table within their classroom which will be spaced away from other desks. They will be given a wallet with their own equipment which they will not share with others. Children will have the same table each day;

Applegarth Academy
Bygrove, Fieldway
New Addington
Croydon CR0 9DL
Tel: 01689 841528

Email: office@applegarth-academy.croydon.sch.uk

Website: www.applegarth-academy.croydon.sch.uk

Executive Headteacher: John Halliwell

Head of School: Gerard Brown

- Staff will be cleaning all surfaces and ‘touch points’ frequently throughout the day including toys in the early years as well as our thorough cleaning regime carried out by the premises team at the end of every day;
- Children will be encouraged to socially distance from each other and adults where possible but we understand that this will not always be possible;
- Children will eat lunch within their bubbles in the canteen. Each bubble will have a designated area and timing which is specific to them. Children will wash their hands for 20 seconds as soon as they arrive at school and then frequently throughout the day as well as using hand sanitizer;
- Each classroom will contain tissues and bins and children will be encouraged to ‘catch it, bin it, kill it’ should they sneeze or wipe their nose as well as being encouraged to not touch their faces.

Symptoms

If you, your child or any member of your household displays any symptoms of Coronavirus, they must stay at home for 7 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. The main symptoms are:

- a temperature above 37.5 degrees;
- a new continuous cough;
- loss of taste and smell.

If a child begins to display any of these symptoms while at school, they will be quickly but sensitively separated from other children and we will contact you to come and collect them. Your child will need to isolate for 7 days while any siblings will need to isolate for 14 days. All children who are attending school (and members of their household) will be eligible for a test and you can access this by either calling 111 or using the 111 online service.

Applegarth Academy
Bygrove, Fieldway
New Addington
Croydon CR0 9DL
Tel: 01689 841528
Email: office@applegarth-academy.croydon.sch.uk
Website: www.applegarth-academy.croydon.sch.uk
Executive Headteacher: John Halliwell
Head of School: Gerard Brown

Travelling to and from school

As you are aware, the Government are asking us to avoid public transport unless essential and to walk/cycle/drive where possible. If you do need to use public transport and would like any further information on these recommendations then please use this link: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Thank you for your continued support and understanding as we navigate this unusual and constantly-changing time together.

Yours sincerely,



Mr Gerard Brown
Head of school