

27th August 2020

Dear Parents and Carers,

I hope you have managed to have a lovely summer holiday and are well. We are all looking forward to welcoming the pupils back to school over the next couple of weeks. I know some parents/carers and pupils will be anxious about returning to school but we have been, and will continue to ensure our site is as safe as possible.

Through this communication I would like to share some of the measures that will be in place and ask you to support us by following them. As always they are subject to change in light of any changes to the guidance from the Department of Education (DFE).

Entrance and Exit from the school site from 8.30am-9.05am and 2.50pm- 3.15pm for the Primary School.

Parents and pupils will enter the school site via the main entrance through the 'Blue' gate at the times indicated below. Once on the school site there will be three routes to the classrooms and these are indicated on a map which will be shared on our school Facebook page. There will be signage and staff to help guide you.

The exit from the school site will be via the 'Red' gate on Thomas Road. Please do not attempt to access the school via this gate.

Access and exit to the school outside the times above will be through the 'Yellow' gate at the front of the school

Staggered start and end times

In order to avoid congestion at the beginning and the end of the school day we are going to implement the following system:

Pupils with a surname	Start of School Day	Finish to School Day
A-F	8.30am	2.50pm
G-M	8.40am	3.00pm
N-Z	8.50am	3.10pm

If you have children with different surnames, please bring them in the latest time slot to help avoid congestion.

Reception pupils will have a different phased return for the first two weeks and this has been communicated in a separate letter. This year group will follow the above system from **Monday 25th September**.

Heads of Academy Team

Head of Academy Mr Gavin Bradley • **Executive Head Teacher** Mr Andrew Smith • **Deputy Head Teacher** Mrs Ellie Eames

White Hall Academy, Melbourne Road, Clacton-on-Sea, Essex C015 3SP

Tel 01255 422825 • **Fax** 01255 221705

Email admin@whitehallacademy.essex.sch.uk • **Web** www.whitehallacademy.co.uk

Parents/Carers will play an important role in ensuring the children are able to come and leave our premises safely. I would be grateful if you could:

- 1) Arrive at school as close to your start and finish times as possible. Please do not get to school 10 minutes before your slot.
- 2) Observe social distancing by spacing out along the pavements and alleyways.
- 3) Whenever possible one adult to escort your child/children to their classroom(s) following the correct route.
- 4) Please exit the school site as soon as you have collected your child.
- 5) Avoid congesting the immediate area around the school site.
- 6) If you need to have a discussion with the teacher, LSA or any other member of staff please contact the school office to request a phone call or appointment. Conversations at the classroom door will not be possible at the start and end of the school day.

Access to the School Car Park

Parents who have been given a permit to park in the school car park will be only be allowed in from 9.00-9.15am in order to avoid congestion at the entrance to the school.

Access to the School Office.

Parents/Carers will not be able to enter the office area.

Face Masks.

Parents/carers can wear face masks on the school site if they wish to. Under the current guidance primary school pupils are not required to wear face masks in the classroom. If pupils arrive to school wearing a mask they will be asked to remove their masks once they enter the school site and dispose of them in designated bin. If they are re-usable masks, then we ask parents to take them home.

Organisation of classes and year groups.

In order to reduce the risk of infection the following measures will be implemented:

- The children will remain in their Class 'Bubble' for the majority of the school day. They will only mix with children from their year group at playtimes and lunchtimes.
- Pupils will be asked to wash their hands as soon as they arrive in the classroom and frequently throughout the day.
- The pupils will have a supply of tissues on their tables to blow their noses etc.
- Pupils will be seated facing forwards.
- The children will stay in their 'Class Bubble' for the day with the exception of playtimes.
- Pupils will have their lunch in their classroom.

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- Every child will be given an individual pencil case which will have the required stationery for the school day. Please do not bring any equipment in from home.
- Any resources shared by the children will be limited and cleaned before and after use whenever possible.
- The playground apparatus will be rota'd for a year group each week, cleaned and left for a period of 48 hours before being used by another year group.
- Children will be asked to come to school in their P.E kit on the days they have a P.E. lesson. A tracksuit can be worn.
- Wear comfortable black shoes/trainers that can be tied or secured by the child e.g. with a Velcro strap.
- Each 'Year group' bubble will have a toilet block allocated to them. Staff will monitor these blocks to ensure pupils are not mixing with pupils from another year group.

School Uniform

Pupils will be expected to adhere to the school uniform policy from the **3rd September**. A copy of the policy is on our school website.

As mentioned in previous communications, parents/carers will be able to order school uniform online. This can be done by accessing the White Hall Academy web shop through our suppliers Anglian Sports at yourschoolwear.co.uk.

A free 'click and collect' service will be provided for your orders in Clacton-on-Sea, but if you prefer delivery, they can provide a selection of delivery services. If ordering for more than one child, particularly one at a secondary school, your order value may well exceed the free delivery threshold when selecting second-class post.

Anglian Sports website is configured to display properly on Desktop computers, phones and tablets but please make sure your browser enables cookies, first and third-party, and URL redirection. This is particularly important if using Apple's Safari browser as third-party cookies and URL redirection are disabled by default.

Please prepay for a White Hall Academy book bag via SIMSpay and the bag will be delivered to your child's class. They cost **£3.75** each.

Attendance

Attendance is mandatory from the **3rd September** and we expect to see all pupils back at school. We will work hard to support any children who are anxious about returning to school.

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What can my child bring to school?

We will continue to limit the amount of equipment brought in from home to:

- Water bottle
- Packed lunch box
- School reading book in their book bag.
- School bag
- Coat

What to do if my child or myself has symptoms of COVID-19?

Please do not send your child if they have any symptoms or come to school if you have any symptoms. Please book a test and remain at home until the result comes back.

How are we going to minimise the risk of COVID coming into school?

Each class will be isolated from other classes with the exception of playtimes. They will mix with pupils from their year group on the school playground to ensure they are able to have a playtime. This is deemed to be safe as they are outside and necessary as they need to be able to run around and play.

What happens if there is a suspected case of COVID 19 in school?

If a child becomes unwell they will be isolated in a designated medical room until the parent/carer collects them. We would ask that you take your child for a COVID19 test as soon as possible and keep the child at home until the test result comes back. If the child is negative and is feeling better, then he/she can return to school. We would be grateful if you could provide us with the evidence of any test result.

What happens if there is a confirmed case of COVID-19 in school?

The school will contact the local health protection team and follow their advice. We will also contact the parents/carers and staff from the class with the confirmed case and ensure they stay at home for 14 days.

NHS Test and Trace

The school will be engaging in the NHS Test and Trace process. Parents/carers need to:

- Book a test if they are displaying symptoms
- Provide details of anyone they have been in close contact with if they test positive to coronavirus or asked to by NHS Test or Trace
- Self-isolate if you have been in contact with someone who develops coronavirus symptoms or someone who has tested positive for coronavirus.

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Home Testing

The school will be receiving 'Home Testing' kits from the NHS over the next two weeks. Once they have been received we will provide further information on how to use them.

School lunches

The children will have lunch in their classrooms to minimise contact with other children in a confined space. If your child is having a school dinner it will be delivered to their classroom in specially purchased containers. The meals will be delivered as published on our menu and we will not be able accommodate any alterations. The exception to this is of course food allergies. In order to minimise the risk of COVID-19 we are moving towards a 'cashless' system where parents will pay for school meals, book bags and trips online. If you have not already registered for SIMSpay please contact the school office for an invitation letter and activation code.

If your child is bringing a packed lunch, please use a wipeable plastic container.

I look forward to seeing many of you from the **3rd September** and in the meantime please feel free to contact the school if you have any questions about the return to school.

Regards

Mr Gavin Bradley

Headteacher

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