

Friday 6th November 2020

Dear Parents/Carers,

Following the announcement last Saturday from the Prime Minister and the subsequent vote in Parliament on Wednesday, you will be aware that the country has now entered into a period of lockdown (Lockdown 2) as of yesterday, until Wednesday, 2nd December, when the data on the spread of the virus will be reviewed.

Lockdown 2: Update to the School's Risk Assessment

At this time, unless informed otherwise by Public Health England, all schools remain open and our aim is to keep all of our staff and students safe to ensure White Hall Academy can remain open. With this in mind, it is vitally important that we remain extremely vigilant and do as much as we can to mitigate any risks. Behaviour both inside, and outside within the community, will help us to protect each other as much as possible.

Therefore, as of Monday, 9th November, we will be making the following changes to our already robust procedures:

- **Meetings:** We will not be holding any face-to-face meetings with parents/carers in school. We had already kept these to a minimum, but these will now all be through video call or telephone only. Please do not come into reception unless specifically invited to do so and only in exceptional circumstances.
- **Face masks:** All adults and secondary school age children, upon entering the school site, are now required to wear a face mask whilst dropping off and collecting, as a two metre distance cannot be maintained. We would like to remind parents and carers that entry to our school site is by invitation only therefore we can revoke this right at any time.
- **Drop off and Collection:**
 - Parents and carers **must** ensure that you stand 2 metres apart when waiting at the gate to enter.
 - Parents and carers **must** wear a face mask when waiting at the school gate.
 - Only **ONE** parent or carer may accompany their child onto the school site.
 - Parents and carers **must** ensure they park carefully around the school site and keep 2 metres apart.
 - Parents and carers **must** use the time slot allocated for their child's surname.
 - Ensure that you maintain a 2 metre distance from other households as you move around the site.
 - Parents and carers are asked not to visit the school office in person at this time to avoid gathering in the reception foyer and minimise risk to yourself and staff. If you need to speak to a member of staff please telephone or e-mail the school office in the first instance.

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 CO15 3SP

Tel 01255 422825 • **Fax** 01255 221705

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

- As you leave the site please do not congregate outside the red gate (Thomas Road) this is causing an issue at the end of the day.
- Please do not have conversations with staff on the door.
- **After school activities:** Only after school activities linked directly to academic support will be offered at this time; pupils will be invited by their teachers to attend any appropriate sessions. Unfortunately, this means that our Shakespeare Rehearsals **cannot** take place during the lockdown so we will be postponing the virtual performance to the week beginning 7th December, further details will follow.
- **Late Arrival:** Arriving late for school poses an additional risk to our school site as staff have to leave bubbles to collect children from the school office. Please help keep everyone safe by arriving before 9am, unless you have an arrangement in place with school.
- **Attendance:** Full attendance is still expected in schools, so please continue to notify the school of any absence. It is vitally important that if your child displays any symptoms, or has been in close contact with someone who has symptoms, or has tested positive, they should remain at home and you must contact the school as a matter of urgency.
Further guidance is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
Email any COVID-19 results to admin@whitehallacademy.essex.sch.uk
- **Free School Meal Entitlement:** As our school remains open our Free School Meal offer is a hot meal provided in school. However, if you are entitled to Free School Meals and are isolating for 10-14 days a food parcel will be delivered to your home. The Food parcel consists of ingredients to make over 10 lunches for a child. Please let the office know that you require a food parcel, if you are entitled to free school meals, when telephoning to inform us of your child's absence.
- **Pupil Belongings:** Please ensure your child does not bring in any unnecessary items; permitted items are – A school reading book and school reading record; a named water bottle, book bag/rucksack, packed lunch (if required) and a named winter coat.
- **Hand Hygiene:** Continue to encourage good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and PE Sessions
 - Before and after eating any food, including snacks
 - At regular intervals throughout the day
- **Coughs and Sneezes:** Ensuring pupils understand that they must cover their cough or sneeze with a tissue, then throw the tissue away into a bin.

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- **Self-isolating/Home Learning:** If a bubble is sent home from school, we will do our utmost to ensure learning is not disrupted. All pupils will be expected to join the daily learning on ClassDojo. There is an expectation that all work be completed at home and the class teachers will monitor this.
Work packs will be provided for individual children who are self-isolating and do not have access to the Internet.

This is a particularly tough time for everyone, and I am sure we are all determined to keep our children in school and learning, but this will only be possible if we all follow the guidance to suppress the spread of the Coronavirus.

We are all making the sacrifices of not meeting up with our family and friends, but we will all get there together and your support in encouraging your child to follow the procedures as of Monday, 9th November will be crucial in keeping schools open and, really importantly, keeping our loved ones safe and well.

Support for pupils and families

We do not underestimate how difficult the ongoing coronavirus pandemic has been on children and their families and we recognise the need to focus on pupils' emotional wellbeing during this challenging time. The following support is in place for pupils:

- Daily socialising with peers within their bubble throughout periods of the day.
- Weekly PSHE lessons to discuss how children are feeling.
- Daily Mindfulness Sessions
- Support from our Pastoral Team

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free webchat is available at https://england.shelter.org.uk/get_help/webchat
- NSPCC -Help for adults concerned about a child: call on 0808 800 5000. Help for children and young people call Childline on 0800 1111.

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School Photographs

School photographs are now in, and will be coming home with your child today (They have been quarantined this week). If you wish to purchase a photograph, please complete the envelope and enclose your remittance together with the photo proof. **YOU MUST ENSURE YOU WRITE YOUR CHILD'S NAME CLEARLY ON THE FRONT OF THE ENVELOPE, TOGETHER WITH THEIR CLASS NAME. THERE WILL BE TWO MEMBERS OF STAFF WITH CONTAINERS AT THE ENTRANCE TO THE SCHOOL FROM MONDAY 9TH NOVEMBER TO COLLECT THESE ORDERS. PLEASE NOTE ENVELOPES MUST NOT BE GIVEN TO CLASS TEACHERS.**

If your child attends wraparound breakfast club, please place your order in the container inside the breakfast club entrance. Similarly, for Nursery children, there will a container for collecting the orders inside the Nursery entrances.

Children in Need

Next Friday is Children in Need day; Children are able to come into school in non school uniform for a small donation. There will be collection buckets around the school site.

Termly Learning Conferences

Next Wednesday, the school is closed for our Termly Learning Conferences. This is the 2nd day of the 5 non-pupil days schools are allocated over the year. The conferences will be held virtually this year, a link to the conferences will be posted on ClassDojo on your child's 'Class Story'.

Our SENCO team are also hosting a SENCO surgery throughout the day – if you would like to speak to a SENCO, please contact the office to book an appointment.

Please note: we will be observing a two minute silence at 11am to commemorate Remembrance day.

If you require further clarification on anything contained within this letter, please do not hesitate to contact us via admin@whitehallacademy.essex.sch.uk

Kind regards

Mr Gavin Bradley

Head of Academy

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For information		
Next Week's Menu is: Week Two	Notable Dates: <ul style="list-style-type: none"> • Children in Need Day – Friday 13th November • Christmas Jumper Day – Friday 11th December • Christmas Dinner Day – Wednesday 16th December • End of Term – Friday 18th December 	Whole School Closure days: <p>Wednesday 11th November 2020</p> <p>Monday 4th January 2021</p> <p>Wednesday 10th March 2021</p> <p>Friday 11th June 2021</p>

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