



Tuesday 9th June 2020

Dear Parents/Carers,

We are now beginning our first phase of a wider re-opening of school to eligible pupil groups.

It is an uncertain and confusing time so I am setting out a few reminders to hopefully support the transition for you.

I am also resending the PDF that provides guidance for parents and carers on their role in this new phase.

Hopefully your children have had the opportunity to look through their guide for returning and now have an insight into some of the changes.

**REMINDERS FOR RETURN TO SCHOOL FOR NURSERY, RECEPTION,
YEAR 1 & YEAR 6**

- Please note your child's planned return date
- Please note your time of drop off and time for collection
- Please note the gate your child must use
- Please familiarise with the name of your child's Bubble and their teacher for the summer
- Please check your child's uniform and contact school if you need a 'New to You' school top
- Please check the menu (on the website). Your child will need to **KNOW** their choice **THEMSELVES** and inform their teacher
- There are no facilities for signing up for meals on arrival to school
- Remember no bags or school equipment are needed so should not be brought to school. This includes school bags, lunch boxes, pencil cases and mobile phones
- Your child will need their own labelled water bottle for their own personal use

REMINDERS FOR RANGERS

- Please remember your change of gate from TUESDAY 9th June
- Please remember that now school is open your child will need to be in uniform
- Remember no bags or school equipment are now needed so should not be brought to school. This includes school bags, lunch boxes, pencil cases and mobile phones.
- Your child will need their own, labelled water bottle for their own personal use.

REMINDER OF STARTING DATES

Ducklings, Kittens and Rangers - June 9th

Red and Blue Bubbles - June 10th

Orange Purple and Green Bubbles - June 16th

Outlaws, Legends, Merry Men and Sheriffs - June 17th

WHAT HAPPENS IF SOMEONE BECOMES UNWELL AT SCHOOL?

If anyone in our academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and have appropriate adult supervision. A window will be opened for ventilation. If it is not possible to isolate them e.g. if the containment room is occupied they will be moved to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they will use a separate toilet. The area will be cleaned appropriately before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child, an anxious child or a child with complex needs).

In an emergency we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

WHAT HAPPENS IF THERE IS A CONFIRMED CASE OF CORONAVIRUS (COVID-19) IN OUR ACADEMY?

When a child or staff member develops symptoms compatible with coronavirus (COVID-19), they will be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 111 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending the academy will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to the academy and their fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their Bubble will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure - perhaps even the whole site or a year group.

You will also receive a First Aid Guide for you to share with your children this week.

RISK ASSESSMENTS

We have had a request for a copy of our Risk Assessment (RA) for wider re-opening. Our Trust's position is that we are able to report on the outcomes of the Risk Assessment and the process undertaken to create it. I can provide parents with a very concise summary of measures taken in responses to risks for their information if appropriate, although this will not include all details included in the master RA.

The full Risk Assessment is a complicated and ever changing document in response to updated advice from the DFE and regular review.

Our RA has been completed in liaison with other headteachers in the Trust alongside the Director of School. It has also been consulted on with the Trust's

Health and Safety Executive who has approved it and presented to the major teaching unions with adjustments made accordingly.
It will be regularly reviewed and updated.

OTHER NEWS

STAFFING UPDATE

MRS LANG

We are particularly sorry to inform you that after many years of dedicated service, Mrs Lang will be leaving Glapton at the end of August. Mrs Lang has been at the heart of our school community since 2012, and whilst we are extremely sad to see her leave we are also equally delighted for her personally as she has secured an exciting new role within the Attendance and Pastoral team at Djanogly City Academy. It is particularly pleasing that this new position will offer increased responsibility and we have no doubt that her time at Glapton will support her well as she takes the next step upwards in her career. Mrs Lang will go with our heartfelt thanks and our very best wishes for this new chapter - Glapton's loss will definitely be Djanogly's gain!

Over the coming weeks we will plan carefully to ensure that we continue to build on Mrs Lang's tireless work in improving attendance and, as a result, positively impacting children's achievement and attainment across the school.

MISS BROCKIE

A new position has been created in school, which allow us to run two classes across every year group next year for one year initially. Miss Brockie, currently contracted to cover a maternity leave has applied for the post and I am delighted to say, successfully appointed meaning she will still be with us in September.

MISS MORLEY

We warmly welcome Miss Morley back to school after her maternity leave. She will be looking after a reception bubble over the summer term and teaching Year 3 in September.

BANANAS ABOUT BOOKS!

Teachers and children have had great fun recreating the book cover of some of their favourite books! Why don't you have a go at home?

Take a look at some of the creations on the website under latest news.

NSPCC

The situation at the moment is a really difficult time for everyone and has lots of challenges. NSPCC have put together some information that will hopefully give you some ideas to help keep you and your children safe and well during this time as well as contact numbers for help and advice.

It is attached to this letter.

HOME LEARNING

Homework packs will still be sent out to children who are not eligible to return to school if requested by families without suitable technology at home.

Homework for ALL year groups will also be posted on the school website each week.

Please contact the school office if your child is eligible for returning to school but not attending and you are having difficulty accessing homework.

FREQUENTLY ASKED QUESTIONS

We are still receiving lots of queries and understandably so.

In attempt to clarify all of the recent information and answer your queries, I attach an updated list of frequently asked questions for your information.

Please do ask any other questions via the school office and we will do our best to answer.

We would respectfully ask you not to post negative comments about the academy on social media platforms. This often spreads inaccurate information and can cause unnecessary upset about issues that could easily be resolved by contacting school.

We are really looking forward to seeing many of you soon.

Yours sincerely,



Mrs. C Hurst BA (Hons) PGCE NPQH NLE
Headteacher