



Welcome Back to Glapton Academy

A Guide for Parents

March 8th 2021

From Monday 8th March 2021

Glapton Academy is looking forward to welcoming back all children to all classes

| Class & Year Group | Teacher | Room |
|--------------------|--------------------------|--------------------|
| Saplings F1 | Mrs Smith | Nursery |
| Larch F2 | Miss Allmark | Reception |
| Walnut F2 | Mrs Fletcher/Miss Wrate | Reception |
| Willow Y1 | Mr Payne | Willow Classroom |
| Juniper Y1 | Miss Johnson | Juniper Classroom |
| Chestnut Y2 | Miss Watts | Chestnut Classroom |
| Beech Y2 | Miss Gibbons | Beech Classroom |
| Oak Y3 | Miss Morley | Oak Classroom |
| Sycamore Y3 | Miss Brockie | Sycamore Classroom |
| Rowan Y4 | Mr Phillips | Rowan Classroom |
| Alder Y4 | Mrs Eden-Smith/Mrs Ralph | Alder Classroom |
| Cherry Y5 | Miss Devi/Mrs Quigg | Cherry Classroom |
| Hazel Y5 | Miss Cartwright | Hazel Classroom |
| Elm Y6 | Miss Edwards | Elm Classroom |
| Birch Y6 | Mrs Randall | Birch Classroom |

Will my child have to attend every day?

Yes. The government announced on 22 February that all children in all year groups will return to school full-time from Monday 8 March 2021.

- Schools will resume registering all children and monitoring attendance in the usual manner.
- Attendance below 96% is cause for concern and needs improvement.
- Children with attendance below 90% are regarded as Persistent Absentees and are referred immediately to the Education Welfare Team. This could lead to a fine being issued.
- Our Attendance panel will work with you to support your child's return to school if you are having difficulties.
- Remember that our Risk Assessments mean that school is a safe place for children to be.

When is it okay for my child to be absent?

- Any symptoms of Covid-19 (a new, continuous cough, a high temperature or a change in taste or smell).
- Illnesses such as fever, vomiting and diarrhoea.
- Very heavy colds.
- Medical appointments if these are unable to take place outside school hours (proof of appointment required).
- Contagious childhood diseases such as chicken pox.
- Please telephone the school on your child's first day of illness, giving as much detail as possible.
- Please note 'sick' cannot be accepted as a reason and more details along with evidence will be required.
- Headteacher approved absence for religious observance or other exceptional or special leave.

School Uniform

Your child will need to be in full school uniform with every item named:

- Red jumper or cardigan with school logo
- White polo shirt with school logo
- Grey trousers, shorts, skirt or pinafore
- Red gingham summer dress
- Plain red, black, white or grey tights
- White or grey socks for girls
- Grey or black socks for boys
- Black shoes (not trainers or plimsolls)
- No nail varnish
- Earrings should be plain gold/silver studs and a watch can be worn when a child can tell the time
- Long hair should be tied back with plain, simple bobbles and headbands in line with school colours



Where can I order uniform for re-opening in March

Uniform can be ordered from the following suppliers:

- Rosebuddies <http://www.rosebuddiesonline.co.uk/>
- EMSD <http://www.emsd-online.co.uk/schoolwear/glaption-academy>
- Just School Wear <https://www.just-schoolwear.co.uk/index.html>

As we have had to move to the direct sale of uniform through the above suppliers, please contact them directly in case of uniform queries.

We have a small supply of 'New to You' uniform in school. Contact admin@glaptionacademy.co.uk if you would like to check availability. No charge is attached for 'New to You' uniform.

What will my child need to bring to school?

- ✓ A water Bottle labelled with your child's name containing water only
- ✓ Coat if needed
- ✓ School Book Bag only (no other bags permitted) to carry your new partnership book and reading books
- ✓ Drawstring PE kit bag with PE uniform
- ✓ A lunchbox if your child is in Year 2,3,4,5 or 6 and not having a school lunch
Reception and Y1 will all have a free school lunch. Please remember If Y2 request a lunch it will also be free of charge
- ✓ School laptop, charger and case if one has been borrowed
- ✓ Remote Learning book used at home
- ✓ Special Needs Support Packs if sent home



If it looks like it will be sunny...

- Please ensure your child has sun cream applied at home before the start of the school day. We cannot put sun cream on for your child.
- Ensure your child has a hat and appropriate clothing.
- Remember we now have school summer caps available to order from our uniform suppliers.



To reduce risk when coming to the school and waiting for gates to open...

Please do NOT:

- ✗ Stand around in groups.
- ✗ Gather at the gate.
- ✗ Arrive at times outside those for pickup/drop off.
- ✗ Enter any part of the school grounds or building.

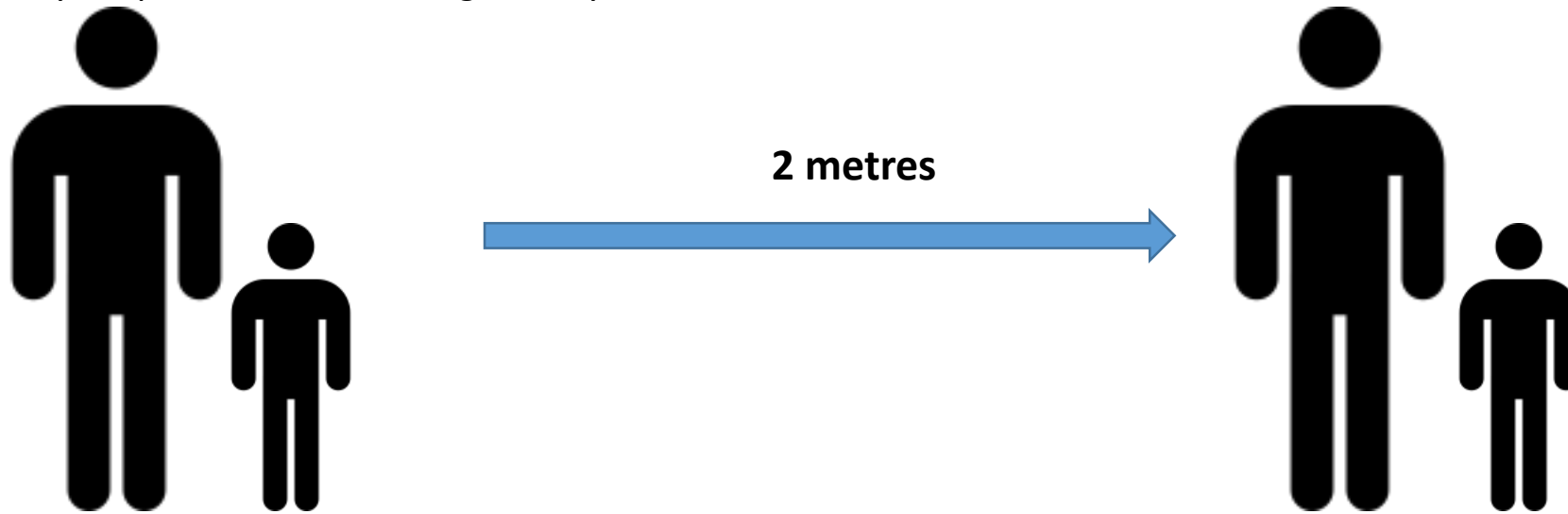
- Entry to school will be by appointment only.



Next is what we need you to do...

To reduce risk when coming to the school

- ✓ Only arrive during the allocated time provided to you.
- ✓ Please space yourselves socially distanced apart from other families.
- ✓ Only 1 adult should accompany your child(ren).
- ✓ Please wear a face covering.
- ✓ Very quickly drop off and leave straight away.



To reduce risk when coming to the school

- Use the specified gates and arrive on time.
- Teachers will be focussing on your children, so conversations with teachers will not be possible, except to pass on very quick messages.
- Use your partnership book for messages to your child's class teacher.
- Mrs Hurst, Miss Devi and Mrs Pye will often be available if you have a longer query and they can come and see you at the gates.
- E-mail or telephone the office if you wish to make an appointment or receive a call back.
- Remember this is not forever.

Which gate and time is allocated to my child's class?

| Year Group | Gate | Time of Entry | Time of Exit |
|--------------|-------------------------|---------------|-----------------------------|
| Saplings am | GLNP | 9am | 12pm |
| Saplings pm | GLNP | 12.30pm | 3.30pm |
| Walnut | GLNP | 8.45am | 3.15pm |
| Larch | GLNP | 8.45am | 3.15pm |
| Juniper | Glapton Lane Pedestrian | 8.45am | 3.15pm |
| Willow | Glapton Lane Pedestrian | 8.45am | 3.15pm |
| Chestnut | Manor Farm Lane | 8.45am | 3.15pm |
| Beech | Manor Farm Lane | 8.45am | 3.15pm |
| Oak | Glapton Lane Pedestrian | 9am | 3.30pm |
| Sycamore | Glapton Lane Pedestrian | 9am | 3.30pm |
| Alder | Green Lane | 8.45am | 3.30pm |
| Rowan | Green Lane | 8.45am | 3.30pm |
| Hazel (TBC) | Green Lane | 8.30am | 4pm Mon-Thurs 3pm Friday |
| Cherry (TBC) | Green Lane | 8.30am | 4pm Mon-Thurs 3pm Friday |
| Elm | Manor Farm Lane | 9am | 3.30pm |
| Birch | Manor Farm Lane | 9am | 3.30pm |

To reduce risk in classrooms...

- Classrooms are clean, clear and really tidy.
- Children will seat facing the front.
- Children will be given their own equipment/stationery packs to use. These will not be shared.
- Lots of lessons will take place outside.
- Classrooms will be regularly cleaned and sanitised.
- Handwashing stations are in every class.
- Cleaning stations are in every class.

Handwashing and Hygiene

We will ensure that all adults and children:

- Frequently wash their hands with soap and water for 20 seconds and dry them thoroughly.
- Clean their hands on arrival at school, before and after eating, and after sneezing or coughing.
- Are encouraged not to touch their mouth, eyes and nose.
- Use a tissue or elbow to cough or sneeze and use special bins for tissue waste ('catch it, bin it, kill it').



To reduce risk if someone is showing symptoms of COVID-19

- We have a separate room for isolation with an adult. The room has ventilation, an external door and running water.
- We will call all listed adults until contact is made so your child can be collected – **Please ensure your phone number is up-to-date and available.**
- You will be asked to collect your child straight away and arrange for them to be tested.
- Staff will use PPE if they need to be within 2m to help your child.
- There will be separate toilet facilities for anyone who is showing symptoms.

What if I need to see someone or make a payment?

- You can see teachers and TAs very briefly when they receive your child.
- You can see a senior member of staff (including Mrs Hurst) every morning at the gates if you have an important or longer query.
- You can put a message in your child's partnership book.
- You can phone or email admin@glaptonacademy.co.uk.
- You can arrange a meeting for issues that cannot be dealt with by the above methods.
- You must download the School Gateway App and pay all monies via the app.
- Make sure we have your up-to-date contact details for phone and e-mail as most communications will be electronic.

Finally...

- We are all really looking forward to seeing you!
- Lots of children have been in school throughout this latest lockdown and have really enjoyed their time in their Rangers Bubbles.
- We can't wait to see all other children back in school!
- There are lots of measures in place to ensure that school is a safe and happy place, and we will look after you and your children to help you get used to all the new systems and procedures once again.