

Welcome Back to Glapton Academy

A Guide for Parents

September 2020

From Wednesday 2 September 2020

- Glapton Academy will welcome 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	Current Alder Classroom
Sycamore Y3	Miss Brockie	Current Orchard Classroom
Rowan Y4	Mr Philipps	Rowan Classroom
Alder Y4	Mrs Eden-Smith/Mrs Ralph	Current Hazel Classroom
Cherry Y5	Miss Devi/Mrs Quigg	Current Oak Classroom
Hazel Y5	Miss Cartwright	Current Sycamore 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 2 July that all children in all year groups will return to school full-time from the beginning of the autumn term.
- 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 really 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 (Proof of appointment required).
- 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 containing the school logo
 - White polo shirt with the 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 September

- All of our new starters in Larch & Walnut Classes will receive a brand new, free school sweat top with a logo.
- 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.

What will My Child Need to bring to school?

- ✓ A water Bottle labelled with your child's name
- ✓ 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
 - If Y2 request a lunch it will also be free



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 to order.



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

✗ Please do NOT:

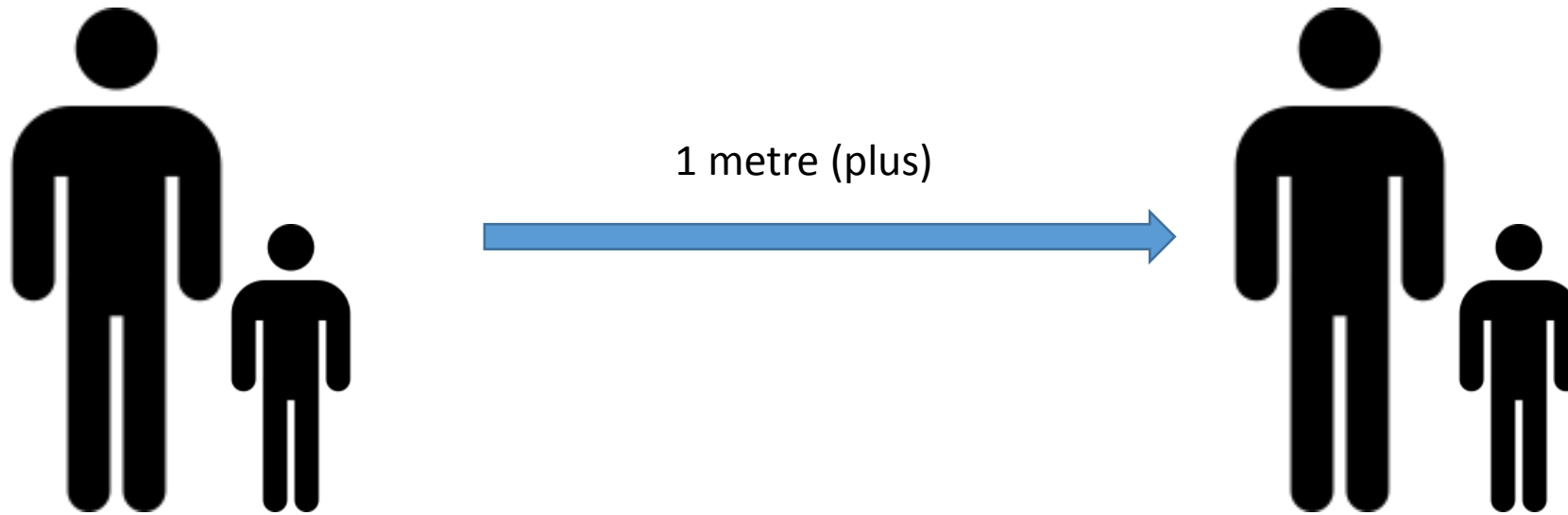
- ✗ Stand around in groups.
- ✗ Gather at the gate.
- ✗ Arrive at times outside those for pickup/drop off.
- ✗ Enter any part of the school building.

- 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.
- ✓ Space yourselves out at least 1 metre apart from other families.
- ✓ Only 1 adult should accompany your child(ren).
- ✓ Very quickly drop off and leave straight away.



To reduce risk **when coming to the school**

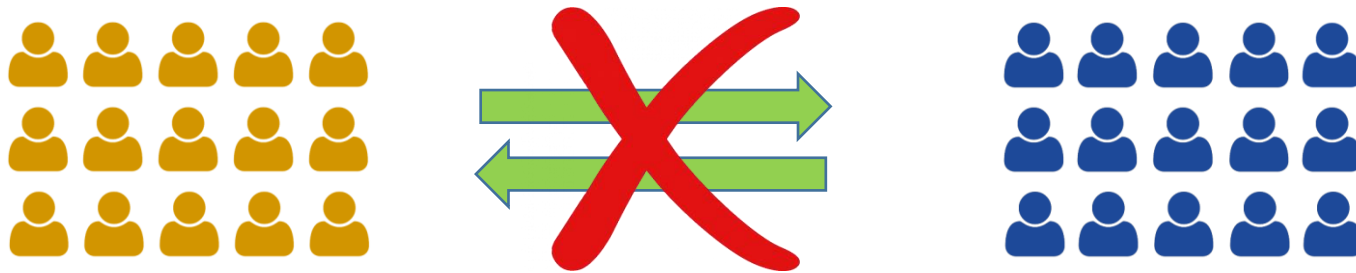
- ✓ Use the specified gates.
- ✓ No conversations with teachers except to pass on quick queries.
- ✓ Use your partnership book when you have received it.
- ✓ Mrs Hurst, Miss Devi and Mrs Pye will be available if you have a longer query and they can come and see you at the gates.
- ✓ E-mail or telephone 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 ?

Gate	Time	Class
Glapton Lane Nursery Pedestrian	8.45am & 3pm	Walnut
Glapton Lane Pedestrian		Sycamore & Oak
Manor Farm Lane		Birch & Elm
Green Lane		Hazel & Cherry
	9.00am & 3.15pm	
Glapton Lane Nursery Pedestrian		Larch
Glapton Lane Pedestrian		Juniper & Willow
Manor Farm Lane		Chestnut & Beech
Green Lane	Rowan & Alder	
Glapton Lane Nursery Pedestrian	9.15am/12.00pm & 12.45pm/3.30pm	Saplings

To reduce risk Classrooms will operate as their own Bubble

- ✓ Your child will only learn and play with the children in their group - this will reduce the risk.
- ✓ The teachers and TAs may support in a variety of classes but the children will not mix across their Bubbles where possible



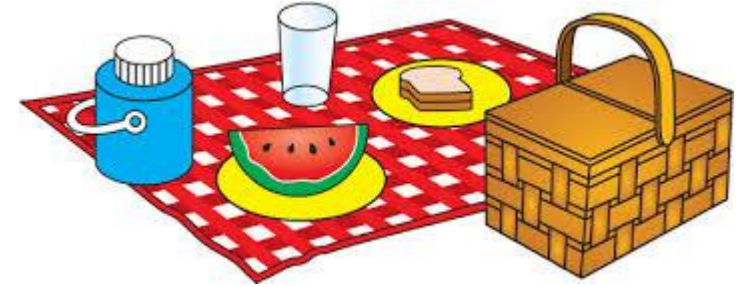
- ✓ There is a separate first aid kit for each class.
- ✓ PPE is available to staff who need to give first aid.



To reduce risk **In classrooms...**

- ✓ Classrooms are clean, clear and really tidy.
- ✓ Children will seat facing the front and as far apart as possible.
- ✓ Children will be given their own equipment packs to use.
- ✓ Lots of lessons will take place outside.
- ✓ Classrooms will be regularly sanitised.
- ✓ Wash stations will be in every class.
- ✓ Cleaning stations will be in every class.

To reduce risk At lunchtimes...



- We will be operating a two week lunchtime rota, except for Walnut and Larch who will eat in the Hall every day
- One week your child will go with their class into the Dining Hall.
- They will have an allocated time to eat and then to play.
- The next week lunches will be eaten in the classrooms at tables or outside.
- Your child will have chosen their meal before they come to school or at school with their teacher.
- Children will play in their allocated play zone with their allocated supervisors.

Lunch Arrangements Week 1 and week 2

WEEK 1 Time	Year Group	Venue
12.00-12.30pm	F1 (Own packed lunch) & F2	Hot Meal in KS1 Hall
12.00-12.30pm	Y3	Hot Meal in KS2 Hall
12.00-12.30pm	Y6	Picnic Meal in Classrooms
12.00-1.00pm	Y2	Picnic Meal in Classrooms
12.30-1.00pm	Y1	Hot Meal in KS1 Hall
12.30-1.00pm	Y4	Hot Meal in KS2 Hall
12.30-1.00pm	Y5	Picnic Meal in Classroom

WEEK 2 Time	Year Group	Venue
12.00-12.30pm	F1 & F2	Hot Meal in KS1 Hall
12.00-12.30pm	Y6	Hot Meal in KS2 Hall
12.00-12.30pm	Y3	Picnic Meal in Classroom
12.00-1.00pm	Y1	Picnic Meal in Classroom
12.30-1.00pm	Y2	Hot Meal in KS1 Hall
12.30-1.00pm	Y5	Hot Meal in KS2 Hall
12.30-1.00pm	Y4	Picnic Meal in Classroom

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 outside 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 collect your child and arrange for them to be tested.
- We will use PPE if we 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 the partnership book.
- You can phone or email admin@glaptonacademy.co.uk
- You can arrange a meeting in school 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. A guide to the App has been e-mailed to you all.
- 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!
We can't wait!
- Lots of children have already been back at school and really enjoyed their time in their Bubbles.
- School is a really safe and happy place and we will look after you and help you get used to all the new things.