



# **Ark John Archer Primary Academy**

## **A Guide & Support Document for Our Families of Children Attending The Community Classroom**

*Spring A Term  
2020 / 2021*



## **Re-Opening Ark John Archer Primary Academy A Guide and Support Document for Our Families**

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The purpose of this document is to support you during this period of the school being closed. Every step has been put in place to consider everyone's safety and I know that we will all continue to work together as one in order to make the re-opening of Ark John Archer a success for our community of learners.

Please be aware that the arrangements listed on this letter are final at present; however, we may need to adapt as we receive further guidance from the Government. If there are any changes to arrangements, you will be notified with the refreshed plan for opening and operation.

### **SCHOOL ENTRY/EXIT**

Community Classrooms will be start from the Thursday 7<sup>th</sup> January 2021 and will operate from 8:30 a.m. to 5:30 p.m. You have already informed us of the days of the week and the times that your child/ren will be attending.

### **Start of The Day**

#### **8:30 – 9:00 a.m.**

- All the children will enter the school via the Key Stage 2 Playground. They will have their temperature taken and will have their hands sanitized.
- As previously advised, please do not congregate around the gates and use this 30-minute window to drop your child/ren off to school
- Please do observe the physical distancing measures put in place on Plough Terrace (temporary markers) and please do not be offended if a member of staff asks you to space yourselves out and observe the 2m social distancing measures
- On all days, we will be ensuring that there are no obvious symptoms at the gate and we advise that your child comes into school wearing their full PE Kit.

### **End of Day**

#### **3:30 p.m.**

- If your child is being picked up at 3:30 p.m. they will be dismissed from the Key Stage 2 Playground; the gate will be open at 3:25 p.m.
- Please be mindful that in order for a safe dismissal of the children we ask that only one parent comes on site and that you are also on time.
- We will be expecting you to physically distance as you wait; again, please do not be offended if we ask if you move to a safer place in the playground.
- If your child is in Years 5 or 6 and wish for them to walk home on their own then you must put this in writing.

#### **Pick Up After 3:30 p.m.**

- If you are picking up your child up after 3:30 p.m. please can you pick your child up from the school office; the entrance is on Plough Road

## Checklist for Returning Families

- We are looking forward to welcoming you back to school and hope this helps you to prepare.

1	<b>SICKNESS</b> <ul style="list-style-type: none"><li>If your child is at all unwell, please do not send him/her to school.</li><li>If your child/or others in the household, show any Coronavirus symptoms please seek medical advice <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/using-the-nhs-and-other-health-services/">https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/using-the-nhs-and-other-health-services/</a></li><li>You must seek a test for your child before you are able to return to school: <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></li><li>Please do let us know any result of a COVID-19 test – positive or negative</li><li>If the test is positive, we will need to advise everyone (staff and pupils) in the Community Classroom to stay home and isolate for the specific amount of days as laid out by Public Health England</li></ul>
2.	<b>ENTRY /EXIT</b> <ul style="list-style-type: none"><li>Please check the new start and finish times.</li><li>Please observe social distancing outside the gates and on the playground.</li><li>Keep your child close to you (including younger siblings)</li><li>Only one family/household member to drop off and collect</li><li>No multiple collections from childminders or alternative adults. You cannot collect other children from another household</li><li>Children under the age of 14 cannot collect their siblings</li><li>Whilst onsite you will be expected to follow the set guidance for moving through the site</li><li>Please ensure that you visit the school office only if it is essential and please do so at the hours stated at the ‘visitors at school’ section.</li></ul>
3.	<b>TRANSPORT</b> <ul style="list-style-type: none"><li>If needed, your child can ride their bike or scooter to school, your child is able to leave their bike/scooter at school but you leave them at your own risk.</li><li>If using public transport, please observe social distancing and wear a face covering.</li></ul>
4.	<b>ITEMS TO BRING</b> <ul style="list-style-type: none"><li>2 x changes of clothes for Reception children – please make sure these are clearly labelled and, in a bag,</li><li>It is cold at the moment and I would advise that your child brings a coat into school.</li></ul>
5.	<b>UNIFORM</b> <ul style="list-style-type: none"><li>We suggest that your child wears their school uniform PE kit. Please do make sure that the school PE kit is washed every day and kept clean.</li><li>We have to keep the school well-ventilated so please make sure your child has suitable layers on under their PE kits</li></ul>
7.	<b>MEDICAL NEEDS</b> <ul style="list-style-type: none"><li>If your child uses an EpiPen/inhaler, please email or call the office to inform them you will be providing this with your child. It should be clearly marked.</li><li>Please hand to your child just before you say goodbye to give to the adult on the entrance gate.</li><li>If you want any other medicine administered, you must contact us in advance to determine whether we are able to assist.</li></ul>

## Our Community Classrooms

Each class will have members of staff your child knows well.

- Our Community Classrooms will be groups of pupils – one class will have Reception to Years 3 and in the second, Years 4 to 6.
- Pupils will be given additional break times and outside learning will be utilised when possible.
- Lunches will be provided. If you would like your child to have Packed Lunch, please do let us know.
- The whole school has been thoroughly cleaned and disinfected, the school is well ventilated and there is adequate space for the children to play and get some fresh air.
- Transition around the school is timetabled as it would be on a ‘normal’ school day.

- Each classroom has its own resources. We will look to avoid sharing – e.g. all children will be given their own named pencil case with equipment to use.
- Each classroom has their own allocated toilet facility.
- We are committed to creating a family group of learners, where children are taught safely and continue to be excited about their learning.

## Cleaning & Hygiene

The following hand washing protocols will be in place

- When pupils arrive at school.
- After each playtime/outdoor session.
- Before eating and after eating.
- If a child sneezes or coughs into their hands.
- If a child wishes to wash their hands for any other reason.
- The school has enough hand wash and paper towels for pupils to use.
- Hand sanitiser gel is also available in all the classrooms.
- Hand cream provided as needed as hands can dry out if washed at this frequency

The school has a thorough cleaning regime in place (this will not be listed as you can imagine it is a very long list).

- All door handles will be cleaned and where possible, doors will be left open to limit handle use and aid ventilation.
- All resources and where possible, all spaces will be well-ventilated using natural ventilation (opening windows and doors).
- Where communal toilets are used, only one child will be allowed to use them at a time.
- All staff have good hygiene and infection control checklists to ensure thorough entry and exit systems for all spaces and resources.

## Visitors in School

Usually we have lots of visitors to school and this will be managed in a different way.

- We are advising that you only visit the school office if it is essential. The school office will be open from 9:30 – 10:30 a.m. and 3:00 – 4:00 p.m. only and this is for business relating to school matters.
- Site maintenance visits have been completed; only emergency visits will be needed.
- Emergency visits by social workers will be allowed – but we will be ensuring all visits are conducted in a safe way and keeping within the social distancing measures.
- Only in exceptional circumstances will any other visit be authorised, and this will be by appointment only.
- Please know that you can continue to phone and email us on the following:
  - Office Phone Number: [\(020\) 7228 1710](tel:02072281710)
  - Office Email: [admin@arkjohnarcher.org](mailto:admin@arkjohnarcher.org)
  - Home Learning Email: [e.support@arkjohnarcher.org](mailto:e.support@arkjohnarcher.org)

## Sickness

- We know that you will continue to be very careful and avoid sending a child into the school who is unwell. If your child is at all unwell and has symptoms relating to Covid-19 then you must have your child tested. If the test is negative, then they can return to school.
- If a child becomes at all unwell at school, he/she will be taken to a separate room and kept safe until the parents arrive. Parents should help their child and us by coming urgently. Areas used will then be thoroughly cleaned.
- We must be mindful that there are childhood illnesses around.

## Communication

Teachers will not be facilitating any face to face communication with parents during or after school hours. If you have a matter to discuss with them, please contact the relevant year group email address or call the office and the member of staff will call you back

Community Classroom enquiries/Home Learning

- [admin@arkjohnarcher.org](mailto:admin@arkjohnarcher.org)
- [e.support@arkjohnarcher.org](mailto:e.support@arkjohnarcher.org)

## Our Curriculum

- We will start the week with our Monday Morning Values Assembly which will be beamed into the classrooms and into homes.
- We will be delivering all subjects across the curriculum as usual, both on-site and off-site (see 'Home Learning' below)
- Our curriculum maps will be available on the school website [www.arkjohnarcher.org](http://www.arkjohnarcher.org) under the tab Years & Classes.
- We will be incorporating a program specifically around health, wellbeing and hygiene in order to ensure all pupils understand the importance of this during this time
- Children will be allocated time exercising outside and enjoying games.
- We will continue to celebrate all of the learning from the children in Mr. Prior's Friday Celebration Assembly. This has been a real success with everyone, and the children (and parents) do look forward to seeing their work on the screen.

## Great Behaviour

- We pride ourselves on the culture that has been created in and around our school and we will continue to support the children to develop positive attitudes to their learning as well as making the right choices in relation to their behaviour. We will continue to guide your child with care.
- Our Behaviour policy's core aims, and principles will remain, and we will continue to have high expectations of all our children.
- Our emphasis on positive praise will continue and we will continue to use the same strategies that the children know well.
- If children – after support – continue to put the staff and children at risk in the classroom with their choices of negative behaviour, the child will have time away from their class with the member of SLT. The severity of the behaviour may result in a discussion being had with parents with Ms Cruddas - that it is safer for the child and all members of the classroom that they continue with their learning at home.
- There is a great need to work in partnership with one another at this time as the safety and well-being of all the children, the staff and you the parents is of paramount importance.
- Alongside this guide I have attached our Addendum to the Behaviour Policy. Please do read this. If you do not contact me after reading this, I will take it that you will work in partnership together.

## Home Learning

- All year groups will be provided with their learning for the Spring A half term. All learning will be posted on SeeSaw and the school website. Community Classroom children will complete their home learning during their time at school.
- Teachers will respond to work on SeeSaw and will offer support and guidance to the work.
- Home learning will also be supported by the brilliant resources from the 'Oak National Academy' and ARKSpark.
- No homework will be sent home during this period of time; please make sure you encourage the continued use of IXL, Purple Mash, Times Tables Rockstars, Mathletics as well as keep up handwriting practice, the learning of spellings and use the wealth of resources that are on the website.

*As always, if you have any concerns, questions or queries, please do not hesitate to reach out to us. It is important that we continue to work together. We are committed to ensuring your child continues to be excited about their learning and will continue to be taught in safe and inspiring way.*