



Ark John Archer Primary Academy

A Guide & Support Document for Our Families

September 2020 / 2021



Re-Opening Ark John Archer Primary Academy A Guide & Support Document for Our Families

The purpose of this document is to support the school as we start the new academic year after a very difficult period for all. 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

- **All** children are expected to return to school on Monday 7th September 2020

Start of The Day

8:30 – 9:00 a.m.

- Reception, Years 1, 2 & 3 – Key Stage 1 Gate
- Years 4, 5 & 6 – Key Stage 2 Gate
- 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 social 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. You are able to bring in your uniform school bag/book bag, but we are providing all the equipment needed for the school day and water bottles
- All children are expected to be wearing full Ark John Archer uniform
<https://arkjohnarcher.org/uniform>

End of Day

School finishes at the following times:

- Reception: 3:00 – 3:15 (pick up the children from the Reception playground)
- Year 1: 3:15 – 3:30 (pick up the children from the KS1 playground)
- Year 2: 3:15 – 3:30 (pick up the children from the KS2 playground)
- Year 3: 3:30 – 3:45 (pick up the children from the KS1 playground)
- Year 4: 3:30 – 3:45 (pick up the children from the KS1 playground)
- Year 5: 3:30 – 3:45 (pick up the children from the KS2 playground)
- Year 6: 3:30 – 3:45 (pick up the children from the KS2 playground)
- Please be mindful that in order for a safe dismissal of the children we ask that only one parent/carer/family member comes on site. We are trying to keep the playgrounds from getting overcrowded and congested.
- We will be expecting you to socially distance as you wait; again, please do not be offended if we ask if you move to a safer place in the playground

Checklist for Returning Families

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

1	<p>SICKNESS</p> <ul style="list-style-type: none"> If your child is at all unwell, please do not send him/her to school. If your child/or others in the household, show any Coronavirus symptoms please seek medical advice https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/ You must seek a test for your child before you are able to return to school: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ Please do let us know any result of a Covid-19 test – positive or negative If the test is positive, we will need to advise everyone (staff and pupils) in the Pod to stay home and isolate for 14 days.
2.	<p>ENTRY /EXIT</p> <ul style="list-style-type: none"> Please check the new start and finish times. Please observe social distancing outside the gates and on the playground. Keep your child close to you (including younger siblings) Only one family/household member to drop off and collect Children under the age of 14 cannot collect their siblings Whilst onsite you will be expected to follow the set guidance for moving through the site Please ensure that you visit the school office only if it is essential
3.	<p>TRANSPORT</p> <ul style="list-style-type: none"> We are encouraging your child to ride their bike or scooter to school; we can keep them at the school but you do leave them at your own risk If using public transport, please observe social distancing and wear a face covering. Please do contact us if you are running late, experiencing issues with public transport such as cancelled trains, overcrowded and full buses T: (020) 7228 1710
4.	<p>ITEMS TO BRING</p> <ul style="list-style-type: none"> 1 x changes of clothes for Reception children – please make sure these are clearly labelled and, in a bag, A coat that can be left at school
5.	<p>UNIFORM</p> <ul style="list-style-type: none"> We are expecting all children will be wearing the full Ark John Archer school uniform. PE kits are to be worn on specified PE days (as indicated in the Year letters sent out) Please do make sure that all uniform and PE kits are always kept clean .
7.	<p>MEDICAL NEEDS</p> <ul style="list-style-type: none"> 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. Please hand to your child just before you say goodbye to give to the adult on the entrance gate. If you want any other medicine administered, you must contact us in advance to determine whether we are able to assist.

The Classrooms

Your child will be going into their new class with their teachers. The classes will be the usual class sizes.

- Attendance is expected to be full time and every day
- The classes will not mix with other year groups and will have the same one/two members of staff with them the whole time and use the same classroom. They will only mix with children from the same year group during break and lunchtimes only
- Pupils will be given additional break times and outside learning will be utilised when possible.
- Lunchtimes will be staggered as each class group must be kept separate and we will be using the middle halls on all three floors to support eating of lunch.
- The lunches have been carefully planned on a rota basis and after each service the surfaces will be cleaned.
- All classrooms have been thoroughly cleaned and disinfected and there is more space provided in each of the rooms
- Transition around the school is timetabled as it would be on a 'normal' school day.

Together As One

- 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.
- The use of the toilets will be monitored.
- All the toilets, handles and banisters will be continually cleaned and disinfected over the course of the day
- We are committed to creating a family classroom 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 pods
- 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.
- Weekly deeper cleans will take place cleaning carpets and all resources
- 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.
- Site maintenance visits will continue to be completed and visits will be monitored by the office and site staff.
- 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.
- All visitors will complete a self-certification of health sheet on entry.
- Please know that you can continue to phone and email us on the following:
 - Office Phone Number: **(020) 7228 1710**
 - Office Email: admin@arkjohnarcher.org
 - Home Learning Email: 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 support their child and the school by coming to pick up their child, urgently. Areas used will then be thoroughly cleaned.
- We must be mindful that there are childhood illnesses around and as we are entering winter and the weather is getting cooler, the common cold and other winter related illnesses will be prevalent.

Communication

Sadly, we are limiting the amount of face to face communication with parents during or after school hours. If you have a matter to discuss with any member of staff, please contact the school office to arrange a meeting. This meeting may be conducted over the phone. If in person, all meetings will be socially distanced and in accordance with the current guidance.

Our Curriculum

- We will be delivering all subjects across the curriculum as usual.
- We will be incorporating a programme specifically around health, wellbeing and hygiene in order to ensure all pupils understand the importance of this during this time.
- As the children will need to transition back into school routines and school life, we will be focusing more heavily on personal and social education so that they can confidently socialise and interact with their peers after the period of time they have spent away from school.
- Our curriculum, as always, will have a heavy focus on phonics (lower down the school) and Reading across the school and we have mapped out units of learning to make sure that any gaps in learning can be addressed.
- The Autumn A Curriculum will continue to excite and engage our pupils whilst they explore the following topics:
 - Reception – All About Me & The World Around Us
 - <https://arkjohnarcher.org/page-strips/reception-1>
 - Year 1 – My Local Area
 - <https://arkjohnarcher.org/page-strips/year-1-curriculum>
 - Year 2 – Kings & Queens: The Battle for Power
 - <https://arkjohnarcher.org/page-strips/year-2-curriculum>
 - Year 3 – UK Settlement & Land Use
 - <https://arkjohnarcher.org/page-strips/year-3-curriculum>
 - Year 4 – Roman Invasion
 - <https://arkjohnarcher.org/page-strips/year-4-curriculum>
 - Year 5 – Anglo-Saxons & Scots
 - <https://arkjohnarcher.org/page-strips/year-5-curriculum>
 - Year 6 – Ancient Egyptians
 - <https://arkjohnarcher.org/page-strips/year-6-curriculum>
- Classes will be allocated time exercising outside and enjoying games.
- We are introducing Reflection Time at the end of the school day; a time for children and staff to reflect on their day and to discuss matters that arise. It is a time to celebrate and to bring to a natural close the events of the day.
- We will continue to celebrate all the learning from the children in Mr. Prior's Friday Celebration Assembly. We will be resuming the Attendance Awards and Stars of the Week. The virtual Monday Values Assembly and Fridays Celebration Assemblies have been a real success with everyone; the children (and parents) do look forward to seeing their work on the screen and we will continue to be recording these on a weekly basis and they will be shown in the classrooms.

Behaviour

- We are very mindful that children have been out of school for several weeks (for some, months) and there is a need to ensure that our children are reacquainted with the systems and routines that form their habits at school

- 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 their classroom with their choices of negative behaviour, the child will have time away from the class with the member of SLT assigned to the Key Stage. The severity of the behaviour may result in a discussion being had with parents and Ms Cruddas and a sanction will be agreed by all parties.
- There is a great need to work in partnership with one another as we always do; 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 new Home School Agreement. Please do read this. If you do not contact me after reading this, I will take it that you will work in partnership with the school.

Home Learning

- Please make sure you encourage the continued use of IXL, Times Tables Rockstars, Mathletics as well as keep up Reading and 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.