



22<sup>nd</sup> May 2020

Dear Parents

### **Organisation for your child coming back to school from Monday 1<sup>st</sup> June**

Thank you for letting us know that you intend for your child to come back to school on Monday 1<sup>st</sup> June. I absolutely understand that this was such a difficult decision. Should the Government announce that on Monday 1<sup>st</sup> June, schools in England are to open to more children (*and that the 5 tests have been met*), these will be the plans for you and your child:

Your child is going to be in **Reception C** and will have **Miss Belford & Mrs Wilkinson** in your bubble. We have grouped our children in their key worker groups.

### **Drop off and pick up**

You will drop your child off at your child's designated entrance. **For Reception C, this is the Year 2 classroom entrance & your child will be in the Year 2 classroom.** Please can we ask that you do **stick to the times designated to you for drop off and pick up. Please can we also ask that there is only 1 person dropping your child off.** If you have no other option than to bring a sibling, please can we ask that you do hold onto them and ensure that they do not stray from your side whilst on the academy site. All of this is so important to avoid too many people being around at the same time. You will notice on arrival that there is a white path of arrows and 2 metre spacing set out. If you can see that there is a parent waiting at the drop off point, please can you observe distance by standing on the next marker. We will be operating a 1 way system and this leads around the back of the academy and out through the academy car park.

You will notice that Miss Belford or Mrs Wilkinson will be wearing disposable gloves at the entrance, this is in case Miss Belford or Mrs Wilkinson needs to help your child into the classroom (should they be a little upset). Miss Belford will change these should she have used them, ready to greet the next child. Your child will then be guided to their designated sink area to wash their hands thoroughly with soap and water for 20 seconds.

Jerry Clay Lane  
Wrenthorpe  
Wakefield  
WF2 0NP

Tel: 01924 303 665  
Email: [headteacher@jerryclayacademy.wakefield.sch.uk](mailto:headteacher@jerryclayacademy.wakefield.sch.uk)  
Web: [www.jerryclayacademy.wakefield.sch.uk](http://www.jerryclayacademy.wakefield.sch.uk)



**National Support School**  
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**National College for  
Teaching & Leadership**



Executive Headteacher: Mrs T Swinburne

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Registered address: Jerry Clay Lane, Wrenthorpe, Wakefield, WF2 0NP. Company number: 07688230



**Your children will follow this routine throughout the day:**

Time	Reception C
<b>9.15-9.30</b>	<b>Arrival – Please arrive between these times.</b>
9.30 - 9.40	Circle time
9.40 – 10.15	Outdoor time (there will only be this bubble in the outdoor area at this time)
10.15 – 10.30	Snack time
10.30 – 11.15	Phonics
11.15 – 12.00	Indoor Activities (a rotation of play activities, linked to our core text, 'Super Worm')
12.00-12.15	Action Words
12.15-12.30	Lunch
12.30 -1.00	Lunch time Outdoors- Zone C
1.00 – 1.30	

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	Outdoor Area (there will only be this bubble in the outdoor area at this time)
1.30 – 2.00	Indoor Activities (a rotation of play activities, linked to our core text, 'Super Worm')
2.00 – 2.30	Storytime and Singing
2.30-2.45	<b>Home time</b> – Please collect promptly between these times.
<b>11.45-12.00 pick-up on Fridays</b>	<b>ON FRIDAY AFTERNOONS THE ACADEMY WILL BE CLOSED FOR A DEEP CLEAN INSIDE &amp; OUTSIDE</b>

### Packed lunch

Please **can you let me know if you would like your child to have a Universal Free packed lunch** from the academy. If I don't hear from you, I will assume that your child is bringing their packed lunch. Please **remember that we are a nut free zone**, so no foods containing nuts in school please. Please can your child bring a water bottle to school?

### Uniform

Please can your child wear a school uniform and this will **need to be washed every night**. This is to avoid any cross contamination. The best practice is to get your child to remove their uniform on arrival to your home and ensure that they wash their hands thoroughly.

### Book bags

Please can children **NOT** bring a book bag to school or anything other than their packed lunch and water bottle. We will provide new books in a disposable bag when we allocate them each week. Your child's packed lunch and water bottle will be kept in a designated space in the entrance of their bubble.

Can we ask that all books which you have borrowed from school be returned to the book drop box outside of the entrance of Reception C.

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## Hand washing

Your child will be encouraged to wash their hands in warm water and with soap for 20 seconds at regular intervals throughout the day – on arrival and at **every** transition point. Your child has been allocated a sink, which will be used only by their bubble for this.

## Toileting

We will only be allowing 1 child into the toilet area at a time. Please can we ask that should your child have an accident, that they bring a spare change of clothes. These will be kept in a designated area of our cloak room just for their bubble. A member of staff will let you know if this has had to be used, so that replacement clothes can be brought in. Should an adult need to assist with a toileting issues, they will wear full PPE – a face mask, disposable apron and goggles for their own safety.

## First aid

Should your child have an accident and require first aid, the adult dealing with this from your child's bubble will wear full PPE – face mask, apron, goggles as this will require close contact. As always, if your child bumps their head, we will give you a call to let you know and dependent on severity, ask you to pick up should this be needed. If you do need to pick your child up, this will be from the front entrance.

## Use of the front office

During this phase in period, please can we ask that you only use the front office in an emergency. If you do need to get in contact with us, please call our school number 01924 303665, as this number will be in operation from 1<sup>st</sup> June. If your child requires medication (prescribed by a doctor only), you must complete a medicine form from your bubble. This will then be signed off by myself in order for the member of staff within your child's bubble to administer.

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## Symptoms of feeling unwell

Should your child be displaying symptoms of COVID-19, our staff will be ultra-cautious in ensuring your child is removed from the bubble immediately by phoning myself who will take your child in full PPE. Your child will be kept in the focus room 2 and the office will notify you to collect. Should the symptoms continue, your child will need to be tested for COVID-19. If this comes back positive, all children within the bubble & family members (living in the household) will need to self-isolate for 14 days. This also applies to any adult who displays symptoms. You will be notified and your child sent home. Please do not bring your child into school if they are experiencing symptoms. If you suspect that these are COVID symptoms, your child will need to be tested. The results must be communicated to myself as soon as you receive them so that the whole bubble can be notified.

## Social distancing

I am sure you will all agree that the 2 metre rule for Reception children really is not possible at all times. The staff will try to ensure that distancing is applied when sitting in a circle and at lunch time and certainly when carrying out their adult initiated sessions.

## Equipment in school

Your children will not have the full huge range of equipment which they are used to in school; however, it is so important that our children feel a sense of belonging and that they are surrounded by familiar things. For Phonics and other adult-initiated lessons, your child will be issued with their own pencil case and this will be constant throughout. During a play session, equipment will be sprayed with antibacterial spray after use. This includes outdoor equipment too. We are so lucky that JCA has such a fantastic outdoor play space and we will certainly be utilising this throughout the day.

## Play time at lunch time

Your child will be designated a space to play in at lunch time.

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## Protecting your child's bubble

Please can we ask that you continue to adhere to Government rules when your child is not in the academy. We don't expect our children to be playing with other children on their street or neighbourhood when they get back from school as this could result in putting others in danger. We have created these small bubbles of 10 in order to limit the risk of any spread (these will be the only other people your child will be coming into contact with). By adhering to social distancing rules outside of the academy, you are also helping us and everyone else.

I hope that this letter has given you a full overview of what to expect on your child's return to school. We are really looking forward to seeing them all. Please know that the safety of your child and our staff is absolutely paramount. Our absolute aim is that your child feels happy to be back with familiar faces and back into a school routine.

Many thanks for your amazing support.

With kind regards,

Mrs. T Swinburne

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