

16th July 2020

Dear Parents/Carers,

September Arrangements

In September we are looking forward to welcoming back all children. We have been planning over the last couple of weeks to ensure that the transition back to school is as safe as possible for the children, staff and parents.

We have updated our risk assessment to ensure all protective measures are in place which includes social distancing, enhanced cleaning and regular handwashing. Pupils will need to be isolated for 7 days and tested if they have any symptoms of Covid-19: high temperature, a new, continuous cough or a loss of taste or smell. Please do not bring your children to school if they are showing any symptoms and report absence to the school office in the usual way and before 8.30 am.

We look forward to seeing everybody back to school at your allocated time and designated drop off point on Monday 7th September, in full school uniform.

I have listed some questions and answers at the bottom of this letter and I am always available by email at elm@leaf.bournemouth.sch.uk, please contact me if needed.

Thank you all again for your continued support. Have a great summer break.

Best wishes as always,



Mrs J Fish
Principal

Elm Academy

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ELM
ACADEMY

Will the start/end of day be staggered?

Yes. The children will have an allocated time for drop off and pick up and a designated entrance/exit point. It is important that your child is on time as we have a tight schedule and we also need to minimise the risk of cross contamination. Please do not arrive early for your child's allocated start/end time to reduce the number of contacts. The children will all have the same amount of learning time as well as break/lunch times. To aid social distancing, we are asking that only one parent/carer brings their child to school.

How will the children be grouped?

The children will be in their class bubbles with their teacher and will remain as a class throughout the day. Again, this is to avoid any cross contamination. Adults are permitted to work across the classrooms, therefore Teaching Assistants will work across a year group to support.

Will the curriculum be the same?

Yes. We will be teaching the full curriculum with the exception of ICT for the first term.

Does my child have to come to school?

Yes. All children are expected back from September. If there is any reason that your child is not returning, please email the school office elm@leaf.bournemouth.sch.uk. If you or your child are feeling anxious regarding their return, then please email me to discuss further.

Will my child have a school meal?

If your child is in Reception, Year 1 or Year 2, they are entitled to a universal free school meal. Years 3-6 will need to order and pay through your ParentPay account unless your child is entitled to a free school meal. (The option to buy packed lunch will be available from week commencing 14th September). The decision has been made to have packed lunches until December. More information will follow about school lunches. Children will eat their lunch in the classrooms until further notice.

What will my child need to bring to school?

Your child will need to be in full school uniform, including ties. On their PE day, they must come to school dressed in their PE kit so please ensure that they are warm enough on these days. We will send a timetable out in September. They will need a book bag for their homework and reading books – please avoid rucksacks where possible as these are difficult to store. If your child has a packed lunch this will need to be in a lunch box inside their bag – do not send their lunch in a separate bag. We will be supplying individual pencil cases so no stationery is allowed to be brought in. No toys of any kind will be allowed. Please ensure that your child brings in a full water bottle each day with their name clearly marked on it.

Where will we drop off and pick up?

The children will be starting and finishing at staggered times and will use their allocated entrance/exit points. It is imperative that you turn up at the correct time as we need to ensure that we are adhering to all social distancing measures that are in place. There will be markings on the floor for each group to stand behind and children MUST line up and ensure that there is a 2-metre distance between each person. Parents of children in Years 4, 5 and 6 will not be allowed through the gate with their child and

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only one parent should accompany their child to school. Parents of children in other year groups will have to follow the one way system in operation.

Year Group	Entrance	Time		Class
Reception	Reception Gate	9.10 Start	2.45 Finish	Miss Burke Miss Flanagan
1	In the Key stage 1 driveway. Please follow the red line guides	9.25 Start	2.55 Finish	Mrs Inglis Mrs Price
2	In the Key stage 1 driveway. Please follow the blue line guides	8.55 Start	3.10 Finish	Mrs Chant Miss Beecher
3	In the Key stage 1 driveway. Please follow the yellow line guides	8.30 Start	2.45 Finish	Mrs Kinjaid Miss Jones Miss West
4	Key stage 2 driveway	8.50 Start	2.50 Finish	Mrs Clayton Mrs Lowrie
5	Key stage 2 driveway	9.00 Start	3.15 Finish	Miss Mcdougal Mr Edwards Miss Hansford
6	Key stage 2 driveway	9.05 Start	3.20 Finish	Mr Wadlow Miss Curtis Mrs Marsh

How will school keep my child safe?

We have a robust risk assessment in place that is updated weekly. This includes all protective measures to ensure the safety of everyone in the school building. The children are in class bubbles and there will be social distancing in place. The cleaning of the building will be enhanced throughout and at the end of each day. Regular washing of hands will be required during the day for the children and staff.

It is important that you keep your child at home if they are showing any symptoms of Covid-19 and report it to us straight away at elm@leaf.bournemouth.sch.uk. Your child will not be allowed back in school until a negative test has been received or they have isolated for 7 days after having a negative test. If a positive test has been received we may have to close bubbles or use track and trace to isolate the children for 14 days.

What can I do to help my child return to school?

Talk to your child about any anxieties that they may have. Discuss their new class teacher with them and get them excited about coming back and seeing their friends. Try to get them in the routine of regular hand washing especially when entering your home, before and after eating and after playing outside. If you have any concerns regarding your child's return please email me at elm@leaf.bournemouth.sch.uk to discuss further.

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Will the office be open?

The school office will be open from 8.00 am-4.00 pm for phone calls and emails. We are asking that parents do not go to the office with queries but speak to a member of the senior leadership team on the gates. If you feel the need to come into the office please email in the first instance at elm@leaf.bournemouth.sch.uk with your query and we will get back to you as soon as possible.

How can I purchase uniform?

Uniform can be ordered in the usual way via Brigade.

What happens if I need to drop off/collect my child early/late?

All appointments need to be made after school hours. Children who miss their allocated time slot will not be permitted into school – it is essential that time slots are adhered to. If your child needs to be dropped off late or collected early in an emergency then please inform the school office on 01202 574212 and provide proof of appointment. It will then be arranged that your child is brought to their designated entrance/exit point at the time given.

Will the Breakfast Club and the After-School Care Club be available?

Mini Ambers is hoping to be up and running from September. There will be an additional letter sent home with more information regarding the booking procedures.

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