

4th September 2020

Dear Parents/Carers,

Return to School – Monday 7th September 2020

I hope you had an enjoyable break and were able to enjoy some of the lovely weather we had, at least at the beginning of the holidays.

We are looking forward to welcoming back all children and are continuing with plans to ensure that the transition back to school is as safe as possible for the children, staff and parents.

We have continued to update 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.

I have included again some questions and answers at the bottom of this letter. Please ensure you read this through as there are some amendments since July including some changes to drop off and collection times. We recognise that the changes we have implemented may cause some inconvenience but thank you for your co-operation at this time helping to protect everybody's safety and wellbeing. Unfortunately, we are unable to accommodate any individual requests to change these timings.

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.

Thank you all again for your continued support.

Best wishes as always,



Mrs J Fish
Principal

Elm Academy

Sian Thomas, BEd (Hons), CEO - AAT

Alexandra Prout, BA (Hons), Director of Primary Education

Jo Fish, BA Ed (Hons), Principal

www.elm-academy.org.uk

E elm@leaf.bournemouth.sch.uk T 01202 574212

Holloway Avenue, Bournemouth, Dorset, BH11 9JN





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 year group bubbles with their teacher. Teaching Assistants will work across the year groups to support and we will look to do some setting across the classes.

Will the curriculum be the same?

Yes. We will be teaching the full curriculum with the exception of ICT, swimming and some restrictions with PE and music.

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). There will be packed lunches only until December. 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. PE kit needs to be black or dark blue shorts, skort or tracksuit with a plain white t shirt. Children may wear a black or dark blue plain sweatshirt. No football or other sporting clothing will be acceptable. Children may wear trainers on PE days but must wear their school shoes on all other days.

PE Days

Reception	Tuesday	Thursday
Year 1	Tuesday	Thursday
Year 2	Tuesday	Thursday
Year 3	Monday	Wednesday
Year 4	Tuesday	Thursday
Year 5	Wednesday	Friday
Year 6	Monday	Friday

Elm Academy

Sian Thomas, BEd (Hons), CEO - AAT

Alexandra Prout, BA (Hons), Director of Primary Education

Jo Fish, BA Ed (Hons), Principal

www.elm-academy.org.uk

E elm@leaf.bournemouth.sch.uk T 01202 574212

Holloway Avenue, Bournemouth, Dorset, BH11 9JN





Children 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. Anything brought into school, ie coats etc will go into the classroom with the children as the cloakrooms will be out of use at this time.

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. For other year groups, only one parent should accompany their child to school and no other school age children or family members should be on site. Parents of children in other year groups will have to follow the one way system in operation.

Year Group	Entrance	Time		Class
Reception (from w/c 21/09/20)	Reception Gate	9.10 Start 9.25 Start	2.20 Finish 2.35 Finish	Miss Burke Miss Flanagan
1	In the Key stage 1 driveway. Please follow the red line guides	8.55 Start 9.00 Start	3.10 Finish 3.10 Finish	Mrs Inglis Mrs Price
2	In the Key stage 1 driveway. Please follow the blue line guides	8.30 Start 8.35 Start	2.45 Finish 2.50 Finish	Mrs Chant Miss Beecher
3	In the Key stage 1 driveway. Please follow the yellow line guides	8.45 Start 8.50 Start 8.55 Start	2.45 Finish 2.50 Finish 2.55 Finish	Mrs Kinjaid Miss Jones Miss West
4	Key stage 2 driveway	9.00 Start 9.05 Start	3.05 Finish 3.10 Finish	Mrs Clayton Mrs Lowrie
5	Key stage 2 driveway	8.30 Start 8.35 Start 8.40 Start	14.45 Finish 14.50 Finish 14.55 Finish	Miss Mcdougal Mr Edwards Miss Hansford
6	Key stage 2 driveway	8.45 Start 8.50 Start 8.55 Start	3.00 Finish 3.05 Finish 3.10 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

Elm Academy

Sian Thomas, BEd (Hons), CEO - AAT

Alexandra Prout, BA (Hons), Director of Primary Education

Jo Fish, BA Ed (Hons), Principal

www.elm-academy.org.uk

E elm@leaf.bournemouth.sch.uk T 01202 574212

Holloway Avenue, Bournemouth, Dorset, BH11 9JN





ELM
ACADEMY

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.

Will the office be open?

The school office will remain closed but 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.

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

Children who miss their allocated time slot will need to be taken to the late door where they will need to wait until a member of the senior leadership team is available to let them in. This door will not be manned and access may not be immediate. The door will be checked periodically.

We ask that, at this time, you make the necessary arrangements for your children to be dropped and collected on time in order to avoid mixing of year group bubbles.

All medical/dental appointments etc should be made after school hours. 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.

Breakfast/After-School Club

Please remember that Breakfast Club and After-School Care Clubs, which will respect year group bubbles, are available from Monday 7th September 2020 and can be booked for a small charge to assist with your childcare arrangements ensuring children are dropped and collected on time. The Breakfast Club will remain open until all year group bubbles are in school.

Elm Academy

Sian Thomas, BEd (Hons), CEO - AAT

Alexandra Prout, BA (Hons), Director of Primary Education

Jo Fish, BA Ed (Hons), Principal

www.elm-academy.org.uk

E elm@leaf.bournemouth.sch.uk T 01202 574212

Holloway Avenue, Bournemouth, Dorset, BH11 9JN



Part of Ambitions Academies Trust