



# Atlantic Academy Portland

an Aspirations Academy

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Dear Parent/Carer

## Re: Reopening Plan for Primary Students - September 2020

After 14 weeks running Atlantic Academy's Virtual School we are delighted that we will be able to welcome most students back on **Monday 7th September 2020**. We have all been working hard to implement plans that will ensure we keep all students, staff and the Portland Community as safe as we can when we open our doors in September. I am writing to share our current plans which we have developed in line with the government guidelines all schools in England have been provided with. Moving forward we will review the impact on the students' learning and safety and adjust our plans accordingly when the time is right.

### Attendance expectations

In March, when the coronavirus (COVID-19) outbreak was increasing, we made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and we have done everything within our power to minimise the risk to your child. Therefore, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks students falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. **School attendance will therefore be mandatory again from the beginning of the Autumn Term.** This means from that point, the usual rules on school attendance will apply.

### Entrance

Primary students (Reception to Year 6) will continue to use the Primary entrance at Atlantic Academy. Due to the restrictions set to us, most parents will not be able to come onto site in September.

A member of the leadership team will be on the gate every morning to greet parents and children - please remember to keep to social distancing measures with the staff on site.

### Office area.



Our main office area will be moving in September to the new secondary entrance (as shown here). This will support traffic flow as parents will be able to park next to the office area. If parents need to come into the school, there will be an intercom at the back gate to contact reception - this entrance should be used for any pre arranged appointments or medical collections.

If you need a member of office staff at the start of the day, a 'hot desk' will be set up at the front of the school by the Primary entrance for any support or requests. Unfortunately, parents will not be able to come into the reception area to wait.



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### Staggered start/end of the day

To support arrivals and departures and to ease some congestion on public transport, we will be running staggered arrivals and departures from Atlantic Academy. There will be a 10 minute arrival slot for parents to collect and drop their children off. Please ensure you arrive promptly during these collection times to ensure you are not left waiting for your child.

Whilst we do understand that there could be some waiting for families who have children in separate year groups, we ask you to work with us and be patient whilst we try and support everyone in the best and safest way possible.

Year	Arrival	Collection
Reception - Year 2	8:40 - 8:50	14:40 - 14:50
Year 3 and Year 4	8:30 - 8:40	14:50 - 15:00
Year 5 and Year 6	8:20 - 8:30	15:00 - 15:10

Although the day is slightly shorter for some year groups, break and lunch times have been adjusted to ensure every year group receives 5 hours of direct teaching time in school.

### Parents of children in Reception, Year 1 and Year 2

Adults will be able to bring children to their classroom door where they will be met by a class teacher or teaching assistant to welcome their child. Parents, unfortunately, will not be able to go into classrooms. Teachers are working on developing a number of strategies to help support any nervous children into school and ensure they are settled.

There will be a one way system for drop off and parents will exit through the small gate in the side of the playing field. Unfortunately, this does mean walking across the field (and it could be muddy) so please bear this in mind when doing the school run



Entrance Gate



Exit Gate

At the end of the day, parents in these year groups may enter the playground for collection and will be asked to wait outside the classrooms (abiding by social distancing guidelines). Again our one way system will be in place at the end of the day.

### Parents of children in Years 3 to Year 6

Unfortunately, we cannot support all parents coming onto site, so parents/carers in Years 3-6 will not be permitted on site in September. Children will be greeted outside their entrances by either a teacher or teaching assistant and will come straight into the building during their allocated arrival time.

At the end of the day students will be released from their classrooms to parents waiting outside the gate at their allocated time, please only come to the gate when it is time to collect your child.

We know collection and drop off times will be busy and we ask for your patience at these times.

### Students with additional needs

We know school will look different when we return in September and some students will need additional support with this to ensure they are settled and feel safe. Our SEN department has been working hard and will be making contact with parents of students with additional needs who we feel need extra support with their transition back into school.

### Before and After School Provision

Unfortunately, for the first term we are unable to run enrichment groups after school, although we are hoping activities will be provided through the online platforms for those students who are looking for after school projects. However, we understand that some working parents require wrap around care to support working hours. If you require this provision please indicate [so through this form](#) to help us plan for staffing - places for this provision are at a premium so priority for these spaces will go to parents who have previously used this provision and new Reception starters.

### School Transport



[School transport is run by Dorset Council.](#) We have shared our school opening plans with them and have asked them, where possible, to accommodate how we have to run our day. They will be in contact through their social media channels with any parents who use school transport to provide additional information.

As per all government guidelines, people have been asked to look at how they use public transport. We have ample bicycle storage at school that is available to use by any member of the school community - please do ensure that any bicycles left at school are locked away and safe.

### Hygiene

All students will be washing hands on arrival to school and frequently during the day. In addition we will be supporting students to follow good hygiene protocols in school following the "Catch it, Bin it, Kill it" campaign by Public Health England.

### Uniform

Students are to be in full school uniform in line with the [Uniform Policy](#) (jumpers are optional until half term and then compulsory). Please ensure all hair styles are appropriate and are natural hair colours. On days that students have PE, they need to come into school with their PE kit on and their blazer over the top - earrings must be removed. We will be running PE outside where possible. Due to this, please ensure your child is warm and has suitable clothing. We have added an optional logoed PE sweatshirt to our policy which is available through Brigade should you wish to purchase one. All uniform should be washed frequently.

A reminder that Atlantic Academy PE Kit is to be worn as follows: logoed Academy t-shirt, black shorts or tracksuit trousers, trainers and optional logoed sweatshirt. Skins/base layers can be worn under PE kit for additional warmth.

**Logoed tops and hoodies must not be worn for PE for health and safety guidelines.**

### Bubbles and Zones

The government guidelines we are working with ensures that children should work in groups and be kept apart from others where possible. We will be keeping children in year group bubbles, meaning they will only be mixing with others in the same year group. Students will spend the majority of their time in their classrooms and will, wherever possible, not be moving around the school. Staff can work across different groups to support the school timetable.

To encourage hygiene, all groups have their own allocated toilet to use - this will ensure that within each year group's allocated area of the school, toilets can be used whenever needed throughout the day to avoid congestion at break and lunch times.



All students will have time in a playground area with their year group bubble only. Equipment will only be shared between students in a year group. Please ensure that other equipment is not brought into school. We are restricted to the games that can be played at break and lunchtime as per the government guidance. Football cannot be played as it is deemed to be a contact sport, however there will be staff on hand to support students with various activities.

### **Equipment and Reading Books**

Students in Year 5 and 6 must ensure they have their full pencil cases - these should be a clear pencil case, not a fabric one, to support cleaning. These can be left in school wherever possible.

Students in Reception to Year 4 will have individual equipment provided to ensure frequently used resources are not shared, these will be labeled and allocated to students on the first day of term.

We ask at this time that no toys are brought into school. We are working to prevent the transportation of resources between home and school. Book bags should be used in Key Stage One to protect reading books - please try and avoid big bulky backpacks as space will be at a premium.

### **Food and Lunches**

Unfortunately, for the first half term we will not be able to provide hot lunches to students at Atlantic Academy - we will however continue to monitor the situation. Students will be eating lunches in their classrooms. Food hygiene guidance will be followed and all tables will be wiped down before and after eating.

Please pre order your child's lunch through this form if you require a packed lunch: [Autumn Term Packed Lunch Choices Form](#). If your child receives a free lunch through Pupil Premium support or through the Universal Infant Free School Meals scheme, please also pre order your lunch to ensure they have the selection they are happy with. If you need to pay for your child's lunch please do this via your sQuid Catering purse and we will debit the correct amount according to your order form.

Students in Reception, Year 1 and Year 2 will receive fruit at break times.

For Years 5 and 6, for the first half term, there will be no food available for purchase during the morning break, students will need to bring their own healthy snacks if they wish to have something to eat at this time.

### **New measures for responding to infections**

#### **If someone has symptoms**

We will be provided with a small number of home testing kits we can give to parents collecting a child with symptoms or staff with symptoms, if we think providing one will increase the likelihood of them getting tested.

We will ask parents and staff to inform the school immediately of the results of a test. We will not ask for evidence of negative test results or other medical evidence before welcoming back children.

#### **If there's a confirmed case of coronavirus**

If we become aware that someone has tested positive, we will contact our local health protection team. This team will also contact us if they become aware that someone has tested positive.

The team will carry out a rapid risk assessment to confirm who has been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

#### **Close contact means:**

- Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
  - Being coughed on

- A face-to-face conversation, or
- Unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- Travelling in a small car with an infected person

If you feel your child or a member of your household is experiencing symptoms, please follow the government guidance and inform the school. Online schooling will be provided if your child has been asked to stay away from school either with symptoms or through track and trace. This will be taken into account when reporting on attendance.

### **Reviewing and adapting plans**

As with all plans and guidance, things will be ever changing and we will be adapting the situation as best as we can. Please do feedback on any questions or concerns through the [school contact page](#) and we will be happy to answer your questions where possible.

As ever, we appreciate the support our school community has provided during this time and look forward to a smooth reopening in September.

Yours sincerely



Miss M Heppell  
Principal of Primary