

Mrs A Hill
Executive Head Teacher

29th May 2020

Dear Parents and Carers

In a follow up to recent letters published on our website and in light of the Government announcement yesterday, I am pleased to be able to set out the organisational requirements for the children returning to the academy. We have looked carefully at our spaces, access routes, outdoor areas, entrance doors etc. to plan for the children's return.

For those children who have already requested a place in the Reception, Year 1, Year 6 groups and within the Vulnerable/EHC category, we expect that children will attend 4 days a week, Monday to Thursday. For key worker children, accessing a place can be according to need and parent work rotas. For any changes, we require notice of 5 days so that we can ensure we have sufficient staffing and meet the space requirements.

- For key worker children places will be available from 1st June to end of term on the 17th July Monday to Friday.
- For EHC and Vulnerable children places will be available from 1st June to end of term Monday to Thursday.
- For Year 6 children, places will be available from 3rd June to 25th June Monday to Thursday. After 25th June, the Y6 children will continue to be supported through home learning activities but will not attend the academy. The secondary school your child will be attending in September should also be supporting through providing transition information, virtual tours of the school buildings and a meet and greet with key staff in the last 3 weeks of term.
- For Year 1 children, places will be available from 15th June.
- For Reception children, places will be available from 22nd June.

We are asking that parents do not enter the academy site and as such we will be using the visitor gate and children's entrance gate as drop off/pick up points. Each group will have a designated gate for this purpose. Staff will be on duty to facilitate this and make sure your child is brought into and from the academy safely. At all times we ask that parents obey the 2m social distancing rule.

If there are any messages that need communicating to the teaching team, please telephone the office to pass this on as there will not be the opportunity for you to talk face to face with staff. Dinner money envelopes can be sent with your child and these will be collected by the teaching team to be sent to the office.

Due to the small numbers of children returning, it is not viable for the catering company to re-open Wilton kitchen. Therefore, children will be given a packed lunch (prepared at Dormanstown site). If you do not wish your child to receive a school packed lunch and prefer to provide one from home, please let the office know. Following this, the children will have access to the outdoor space, again remaining in their group and not mixing with others.

If your child becomes unwell during the day, we must be able to contact you or a family member on the contact list for immediate collection. Please ensure we have up to date telephone numbers and that the main contact is available to answer a telephone call to action this. If your child displays symptoms of Covid-19 they will be taken to a quarantine space outside of the academy building for the safety of all around them.

Please see the information below for the organisational arrangements for each group. If there any questions, please either telephone the academy office or email to the address below.

Yours sincerely

Mrs A Hill

Executive Head Teacher



Group	Drop off	Teaching Base	Collection
Key Worker Monday to Friday (From Monday 1 st June to Friday 17 th July)	Between 8.50 and 9:00 a.m. children to be brought to the visitor gate (near car park entrance) to be met by member of staff	Y3/4 Classroom	End of the school day for is 2.50 p.m. Parents to wait at visitor gate for child to be sent to them by member of staff Children in KS2 who have permission to walk home will leave the academy at this time.
EHC & Vulnerable Monday to Thursday (From Monday 1 st June to Thursday 16 th July)	Between 8.50 and 9:00 a.m. children to be brought to the visitor gate (near car park entrance) to be met by member of staff	Y3/4 Classroom	End of the school day for is 2.50 p.m. Parents to wait at visitor gate for child to be sent to them by member of staff Children in KS2 who have permission to walk home will leave the academy at this time.
Y6 (From Monday 8 th June until Thursday 25 th June)	Between 9:00 and 9:10 a.m. children to be brought to the visitor gate (near car park entrance) to be met by member of staff	Y5/6 Classroom	End of the school day for is 2.50 p.m. Parents to wait at visitor gate for child to be sent to them by member of staff Children in KS2 who have permission to walk home will leave the academy at this time.
Y1 (From Monday 15 th June)	Between 9.10 to 9:20 a.m. children to be brought to the children's entrance gate to be met by a member of staff	Y1/2 Classroom	End of the school day for is 2.50 p.m. Parents to wait at children's entrance gate for child to be sent to them by member of staff
Reception (From Monday 22 nd June)	Between 9.10 to 9:20 a.m. children to be brought to the children entrance gate to be met by a member of staff	Early Years Classroom	End of the school day for is 2.50 p.m. Parents to wait at children's entrance gate for child to be sent to them by member of staff

- In each of the teaching spaces, there are the usual handwashing facilities as well as a two hand sanitiser stations. Children will be asked to wash their hands when entering and leaving this learning space and at regular intervals throughout the day.
- As a reminder, we will not be sending reading books home, and we ask that your child does not bring anything other than their packed lunch if you are providing one from home into the academy.

