



George Grenville Academy
Chandos Rd, Buckingham MK18 1AP

Phone: 01280 813273
Email office@georgregrenville.co.uk
www.georgregrenville.co.uk
Headteacher: Mrs E Killick

Thursday 21st May 2020

Dear parents and carers

It seems incredible that we are almost at the end of another half term. I'd like to start by thanking you all for working with us to make this strange situation work as best as it can. We know that everyone is tired and anxious to move out of lockdown as soon as is safely possible and trying their best to keep their children happy and safe. The staff at George Grenville Academy have been working hard on a plan to partially open the provision whilst keeping the home learning as engaging as possible for the majority of children who will be staying at home.

I have outlined the basic plan below for opening the provision when this is deemed safe to do so. **Please note, we will be waiting for confirmation from the Government by 28th May that the 5 tests have been met and also confirmation from Campfire Trust, who will also need to give the provision the green light before we are able to open.** This will mean therefore, that we will not be able to give a great deal of notice BEFORE the provision opens but we will inform you as soon as we know.

IF the provision is to open, it is extremely important that everyone is clear about what the provision will look and feel like for the children and staff who will be accessing it. I have therefore put together the basic guidelines we will be following to keep everyone as safe as possible. We will be building in a great deal of wellbeing activities during the day to support the children as they deal with a different environment to the one they left, but safety will always come first.

Timings

- The provision will be open from Monday to Thursday for Nursery, Reception, Year 1 and Year 6. It will be closed on Friday for a deep clean.
- The provision will be open 5 days a week for the key worker group.
- Children will be in groups of no more than 15. (If these numbers rise after the first 3 weeks, we will have to split the groups in half and invite children in on a rota basis.)
- Each parent will have a time slot to drop off in the morning and a time slot to pick up at the end of the day. **It is vital these timings are kept to to** avoid further risk to staff or children.
- **Children must be collected during the correct time slot** – parents cannot be late, as again, this will put staff and children at further risk.
- Unless previously arranged (due to a medical appointment etc.) **any children who are late, will not be able to access the premises** due to staff being in class with their groups.
- Parents are not allowed onto the premises and will drop off at the bottom of the playground, following a strict one way system through the gates.

Groupings

- Children will be in the same group as their siblings to reduce risks of contamination. Where possible, staff will be placed with their own children for the same reason.



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- Nursery, Reception and Year One groups will be mixed. Teachers will try to ensure each child will have at least one friend with them. Children cannot change groups to be with different friends due to the complexity of the planning process. Our decision is final.
- All key children needing to access the provision on a Friday, will be placed in the Key Worker group. This is non-negotiable.
- We cannot guarantee the children will have their usual teacher; most staff will be working on a 2 days on, 2 days off rota so they can also support the learning taking place for the children staying at home.
- Groups of children and staff will not mix at all during the day.
- Once the provision opens, children who do not fall into the key worker group will not be able to be added to the list for 3 weeks. We will then review after this point to see if the uptake and guidelines change.

Routines

- Children will wear suitable clothing for outdoor PE. This could be the school PE uniform or could be shorts, T-Shirts and trainers. These need to be suitable for running. Please can you ensure your child does not wear shorts or tops that are either revealing or unsuitable for the environment.
- Children need to have sunscreen already applied at the start of the day and also bring a sun hat and **water bottle**. Please also provide a raincoat as the children WILL be outside whatever the weather. This is following our School Nurse's advice, to ensure classrooms are vacated regularly throughout the day to reduce possibility of infection, due to a rise in the viral load.
- All children will be provided with their own pack of stationery, (please do not provide your own) as well as their own art resources. They will share resources that are washable, with the other children in their group. These will be disinfected regularly.
- Packed lunches will be provided by the school for all children to minimise risk. These will be eaten in their allocated inside room.
- All doors, apart from toilet doors, will be propped open so children will not need to touch surfaces unnecessarily.
- There will be no singing taking place in the provision at any time, as this increases the viral load if anyone is infected.

Social Distancing/Other measures

- Tables in each room will be 2m apart and each child will be sitting at their own table. Social distancing will be promoted throughout the day. (i.e. non-contact games encouraged rather than tag etc.)
- Please note, that although we will encourage social distancing, we will not be able to **enforce** it for all children so this is a risk that you take when putting your child into this provision.
- Each group will share their own toilets and these doors and handles will be wiped down throughout the day by the staff in their group.
- Each group will have their own time allocated outside on the playground and on the all-weather pitch.



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- All children will have their temperatures checked at the start of the day and if their temperature is high, they will be sent home to self-isolate for 7 days. Any family members will have to self-isolate for 14 days.
- Any child with symptoms will be supervised by a member of staff wearing PPE until the child has been collected and then asked to self-isolate for 7 days.
- If, in the unfortunate event, a child or staff member contracts Covid-19, **ALL** the children and staff from that group will be sent home to self-isolate for 14 days, as per government advice.
- A risk assessment will be completed and agreed by governors and staff before we open the site. This will be available on our website.
- If your child has an inhaler, they **MUST** bring it back to school with them on their first day or they will not be allowed to stay. Please make sure the inhaler is in date.

I realise that these plans may seem extremely rigid but we have been closely following government, union and Buckinghamshire Council Health and Safety guidelines. It is my responsibility to ensure the staff and children are as safe as possible and this will always be my first priority. Ms Ryan or I will be on site at the end of a radio at all times, but we will try not to go into the allocated space for each group, again to minimise the risk. Staff have worked hard and will continue to work over half term to remove excess furniture and resources from each room, including all soft furnishings, soft toys etc.

The children returning will need to be prepared that they will not be accessing the provision as they know it. Desks are separated and regimented, classrooms are stark and empty and resources are few. If you think this will have a negative impact on your child, then I advise you to think carefully before you make your final decision.

NEXT STEPS:

- Please log onto parentmail and tick the box indicating that you agree to the above essential measures and you are still intending on sending in your child as soon as the provision opens, **by 1pm SUNDAY 24th MAY.**
- If you no longer wish to take up a place, this can be changed 3 weeks after the provision opens, then please log onto parentmail and tick the “no” box **by 1pm SUNDAY 24th MAY.**
- Please note, if we have not heard from you by 1pm on Sunday, we will **remove your child’s name from the list of attendees.**
- You will then receive notification of when the provision will be opening, your time slots for drop off and pick up, your child’s group and group leaders, along with a copy of our home school agreement for you and your child to sign and bring back on day one. **Your child cannot join the provision without a signed copy of the agreement and an updated emergency contact list.**

I hope that all your family and friends are safe and well.

Take care,

Emma Killick



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