



# Welcome Back to *Glapton Academy*

*A Guide for Parents*

September 2020

# From Wednesday 2 September 2020

- Glapton Academy will welcome back all children to all classes

| Class & Year Group | Teacher                  | Room                       |
|--------------------|--------------------------|----------------------------|
| Saplings F1        | Mrs Smith                | Nursery                    |
| Larch F2           | Miss Allmark             | Reception                  |
| Walnut F2          | Mrs Fletcher/Miss Wrate  | Reception                  |
| Willow Y1          | Mr Payne                 | Willow Classroom           |
| Juniper Y1         | Miss Johnson             | Juniper Classroom          |
| Chestnut Y2        | Miss Watts               | Chestnut Classroom         |
| Beech Y2           | Miss Gibbons             | Beech Classroom            |
| Oak Y3             | Miss Morley              | Current Alder Classroom    |
| Sycamore Y3        | Miss Brockie             | Current Orchard Classroom  |
| Rowan Y4           | Mr Philipps              | Rowan Classroom            |
| Alder Y4           | Mrs Eden-Smith/Mrs Ralph | Current Hazel Classroom    |
| Cherry Y5          | Miss Devi/Mrs Quigg      | Current Oak Classroom      |
| Hazel Y5           | Miss Cartwright          | Current Sycamore Classroom |
| Elm Y6             | Miss Edwards             | Elm Classroom              |
| Birch Y6           | Mrs Randall              | Birch Classroom            |

# Will my child have to attend every day?

- YES - the government announced on 2 July that all children in all year groups will return to school full-time from the beginning of the autumn term.
- Attendance below 96% is cause for concern and needs improvement.
- Children with attendance below 90% are regarded as *Persistent Absentees* and are referred immediately to the Education Welfare Team. This could lead to a fine being issued.
- Our Attendance panel will work with you to support your child's return to school if you are having difficulties.
- Remember that our Risk Assessments mean that school is a really safe place for children to be.

# When is it okay for my child to be absent?

- Any symptoms of Covid-19 (a new, continuous cough, a high temperature or a change in taste or smell).
- Illnesses such as fever, vomiting and diarrhoea.
- Very heavy colds.
- Medical appointments (Proof of appointment required).
- Childhood diseases such as chicken pox.
- Please telephone the school on your child's first day of illness, giving as much detail as possible.
- Please note 'sick' cannot be accepted as a reason and more details along with evidence will be required.
- Headteacher approved absence for religious observance or other exceptional or special leave.

# School Uniform

- Your child will need to be in full school uniform with every item named:
  - Red jumper or cardigan containing the school logo
  - White polo shirt with the school logo
  - Grey trousers, shorts, skirt or pinafore
  - Red gingham summer dress
  - Plain red, black, white or grey tights
  - White or grey socks for girls
  - Grey or black socks for boys
  - Black shoes (not trainers or plimsolls)
  - No nail varnish
  - Earrings should be plain gold/silver studs and a watch can be worn when a child can tell the time
  - Long hair should be tied back with plain, simple bobbles and headbands in line with school colours



# Where can I order uniform for September

- All of our new starters in Larch & Walnut Classes will receive a brand new, free school sweat top with a logo.
- Uniform can be ordered from the following suppliers:
  - Rosebuddies <http://www.rosebuddiesonline.co.uk/>
  - EMSD <http://www.emsd-online.co.uk/schoolwear/glaption-academy>
  - Just School Wear <https://www.just-schoolwear.co.uk/index.html>
- As we have had to move to the direct sale of uniform through the above suppliers, please contact them directly in case of uniform queries.

# What will My Child Need to bring to school?

- ✓ A water Bottle labelled with your child's name
- ✓ Coat if needed
- ✓ School Book Bag only (no other bags permitted) to carry your new partnership book and reading books
- ✓ Drawstring PE kit bag with PE uniform
- ✓ A lunchbox if your child is in Year 2,3,4,5 or 6 and not having a school lunch
  - Reception and Y1 will all have a free school lunch
  - If Y2 request a lunch it will also be free



# If it looks like it will be sunny...

- ✓ Please ensure your child has sun cream applied at home before the start of the school day. We cannot put sun cream on for your child.
- ✓ Ensure your child has a hat and appropriate clothing.
- ✓ Remember we now have school summer caps to order.



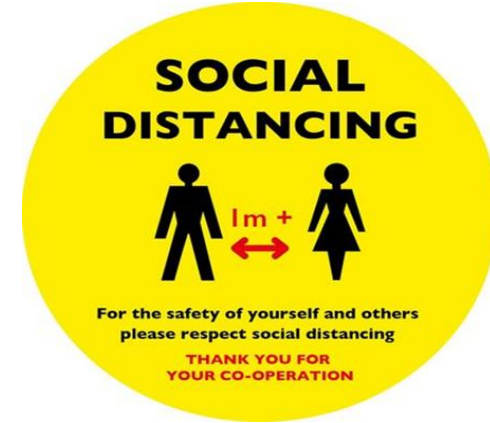


# To reduce risk when coming to the school and waiting for gates to open...

✗ Please do NOT:

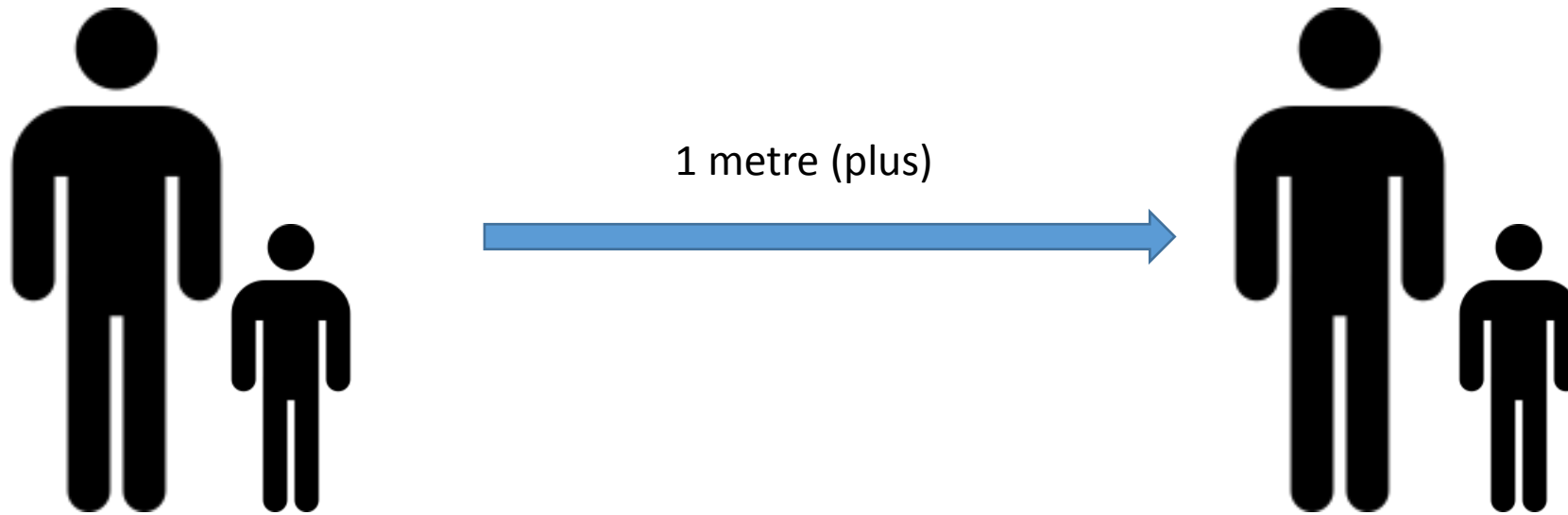
- ✗ Stand around in groups.
- ✗ Gather at the gate.
- ✗ Arrive at times outside those for pickup/drop off.
- ✗ Enter any part of the school building.

- Entry to school will be by appointment only.
- Next is what we need you to do...



# To reduce risk when coming to the school

- ✓ Only arrive during the allocated time provided to you.
- ✓ Space yourselves out at least 1 metre apart from other families.
- ✓ Only 1 adult should accompany your child(ren).
- ✓ Very quickly drop off and leave straight away.



# To reduce risk **when coming to the school**

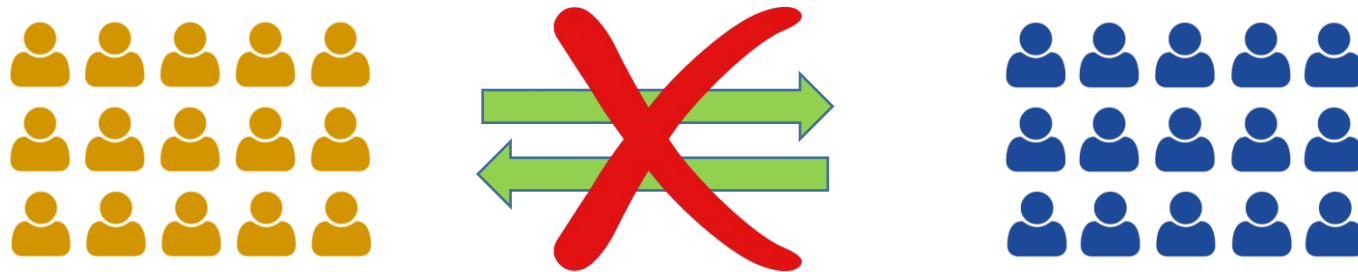
- ✓ Use the specified gates.
- ✓ No conversations with teachers except to pass on quick queries.
- ✓ Use your partnership book when you have received it.
- ✓ Mrs Hurst, Miss Devi and Mrs Pye will be available if you have a longer query and they can come and see you at the gates.
- ✓ E-mail or telephone the office if you wish to make an appointment or receive a call back.
- ✓ Remember this is not forever.

# Which gate and time is allocated to my child's class ?

| Gate                            | Time                            | Class            |
|---------------------------------|---------------------------------|------------------|
| Glapton Lane Nursery Pedestrian | 8.45am & 3pm                    | Walnut           |
| Glapton Lane Pedestrian         |                                 | Sycamore & Oak   |
| Manor Farm Lane                 |                                 | Birch & Elm      |
| Green Lane                      |                                 | Hazel & Cherry   |
|                                 | 9.00am & 3.15pm                 |                  |
| Glapton Lane Nursery Pedestrian |                                 | Larch            |
| Glapton Lane Pedestrian         |                                 | Juniper & Willow |
| Manor Farm Lane                 |                                 | Chestnut & Beech |
| Green Lane                      | Rowan & Alder                   |                  |
| Glapton Lane Nursery Pedestrian | 9.15am/12.00pm & 12.45pm/3.30pm | Saplings         |

# To reduce risk Classrooms will operate as their own Bubble

- ✓ Your child will only learn and play with the children in their group - this will reduce the risk.
- ✓ The teachers and TAs may support in a variety of classes but the children will not mix across their Bubbles where possible



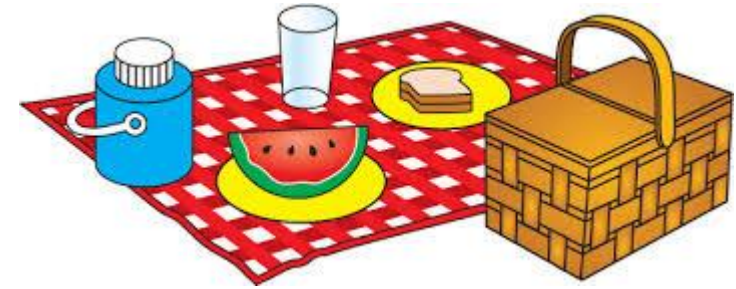
- ✓ There is a separate first aid kit for each class.
- ✓ PPE is available to staff who need to give first aid.



# To reduce risk **In classrooms...**

- ✓ Classrooms are clean, clear and really tidy.
- ✓ Children will seat facing the front and as far apart as possible.
- ✓ Children will be given their own equipment packs to use.
- ✓ Lots of lessons will take place outside.
- ✓ Classrooms will be regularly sanitised.
- ✓ Wash stations will be in every class.
- ✓ Cleaning stations will be in every class.

# To reduce risk At lunchtimes...



- We will be operating a two week lunchtime rota, except for Walnut and Larch who will eat in the Hall every day
- One week your child will go with their class into the Dining Hall.
- They will have an allocated time to eat and then to play.
- The next week lunches will be eaten in the classrooms at tables or outside.
- Your child will have chosen their meal before they come to school or at school with their teacher.
- Children will play in their allocated play zone with their allocated supervisors.

# Lunch Arrangements Week 1 and week 2

| WEEK 1<br>Time | Year Group                 | Venue                     |
|----------------|----------------------------|---------------------------|
| 12.00-12.30pm  | F1 (Own packed lunch) & F2 | Hot Meal in KS1 Hall      |
| 12.00-12.30pm  | Y3                         | Hot Meal in KS2 Hall      |
| 12.00-12.30pm  | Y6                         | Picnic Meal in Classrooms |
|                |                            |                           |
| 12.00-1.00pm   | Y2                         | Picnic Meal in Classrooms |
|                |                            |                           |
| 12.30-1.00pm   | Y1                         | Hot Meal in KS1 Hall      |
| 12.30-1.00pm   | Y4                         | Hot Meal in KS2 Hall      |
| 12.30-1.00pm   | Y5                         | Picnic Meal in Classroom  |

| WEEK 2<br>Time | Year Group | Venue                    |
|----------------|------------|--------------------------|
| 12.00-12.30pm  | F1 & F2    | Hot Meal in KS1 Hall     |
| 12.00-12.30pm  | Y6         | Hot Meal in KS2 Hall     |
| 12.00-12.30pm  | Y3         | Picnic Meal in Classroom |
|                |            |                          |
| 12.00-1.00pm   | Y1         | Picnic Meal in Classroom |
|                |            |                          |
| 12.30-1.00pm   | Y2         | Hot Meal in KS1 Hall     |
| 12.30-1.00pm   | Y5         | Hot Meal in KS2 Hall     |
| 12.30-1.00pm   | Y4         | Picnic Meal in Classroom |



# Handwashing and Hygiene

- ✓ We will ensure that all adults and children:
- ✓ frequently wash their hands with soap and water for 20 seconds and dry them thoroughly.
- ✓ clean their hands on arrival at school, before and after eating, and after sneezing or coughing.
- ✓ are encouraged not to touch their mouth, eyes and nose.
- ✓ use a tissue or elbow to cough or sneeze and use special bins for tissue waste ('catch it, bin it, kill it').



# To reduce risk

## If someone is showing symptoms of COVID-19

- We have a separate room for isolation with an adult. The room has ventilation, an outside door and running water.
- We will call all listed adults until contact is made so your child can be collected-  
*please ensure your phone number is up to date and available.*
- You will collect your child and arrange for them to be tested.
- We will use PPE if we need to be within 2m to help your child.
- There will be separate toilet facilities for anyone who is showing symptoms.

# What if I need to see someone or make a payment?

- You can see teachers and TAs very briefly when they receive your child.
- You can see a senior member of staff (including Mrs Hurst) every morning at the gates if you have an important or longer query.
- You can put a message in the partnership book.
- You can phone or email [admin@glaptonacademy.co.uk](mailto:admin@glaptonacademy.co.uk)
- You can arrange a meeting in school for issues that cannot be dealt with by the above methods.
- You must download the school gateway App and pay all monies via the app. A guide to the App has been e-mailed to you all.
- Make sure we have your up to date contact details for phone and e-mail as most communications will be electronic.

# Finally...

- We are all really looking forward to seeing you!  
We can't wait!
- Lots of children have already been back at school and really enjoyed their time in their Bubbles.
- School is a really safe and happy place and we will look after you and help you get used to all the new things.