

28.05.2020

Dear Critical Worker Parents / Parents of vulnerable children

RE: 'Need to know' details for parents / carers of children attending school from 1st June

You will have been directed to this letter by text. This means that you have responded to the survey requesting a place for your child, who has been allocated a school place from the 1st June.

Only parents who have received a confirmation text have been allocated a place. Please contact BR-admin@vennacademy.org if you have not received this.

This letter contains basic 'need to know' details for the 1st June. Full details are available on the updated risk assessment <https://brookeprimaryacademy.org.uk/wp-content/uploads/2020/05/COVID-19-Risk-assessment-updated-27-05-20-Parent-version.pdf>

The procedures detailed below apply based on the current numbers of children attending school. As this increases, changes may need to be made. The risk assessment will be reviewed on a weekly basis.

General details

- Children **do not** need to wear school uniform. They should wear comfortable, age appropriate clothing that can be washed at the end of each day. Outside learning will be taking place so suitable footwear for physical activity should be worn if possible.
- Other uniform rules apply i.e. suitable hairstyles, no makeup/jewellery (apart from basic studs and a watch) etc
- Please limit the resources your child brings to school i.e bags etc. The school will provide individual resources where possible i.e. own pencils / crayons / work desks
- We are unable to offer hot meals / food in school and therefore your child needs to bring their own packed lunch each day.
- Children should bring a labelled water bottle.
- Parents cannot enter the classroom when dropping off / collecting their child

Start / end of the day

- The academy is open from 8.40 – 3pm
- Parents can drop off / collect between 8.40 – 9.00am and 2.40 – 3pm. This 'stagger's' the amount of people entering and exiting the site to reduce the amount at 'pinch points'
- School leaders will direct parents to locations for drop off and collection (see table below for drop off points)
- Social distancing signs are visible and parents should apply these measures, ensuring they stand the 2m distance when dropping off and collecting their child.
- We are unable to offer before and after school provision currently i.e. 3-2-6 club.
- Only 1 adult should enter the site to drop off / collect their child

	Drop off / collection point	Entrance / exit to site	Other information
F1 / F2	Mrs Whitfield's door (Nursery)	Through the school carpark, through the electric gate	School leaders will direct parents and children
Y1 / Y2	Miss Hennigan's classroom	Main entrance	School leaders will direct parents and children
Y3 / Y4	Miss Merry's Classroom	Main entrance	School leaders will direct parents and children
Y5 / Y6	Mrs Marshall's classroom	Main entrance	Parents are asked to leave their child at the main entrance and allow them to walk in to school independently. Parents can watch their child to KS2 through the fencing. Children will be brought round to the front fence at the end of school. Parents of children who do not have permission to walk home independently, do not need to access the site as the children will be brought to the front fence at 3pm.
Some parents will need to collect children from 2 or more 'bubbles'. Please apply social distancing measures when doing this.			

Timetable

- The children will be placed into 'bubbles'. Due to low numbers It is likely that the bubbles will be a mixture of 2 years groups i.e. Y5 / 6
- Teachers / support staff will teach the children the Summer Curriculum, supplemented by education regarding hygiene and health and SEMH (social, emotional and mental health).

If you have any further questions, please contact me through the admin email address. Alternatively, school staff and I will be at the front of school on Monday 1st June to answer any queries.

Kind regards

Mrs Emma Levers
Head of School