

Dear parents of children who have been allocated a school place

RE: 'Need to know' details for parents / carers of children attending school

You will have been directed to read this letter, which means that your child has been allocated a place in a 'bubble'

This letter contains basic 'need to know' details for when your children returns to school into a 'bubble'. The full school risk assessment can be found at:

<https://brookeprimaryacademy.org.uk/wp-content/uploads/2020/05/COVID-19-Risk-assessment-updated-27-05-20-Parent-version.pdf>

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 make-up/jewellery (apart from basic studs and a watch) etc.
- Please limit the resources your child brings to school. School bags and PE kit are not needed. 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
- Each 'bubble' has been allocated its own area for playtime and has its own adult to support at lunchtime

Start / end of the day

- The academy has staggered opening and closing times to reduce 'pinch points'
 - Critical worker/vulnerable bubble children should attend from 9am – 3pm. They are entitled to full time (5 days per week) provision
 - Non-critical worker bubble children should attend from 9.15 – 3.15pm. They can attend part time (details of days are listed below)
- 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 ask that, where possible to Y5 and Y6 children enter the site independently of their adult. The adult can watch their child walk round to KS2 from the gates at the front of school. At the end of the day, children who are not allowed to walk home independently will be brought round to the front of school so that their adult does not have to walk onto the site.
- 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

| Bubble | Drop off / collection point | Entrance / exit to site | Attending from | Playground allocation |
|---|----------------------------------|---|--|--|
| F1 Mrs Whitfield / Miss Hodgkiss Critical worker group | Mrs Whitfield's door (Nursery) | Through the school carpark, through the electric gate | Varied | EYFS - 1 |
| F2 Mrs Aston / Mrs Smith Critical worker group | Mrs Aston's door (F2) | Through the school carpark, through the electric gate | Varied | EYFS – 2 (own classroom outdoor space) |
| F1 Mrs Baxter / Mrs Binns Non-critical worker group | Mrs Baxter's classroom door (F2) | Main front entrance | WC Monday 13 th July <u>Mon and Tues only</u> | EYFS - 3 |
| F2 Mrs French / Mrs Brown Non-critical worker group | Miss Hennigan's classroom door | Main front entrance | WC Mon 6 th July <u>Thurs and Fri only</u> | KS1 - 1 |
| Y1 / Y2 Miss Hennigan / Miss Chapman / Mrs Pursglove Both Critical and non critical worker group | Miss Saul's classroom door | Main front entrance | Varied | KS1 - 2 |
| Y1 / Y2 Mrs Head / Mrs Harhoff Critical worker group | Mr Moore's classroom door | Main entrance | Varied | KS1 - 3 |
| Y1/Y2 Mr Moore / Mrs Knowles Non-critical worker group | Mrs Head's classroom door | Main entrance | Y1 from WC Mon 22 nd June Y2 from WC Mon 6 th July <u>Mon and Tues only</u> | KS1 - 4 |
| Y3 / Y4 Miss Jackson/Miss Clegg Critical worker group | Miss Jacksons' classroom | Main entrance | Varied | LKS2 - 1 |

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|---|-----------------------------|---------------|---|----------|
| Y3 / Y4 Miss Merry /Miss Taylor Critical worker group | Miss Merry's classroom | Main entrance | Varied | LKS2 - 2 |
| Y3 / Y4 Miss Flaherty / Mrs Kendell Critical worker group | Miss Flaherty's Classroom | Main entrance | Varied | LKS2 - 3 |
| Y3 adult TBD Non-critical worker group | Miss Gough's classroom door | Main entrance | TBD | LKS2 - 4 |
| Y4 Adult TBD Non-critical worker group | Miss Gough's classroom door | Main entrance | TBD | LKS2 - 4 |
| Y5 Miss Gough / Miss Redmile Critical worker group | Mrs Brady's classroom | Main entrance | Varied | KS2 - 1 |
| Y5 Mr Thomas / Miss Dennis Critical worker group | Mr Thomas' classroom | Main entrance | Varied | KS2 - 2 |
| Y5 Adult TBD Non-critical worker group | Miss H Jackson's classroom | Main entrance | WC Mon 6 th July Thurs and Fri only | KS2 - 3 |
| Y6 Miss H Jackson Non-critical worker group | Miss H Jackson's classroom | Main entrance | WC Mon 6 th July Mon and Tues only | KS2 - 3 |
| Y6 Mrs Cheetham Non-critical worker group | Mrs Marshall's classroom | Main entrance | WC Mon 6 th July Mon and Tues only | KS2 - 4 |
| Y6 Mrs Marshall Non-critical worker group | Mrs Marshall's classroom | Main entrance | WC Mon 6 th July Thurs and Fri only | KS2 - 4 |
| Y6 Mrs Stent Both critical and Non-critical worker group | Mr Farrand's room | Main entrance | Monday 6 th July for Non-critical worker children (Thurs and Fri only) | KS2 - 5 |
| Some parents will need to collect children from 2 or more 'bubbles'. Please apply social distancing measures when doing this. | | | | |

Timetable

- Teachers / support staff will teach the children the Summer Curriculum, supplemented by education regarding hygiene and health and SEMH (social, emotional and mental health).
- As we move towards the end of term, the focus will become transition.

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 each day to answer any questions.

Kind regards

Mrs Emma Levers
Head of School