



# THE PEGASUS ACADEMY TRUST



WHITEHORSE MANOR  
INFANT SCHOOL



ECCLESBOURNE  
PRIMARY SCHOOL



WHITEHORSE MANOR  
JUNIOR SCHOOL



BEULAH INFANT &  
NURSERY SCHOOL



CYPRESS  
PRIMARY SCHOOL

Executive Headteachers:  
Mr M J Roberts & Ms L D Sampson  
Head of School: Ms N Achenbach

Monday 1<sup>st</sup> June

Dear Parents and Carers

As you are hopefully aware, your child is in one of the year groups selected for return to school from the 8<sup>th</sup> of June. For more information about the process that went in to selecting the year groups chosen for return and the risk assessment conducted prior to opening, please visit <https://www.pegasusacademytrust.org/news/parents/pat-plans-for-restarting-school-provision-from-june-1st> if you haven't already done so.

This letter aims to explain the arrangements that will be in school and the new guidance that everyone will have to follow to make sure that everyone in school can remain safe. It is important to note that the reopening of schools is subject to the government's 'five key conditions' being met. Updated guidance from the Government, PHE and other scientific advisers is being published daily and may cause us to review plans between now and 8th June. Any new cases of Covid-19 amongst our children/students and staff may also impact our ability to reopen the school. Therefore, it is important to understand that the plans set out in this letter may be subject to change.

There are also some key aspects of school reopening which I want to bring to your attention so that you can make an informed decision about your child returning to school:

- Whilst we will take all measures possible to ensure social distancing, it must be acknowledged that we will not be able to guarantee social distancing at all times
- Children will be working in groups of no more than 15 children in all cases, and children will ideally be divided into smaller groups. Children will always remain in these groups. These groups will be fixed for the whole period and groups will not mix at any time including lunch and breaks
- The staffing of these groups will be as consistent as possible with the same adults working with the group unless staff absence makes this impossible
- Your child may not be with their usual teacher or teaching assistant in their current classroom. This is because we want to spread children out into smaller groups, if possible, for parts of the day
- Classroom layout will be different to support social distancing, with set desks
- Curriculum will be different as paired and group work will not be possible
- Children may see staff wearing Personal Protective Equipment (PPE) where this is required or to deal with medical or sickness situations
- Children may wear PPE but this must be fresh for school – it can't be worn in from home. Children need a fresh set for arrival at school, and any set worn on the walk to school must be taken home by the parent. The child must be able to put their own mask on.
- The use of education resources will be greatly restricted and these will need to be cleaned more regularly

- Online learning will still continue to be provided for all year groups, including Year 5, via the website
- Finally, I would like to clarify that the government has stated that there will be no penalties for parents and carers should they decide to keep their children at home

We will be having staggered start and collection times to support social distancing. Please ensure you stick to these times for the safety of our school community. **Please remember that no parents will be permitted inside the school building.**

- **Percheron Class:** children will be based in Clydesdale and Shire Classrooms and should use the door on the Yr 6 patio area. Children should make their own way up the stairs and in through this door which will be open. If you collect your child at the end of the day, please wait on the playground opposite the bottom of the outside stair case.
- **Lippizan Class** children will be based in Suffolk and Jutland Classrooms and will use the atrium door opposite the field, when you first come through the side gate into school. This door will be open and children should make their way up the reprographics room internal staircase to their classrooms. Children can be collected from this door at the end of the day with parents waiting on the field.
- **Jutland Class** will be based in Percheron and Lippizan Classrooms. Children will come in through the door from the playground to the office area and up the main orange staircase. At the end of the day, children can be collected from the area outside this door, with parents waiting on the green asphalt.

**Your child \_\_\_\_\_ is able to attend school on Mondays and Tuesdays**

**They need to be dropped in at 9:15am and collected at 3:15pm**

From the week commencing 8th June, to allow for deep cleaning and for staff to have their entitlement of planning, preparation and assessment time so that we can maintain our current online learning offer school **will be closed to all children on Wednesdays.**

Children in Year 5 who have returned to school will be expected to attend on their allocated days and parents should phone into the office as usual if a child is going to be absent.

If you have decided that you do not want to send your child back on the planned re-opening day, but then decide later on in the term that you would like your child to come back to school, you will need to phone the office to arrange this and confirm a place. It is not possible for you to just turn up on the day without arranging in advance.

If your child has a medical condition which deems them to be **clinically extremely vulnerable**, or if another member of your household is extremely critically vulnerable, then your child should remain at home and not return to school.

If your child has a medical condition which deems them to be **clinically vulnerable**, then parents should follow medical advice if their child is in this category regarding returning to school.

Children who have a new continuous cough, a high temperature or a loss of, or change in their normal sense of taste or smell, should not come to school and should isolate at home for 7 days. If anyone in the house also displays these symptoms, the family needs to isolate for 14 days and the child cannot come to school.

If a child becomes unwell whilst at school they will be placed in isolation and parents will need to collect them as soon as possible. Please ensure that the office have up-to-date contact numbers for you. Pupils with asthma inhalers and epi-pens will need to bring these in with them and they will be kept in the classroom that the child works in, as the medical room is closed to pupils. We will not be able to administer any medications at this time and pupils needing to take medicine should either take it before they come into school or remain at home until the course of medication is complete.

We will continue to offer provision for our key worker families and for our vulnerable children in all year groups. The children currently in this group who are in Year 1 and Year 5 will be integrated into the returning year groups unless you wish your child to remain in the Key Worker provision. To prevent cross contamination between groups of children, you cannot switch between your year group provision and key worker provision.

At the end of the day, we ask parents to wait in the areas at appropriate doors and children will be dismissed by staff. Parents and children must then leave immediately. Please walk or cycle where possible and avoid public transport. Bikes and scooters can be left along the Yr4 wall opposite the green tarmac, not in the usual space which doesn't allow for social distancing.

In order to ensure that the school site is as safe as possible for all please do not congregate and maintain a 2 metre distance from others at all times. This includes whilst waiting for your child's entry to the school and whilst waiting for your child at the end of the day.

Please also ensure that you adhere to social distancing measures outside of school for the safety of our school community.

**We are not permitting parents to enter the school building.** If you need to speak to the school office, please do this via phone or [whadmin@pegasusacademytrust.org](mailto:whadmin@pegasusacademytrust.org). If you need to speak to your child's class teacher, please do this through the office by phone call or email and the class teacher will contact you at an appropriate time. Lunch and break times will be staggered and groups will eat together in the classrooms. Where possible, please send packed lunches in a disposable bag. School lunches will be delivered to classrooms in disposable containers.

Children will be required to wear their school uniform and, following government guidelines, the uniform will need to be washed daily to avoid spreading the virus. It is also recommended that children and staff who have been in school should remove clothes and wash them as soon as they get home and shower and wash their hair to keep the household safe from the virus. All long hair must be tied up and no jewellery is to be worn by children.

We are asking children to limit the items they bring to school to only a coat and lunch bag if necessary. No school bags or pencil cases will be permitted in school. Individual resource packs will be provided for each child and for their individual use. If children have inhalers or epi-pens in school, these will be kept in the classroom where they are working. If your child's inhaler or epi-pen needs replacing, please send a new one in with them on their first day back. This will then remain in school.

We will be sharing new school rules with the children once they are in school and we ask that you remind your children of the need to maintain social distance and follow the rules set out so that everyone can be safe.

When in the school buildings, movement around the school will be limited. The adults allocated to each group of children will be regularly cleaning touchpoints throughout the day in their room. The school will be more thoroughly cleaned at the end of each day and on a Wednesday. Hand hygiene will be scheduled into each group's timetable at regular points throughout the day. Cloakrooms will not be in use. Classroom resources will be organised

and separated for each group and remain in these classrooms. They will also be cleaned regularly.

Please also note, we will continue to provide FSM vouchers for those eligible children. Before and after school club will not run during this time.

We understand that all these measures mean that school will be a very unfamiliar place and that the school day will be very different from what children are used to. We will try to make the school as friendly and welcoming a place as it can be but in order to keep everyone safe we need to ensure that everyone adheres to the guidelines set out. This may be distressing for some children and you will need to take this into consideration when weighing the decision of whether or not to return your child to school. We will continue to evaluate our provision and adapt and amend as needed. This situation has definitely presented a series of challenges that those of us in education never thought we would have to accommodate and I thank my staff for rising to these challenges so willingly. Thank you so much for all of your support during this time and all your home learning endeavours.

Kind regards,

Nina Achenbach  
Head of School  
Whitehorse Manor Junior School

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