



Forest Academy
Bury Road, Brandon
Suffolk, IP27 0FP

Tel: 01842 810309
E mail: forestadmin@forestacademy.co.uk
Headteachers: Mrs A Grimes and Mrs L Rourke

March 1st 2021

Update on School Reopening Measures for March 8th

Dear Parents/Carers,

We are working hard to ensure that Forest Academy is ready to fully reopen for **all children** from Monday March 8th. As you will be aware, the expectation is that all children will return to fulltime education. We have missed the children and we hope they are looking forward to coming back as much as we are looking forward to seeing them.

To reassure and to help all adults and children understand what school will be like, we plan to return as we were in autumn term, but of course, things may change and we will need to be flexible and respond quickly to any changes in guidance. To remind you of our expectations and systems, please see below.

The school day: We will continue with our staggered start, finish and break times to ensure social distancing. Please see the table below.

| Year Group | Start Time/End Time | Entrance Route | Parents Waiting Area to Collect. It is essential to socially distance while waiting. |
|------------|---------------------|--|--|
| Nursery AM | 8.40-11.40am | Nursery double green doors. You must drop and go. | Tarmac outside Nursery double green doors. |
| Nursery PM | 12.20-3.20pm | Morning Nursery drop off at the single door at the rear of the building and collect from the double green doors. Afternoon Nursery drop and collect from the double green doors. You must drop and go. | Tarmac outside Nursery double green doors. |
| Reception | 8.45 am - 3pm | EYFS gates to Outside Area. You must drop and go. | Playground near EYFS gates to Outside Area. |



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|--------|-----------------|---|--|
| Year 1 | 8.45 am - 3pm | Classroom external door. You must drop and go. | Playground/Field adjacent to Wildflower Building. |
| Year 2 | 9.00am – 3.15pm | Classroom external door. You must drop and go on the playground. | Playground. |
| Year 3 | 8.45 am - 3pm | Decking: Parents must drop and go from the playground. | Playground near Sensory Garden |
| Year 4 | 8.50am – 3.05pm | Decking: Parents must drop and go from grassed area behind KS1 building. | Grassed area behind KS1 building. |
| Year 5 | 8.45am- 3.15pm | Via the decking, entering from the back, beside the hall: Parents must drop and go from the main gate, and not come on site. | Not on site, children to bring themselves on and off site. |
| Year 6 | 8.45am- 3.15pm | Classroom external doors: Parents must drop and go from the main gate, and not come on site. | Not on site, children to bring themselves on and off site. |

The measures we are taking to ensure hygiene and social distancing is managed as safely as possible include:

- **All adults to wear masks on site.** It is vital that parents leave the site immediately once they have dropped off and collected. Parents and children should avoid public transport. Walking and cycling is encouraged and we have provided hand sanitiser at the bike sheds. The Elizabeth Road entrance will be open at the start and end of the day. We will open the double wooden gates at the end of the staff carpark to ease congestion. However, please be mindful that this is a carpark and there may be moving vehicles.
- A one way system, please see the signs and observe the routes on the plastic fencing to divide the playground area and to provide a clear route on to/off site. Please read and follow all instructions and be aware that we may need to adjust these if we feel an alternative system is required.
- **Any child that displays symptoms will need to be collected from school immediately and be tested for COVID-19.** You must notify us immediately of the test results whether negative or positive. If the child tests positive, their bubble, including the adults, will need to self-isolate for a further 10 days, along with all members of their household.
- Currently, guidance does not require primary children to wear facemasks in school. We request that children do not wear masks for school and if parents wish them to wear a mask to walk to/from school, the mask should be removed and taken home by the parent before the child comes into school. **We will review this constantly in line with changing guidance.**
- Staff use lateral flow tests twice a week to identify asymptomatic cases. If an adult tests positive, we will need to close the bubble for close contacts to self-isolate. Adults in school will wear masks as appropriate for what they are doing and where they are working.
- Children will be in bubbles and adults will remain with them throughout the day. If another member of staff is required to join the bubble, they will be taken from the parallel year group class whenever possible.
- The school building is split into four key areas and the children will stay in the appropriate part of the building, using the allocated toilets.
 - EYFS: The EYFS area of the school

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- Year 1: The Wildflower Building
- Years 2, 3 and 4: the LKS2 area of the main building
- Years 5 and 6 : the UKS2 area of the main building
- Children will need to stay in their bubbles and allocated areas to avoid cross contamination and to minimise the impact should there be a positive case of COVID 19.
- Children will stay in their classroom for most of the day, including eating lunch, but will have access to a designated space outside for outdoor play at lunch and break time. We will also use the Forest school site.
- Desks and seats will be forward facing.
- Informal assessment for learning will help us find out where children are and what we need to do to fill any gaps. Teaching and learning will be adapted to the level and needs of the children.
- We will be cleaning key areas throughout the school day.
- Children will have their own allocated resources on their desks.
- We will limit the number of resources available to ensure they are cleaned regularly.
- **No parents are permitted in school** and we ask that you phone/email the school if you need to speak to a member of staff to avoid direct contact.
- **School attendance is compulsory.** Remote learning and packs will continue for those children not in school and will be set by class teachers. E.g. anyone needing to self-isolate or a child who is clinically extremely vulnerable.
- We will ensure children wash their hands throughout the school day and hand sanitisers are installed throughout the school.
- Detailed risk assessments are undertaken regularly following Suffolk County Council guidance and these are available on the website.
- We aim to provide **Breakfast Club for Years 2-6 in the main building** for our working parents. **This must be booked in advance.** Please email enquiries@forestacademy.co.uk We will prioritise those families that have used Breakfast Club in the past. We anticipate running a separate Breakfast Club for Reception and Year 1 children in summer term.
- Only one parent/carer should escort a child to school. Younger children may accompany the parent if there is no other option. We are operating a drop and go system and parents will need to socially distance while waiting. We recognise many parents need to get to work or may have more than one child to drop off so we request that you make the drop as quick as possible. Staff will be available to meet and greet the younger children.



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- Any Year 5/6 child who brings a mobile must give it to the class teacher, not leave it at the front office.
- Whenever possible toys and equipment, including stationery, will not be shared or used by other classes. When sharing is unavoidable, items will be wiped before and after use.
- Outdoor equipment/apparatus/climbing frames **MUST NOT** be used except under the strict supervision of school staff that will ensure it is cleaned after use.
- A selection of outside toys will be provided and these will be cleaned after every use and children reminded to wash their hands.
- Reading books and home learning can go home and be returned to school however, please keep all bags to a minimum. The bigger the bag the more your child is tempted to put in.
- School dinners will be served (hot/ vegetarian option/ jacket potato/picnic lunch). Menu to follow. These will be served in a box and distributed to the different classes.
- Please send your child's own water bottle to be used for all drinks.
- To ease cleaning, we ask that children only bring essential items in to school e.g. coats, lunchboxes, and school book bags.
- Children will be expected to wear a clean uniform each day and we recommend they change as soon as they get home.
- At the moment, we are not asking children to change for PE as the normal PE lessons cannot take place, however the children will be physically active during their PE lesson and we will keep doing the Daily Mile alongside outdoor learning and Forest School sessions.
- Please send your child in trousers/leggings and a long sleeved top for Forest school sessions. Please send waterproofs/wellies in a bag. Timetable to follow.
- The children will be spending as much time as possible outside, and we will need to have doors and windows open. Therefore, it is important that they have a jumper/sweatshirt/fleece and a coat in school.

Please understand that arrangements will be subject to change in line with further government advice. Hopefully, things will get easier and some of the restrictions will be lifted.

We apologise for the amount of information we are communicating to you at this time but recognise that for those children and adults that have not been in school recently, the prospect of returning, will be quite daunting. Please visit the Wellbeing area on the Curriculum and Teaching & Learning tab on our website to find lots of useful links to help support you and your child. From our experience of autumn term, we can make this work and the children and staff soon adapted to the new rules and systems. We are excited to be having the whole Forest community back together and thank you for your understanding and for your ongoing support.

Mrs Grimes and Mrs Rourke

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