



# Forest Academy

Bury Road, Brandon

Suffolk, IP27 0FP

Tel: 01842 810309

E mail: [forestadmin@forestacademy.co.uk](mailto:forestadmin@forestacademy.co.uk)

Headteachers: Mrs A Grimes and Mrs L Rourke

March 25th 2021

## End of Term Communication



Dear Parents/Carers,

We have made it to the end of term and generally, things have gone well with no need to close bubbles. As a school, we are working incredibly hard to maintain a safe environment for all but we need **YOU** to do your bit too. Please follow the basic hands, face, space rules on site and remember to follow the government's rules at all times. Our biggest concern is that if a family tests positive we will have to close at least one bubble in school and this causes inconvenience and disruption to so many people. Staff are being tested twice a week and this will continue throughout the holiday.

**After the holiday, the school day** 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	8.40-11.40 am	Nursery double green doors. <b>You must drop and go.</b>	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. <b>You must drop and go.</b>	Tarmac outside Nursery double green doors.



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

This term, we have introduced split eating/playtime for each year group to keep the parallel classes separate. Each class has 45 minutes for lunch; one class eats while the other has playtime outside and then this is reversed.

Just to remind you of 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.** Do not be tempted to hang about playing or chatting as this encourages families to mix and this must be avoided.
- 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 but it will be **locked promptly.** 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 is in place; use it! 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.**

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- 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
  - 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.
- 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.
- **Breakfast Club is available in the main building** for our working parents. **This must be booked in advance.** Please email [enquiries@forestacademy.co.uk](mailto:enquiries@forestacademy.co.uk) We will prioritise those families that have used Breakfast Club in the past.
- Only **one parent/carer should escort a child to school.** Younger children may accompany



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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.

- 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 into 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.
- The children will be spending as much time as possible outside, and we will need to have 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. However, it is important we all follow the rules to prevent any widespread outbreaks in the community.

Happy Holidays!

Mrs Grimes

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