



## Phoenix Infant Academy

'Together We Soar'

Principal: Mrs K Pelazza

Email: [post@phoenixinfants.uk](mailto:post@phoenixinfants.uk)

Website: [www.phoenixinfants.uk](http://www.phoenixinfants.uk)

Address:

Warrington Avenue  
Slough, Berkshire  
SL1 3BQ

Tel:

01753 521888

Tuesday 2<sup>nd</sup> June, 2020

Dear Parents and Carers,

I hope this letter finds you and your loved ones well.

I am writing to you to set out the arrangements we have made to open to more of our children from Monday 8<sup>th</sup> June.

Before I outline these arrangements, I would like to take this opportunity to thank you all for your understanding and cooperation since we had to close to the majority of our children on Friday 20<sup>th</sup> March. This period has been challenging for us all.

### Which children can return?

As per Government guidance, only children in Reception, Year 1, those most vulnerable and those of key worker parents are permitted to attend when we re-open.

If you responded to the school's survey *before 22<sup>nd</sup> May* with a 'YES' and have children in the aforementioned year groups, they can return on the dates below.

If you are a key worker family with children in Year 2 or have a child in Resource Base, you will be contacted separately to confirm your child's attendance.

### When will my child return to Phoenix Infants?

If you contacted us *before half term (by Friday 22<sup>nd</sup> May)* and have children in Reception or Year 1, your child may return on the following dates:

Reception will be returning on Monday 8<sup>th</sup> June.

Year 1 will be returning on Thursday 11<sup>th</sup> June.

### When will Year 2 return?

The Government has expressed a wish for all Primary children to return before the end of the academic year. The arrangements for this, however, have not been confirmed. We will get in touch with the families of all Year 2 children should there be any updates.

Please note that if you have a child in Year 2, they will not be able to attend school, unless we have contacted you, regardless of whether they have siblings in Reception or Year 1 who are returning.

If you need help reading this letter, please ask at the office.

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Jeśli potrzebujesz pomocy, aby zrozumieć ten list, proszę przyjść do biura.

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For your information, we have already started liaising with the Godolphin Junior Academy to ensure transition arrangements are in place for our Year 2 children joining them in September. We will communicate more information regarding this in the upcoming weeks.

### Home learning

Our 'Kids' Zone!' will continue to be updated for those children not attending. Please follow the below link:

<https://tinyurl.com/wxt8nx2>

### Protective measures we are taking in light of coronavirus (COVID-19)

First and foremost, I must emphasise that your children are precious to each and every one of us at Phoenix Infants. Protecting them remains our first priority. We have worked hard, following Government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible. However, in order for these to be effective, we must have your FULL cooperation. Anything less may undermine the safety of all within the school community. Our new measures are as follows:

- Closing the school every Wednesday to ensure a deep clean can be carried out.
- An enhanced daily cleaning schedule to ensure surfaces touched by children and staff are cleaned regularly and throughout the day.
- Smaller class groups which do not mix with any children from other groups.
- Adults assigned to one class group only with no mixing with adults or children from other groups.
- Rearranging seating in communal areas, such as the staffroom to ensure adults sit 2m apart.
- Staggering lunch and break times so children eat and play away from other groups.
- Carefully timetabled handwashing sessions to ensure children wash their hands more frequently, and hand washing as children enter the site each morning.
- Not allowing any parent/carer or external visitor onto the school site unless by prior agreement.
- Staggered start and finish times for each class.
- Reception children entering/exiting from the Devon Avenue gate only.
- Year 1 children entering/exiting from the Cinder Track gate only.
- Markings on the pavement/path at these gates to indicate the 2m distance that you must stand from others not in your household.
- Not allowing any non-essential items from home to be brought in. This includes toys, PE bags, bookbags, water bottles and non-disposable lunchboxes.
- Not allowing any items to be sent home from school. This includes reading books and communication books.
- Providing children with disposable, one-use plastic cups which they can use to drink water from.
- Providing individual stationery bags for each child which will not be shared with anyone.
- Re-organising classrooms and dining rooms so that soft furnishings and soft toys are removed.
- Ensuring each class group have their own box of outdoor toys that will not be shared with another group.

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### Staggered start and finish times

Please see below for each class' start and finish times. These are the amended times for the remainder of this academic year:

Class	Start Time	Gate Closed	Finish Time	Gate Closed	Drop off/ Collection	Start Date
Reception Blue	8:45-8:55am	8:55am	2:00-2:10pm	2:10pm	Devon Avenue	8 <sup>th</sup> June
Reception Red	9:05-9:15am	9:15am	2:20-2:30pm	2:30pm	Devon Avenue	8 <sup>th</sup> June
Reception Yellow	9:25-9:35am	9:35am	2:40-2:50pm	2:50pm	Devon Avenue	8 <sup>th</sup> June
1 Blue	8:45-8:55am	8:55am	2:00-2:10pm	2:10pm	Cinder Track	11 <sup>th</sup> June
1 Yellow	9:05-9:15am	9:15am	2:20-2:30pm	2:30pm	Cinder Track	11 <sup>th</sup> June
1 Red	9:25-9:35am	9:35am	2:40-2:50pm	2:50pm	Cinder Track	11 <sup>th</sup> June
1 Green	9:45-9:55am	9:55am	3:00-3:10pm	3:10pm	Cinder Track	11 <sup>th</sup> June

Please only arrive at your designated gate during your allocated time slot.

Only 1 adult from each household will be permitted to bring/collect children and with no other children present, where possible.

You will need to stand 2m apart on one of the markings and must not stand within 2m of anyone from another household.

Punctuality is of the utmost importance to maintain the safety of all on site.

If your child is late in the morning, you will need to telephone the school office who will seek my authorisation, or Miss Jarrett's in my absence, to allow them onto the school site. Please note, your child will not be allowed to enter during another child's timeslot. Please also do not bring your child to the office as you did before.

If you do not collect your child on time during your class' allocated time slot, you will need to wait off-site on Warrington Avenue and telephone the office to make us aware of your arrival.

Please remember SCHOOL WILL BE CLOSED EVERY WEDNESDAY.

Unfortunately, staff will be unable to engage in long conversations on the gate. There will be no face-to-face meetings for the remainder of this academic year, but we are only too happy to speak to you over the telephone. Please call the school office to arrange a telephone appointment if you wish to talk to your child's class teacher or a member of the Leadership Team.

If there is anything you feel we should know about your recent circumstances in order to better support your child once they re-join us, for example a recent illness or bereavement, please either telephone the office or email [post@phoenixinfants.uk](mailto:post@phoenixinfants.uk) so we can arrange to speak with you before your child starts.

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### Lunchtimes

Your child may bring a home packed lunch if they wish. However, these must be in fully disposable packaging exactly as we require when we go on school trips. For example, a named paper/plastic bag, plastic cutlery, disposable containers (no plastic Tupperware boxes), and a disposable drink. *ALL items will be disposed of before hometime.*

If your child chooses to have a school lunch, we will be offering a packed lunch option at school. Hot meals will not be served for the remainder of this academic year. Please find attached the amended menu.

Children will be eating their lunch and taking their lunch play in their class groups only; they will not be mixing with other children in their year group. They may be eating in different locations to before.

### Clubs / Trips / Events

All clubs, external trips and in-school events, including curriculum celebrations, Sports' Day and assemblies, are cancelled for the remainder of this academic year.

### School uniform

Children will not be expected to wear full school uniform. However, they must wear a school logo white polo shirt. They can wear any bottoms or shoes, but these must be appropriate for the weather and for a day at school. Children **must** wear a sunhat to school. Tights and/or boots in hot weather are NOT appropriate. Open toe shoes will also not be permitted as these are a safety risk. Sunglasses/umbrellas will not be permitted.

Clothes must be washed regularly. If possible, please send children into school with clean clothes EVERY DAY. If this is not possible, we ask that items of clothing are not worn for more than 2 days in a row. As we are closed every Wednesday, clothes can be washed then.

### Term dates

At present, the last day of term is *Tuesday 14<sup>th</sup> July*. The finish time will be your child's class' new staggered finish time. If this changes, I will of course let you know.

### How can I prepare my child?

As this letter has outlined, school will not be as it was. It is important you all understand this and support your child(ren) to do the same.

If you need help reading this letter, please ask at the office.

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The curriculum as it was will not be taught for the remainder of this academic year. Teachers will primarily focus on supporting children to transition back into school routines; children's well-being; and reading. However, this is fluid and may develop according to the children's needs.

I am attaching to this email a social story. It explains the ways in which school will be different. Please read this to your child(ren) and talk to them about any concerns they have. I have also uploaded it to the website within a new 'Re-Opening WC 8<sup>th</sup> June' section which can be found within the 'Parents' tab.

I have also uploaded some videos for you and your child(ren) to watch before they start back. These will hopefully help you understand what school will look like from next week. These can be found on our website. Please follow this link: <https://tinyurl.com/ybuacbz4>.

Please also talk to your child about the school's expectations for behaviour. In the unlikely event that your child is unable to follow the school's strict expectations regarding staying in their own classes/rooms, away from their peers and hygiene (washing hands with soap and water for at least 20 seconds, using tissues to blow their nose etc), we may need to reconsider how safe it is for them to attend. Please rest assured, we would communicate thoroughly with you following any initial concerns and any decisions thereafter.

Due to social distancing, some staff may not feel able to closely comfort your child as they once did (a hug, for example). Whilst this makes me feel incredibly sad, it must be respected and is a direct result of the exceptional circumstances we find ourselves in. Please speak to your child about this and explain that it may not be possible to welcome their teachers as they would like to. Please rest assured however, that all staff will continue to emotionally support all children.

### Medication / Minor accidents

If your child usually has medication in school, for example an asthma inhaler, this will need to be returned to school BEFORE the end of this week (by Friday 5<sup>th</sup> June, 12pm). Please telephone the school office on 01753 521888 and arrange to drop it off. We will not be able to accept medication on your child's start date and your child will not be able to attend school without their medication on site.

Before school closed, you received a green accident slip if your child had a minor accident including a graze or bump to the head. From now on, if this happens, you will be telephoned only. The date and time of this conversation will then be noted for our records.

### What will happen if a child at school displays symptoms of coronavirus

The current symptoms of coronavirus (COVID-19) are as follows:

- A new, continuous cough;
- A high temperature;
- A loss of, or change in, your normal sense of taste or smell (anosmia).

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If a child displays one or more of the above whilst attending school, the following will happen:

- They will be sensitively isolated straight away in a specially designated room with 1 member of staff.
- The member of staff supervising will be required to wear PPE and will maintain a distance of 2m, where possible.
- A member of admin will telephone the parent/carer straight away.
- The parent/carer will be required to come and collect their child immediately.

The child will be required to stay at home for 7 days. However, all members of the child's household will be required to stay at home and not leave the house for 14 days. The child will therefore have to be brought to school by someone from outside the household if returning after the 7 days at home.

If your child is sent home with symptoms, we would request that they get tested (please see link below) and that the results are communicated to us as soon as possible. If the test comes back negative, your child may return to school straight away.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

### What will happen if someone within a household displays symptoms of coronavirus

If you or someone else you live with displays any of the above symptoms, ALL members of your household must stay at home for 14 days, including any children who attend Phoenix Infants.



This image outlines the Government's requirements should you or a household member develop symptoms.

If you need help reading this letter, please ask at the office.

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### What will happen if there is a confirmed case of COVID-19 at school

If a child or member of staff within a class/group tests positive for COVID-19, all children and adults within that class/group will be sent home straight away to self-isolate for 14 days. The other household members of anyone within that class/group will not need to self-isolate unless they themselves develop symptoms. Public Health England will also get involved.

### Staffing

There may be different adults supporting your children for the rest of the academic year. This is the result of the enhanced safety measures required to open the school during these exceptional circumstances and the additional staffing pressures infant schools face.

There is the chance that staff absence will result in a class/group not being able to attend school for a given period. Please ensure you check your phones each morning as we will text you should your child not be able to attend for this reason. Texts will be sent by 8:30am.

### Contact numbers

Due to the aforementioned points, it is IMPERATIVE we have up-to-date contact information for you all. If you or your listed emergency contacts have changed telephone number, email or address since the school closed on Friday 20<sup>th</sup> March, you MUST telephone the school office to provide us with the new contact information before your child starts.

### Reporting Absence

As per our usual expectations, you must telephone the school between 8-8:30am on 01753 521888 if your child is unable to attend. You will be expected to give the reason for non-attendance including if it is related to COVID-19. If you give 'temperature' as a reason, you will be expected to confirm what that temperature is. You will require a thermometer to do this.

### Social distancing and risk

As an infant school, we, and wider professionals, recognise that social distancing will, for the most part, not be possible. Whilst we have put in place all safety measures possible, there is an element of risk in choosing to send your child(ren) to school. It is therefore not compulsory to do so currently and we will continue to adhere to all statutory Government advice.

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**If you change your mind and now do NOT want your child(ren) to attend Phoenix Infants for the remainder of this academic year, you MUST inform us by Thursday 4<sup>th</sup> June at 12pm at the latest.**

If you are receiving this letter and did not contact us within our requested time frame before half term (by 22<sup>nd</sup> May) but would now like your child(ren) to return, you will need to email me personally at [post@phoenixinfants.uk](mailto:post@phoenixinfants.uk) to request this. Please allow up to 72 working hours for a response and do not send your child into school until I confirm either way. Please note, due to safety reasons it may now not be possible for additional children to attend Phoenix Infants this academic year.

I thank you for your understanding and support, and I wish you and your families continued health.

Mrs Pelazza

Principal

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