



## 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 1<sup>st</sup> September 2020

Dear Year 1 and Year 2 Parents and Carers,

Welcome back to the start of a new academic year! I hope you and your families have enjoyed the summer break and that you are all well.

I am writing to you to set out the arrangements we have made to open to **all** Year 1 and Year 2 children from Friday 4<sup>th</sup> September.

### Attendance

As per Government guidance, ALL children will be expected to return on Friday 4<sup>th</sup> September. The Department for Education states: '*...it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.*'

There may be a small number of pupils unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19). In all circumstances, the school expects you to adhere to our attendance policy procedures as outlined on our website: <https://tinyurl.com/ycmj932t>.

### Home learning

Our 'Kids' Zone!' will be updated, when required, for those children not able to attend due to public health advice received (see aforementioned point). We will also ensure that if the school is required to close, for example on the advice of Public Health England due to a local outbreak, the curriculum is continued online.

In these eventualities, please follow this link: <https://tinyurl.com/wxt8nx2>.

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

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

- Ensuring an enhanced daily cleaning schedule to ensure surfaces touched by children and staff are cleaned regularly and throughout the day.

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

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- Establishing year group 'bubbles' to ensure children from one year group do not mix with children from other year groups.
- Staggering lunch and break times so children eat and play away from other year groups.
- Rearranging seating in communal areas, such as staffrooms, to ensure adults adhere to the latest social distancing advice.
- Ensuring children wash their hands more frequently and always effectively.
- Disallowing any parent/carer onto the school site unless by prior agreement. (If you are permitted on site, for example to collect an unwell child, please note **you will be required to wear a face covering.**)
- Staggering start and finish times for each class and assigning each class to one entrance/exit.
- Placing markings on the pavement/path at the gates to indicate the 2m distance that you must stand from others not in your household.
- Disallowing any non-essential toys (teddies etc) to be brought in from home (bookbags and P.E. bags are now allowed and children will be required to bring these in).
- Providing individual stationery bags for each child which will not be shared with anyone.
- Re-organising classrooms and dining rooms so that soft furnishings, soft toys and malleable materials are removed.
- Re-organising Year 2 tables so that they are forward facing.
- Ensuring each class has their own box of outdoor toys for break times that will not be shared with any other class.

### Staggered start and finish times

Please see below for each class' start and finish times. These will take effect for Resource Base children, Year 1 and Year 2 from September 4<sup>th</sup> and will be in place *until further notice*.

These timings will take effect for Reception children from Monday 21<sup>st</sup> September (more information to follow).

Please note, as the first day for Resource Base, Year 1 and Year 2 falls on a Friday, you will be expected to collect them at the Friday finish time highlighted in **GREEN** on this day and all subsequent Fridays.

Class	Start Time	Gate Closed	Finish Time (Mon-Thurs)	Gate Closed	Finish Time (Fridays)	Drop off/ Collection
Reception Red	9:00-9:15am	9:15am	3:20-3:30pm	3:30pm	2:00-2:10pm	Devon Avenue
Reception Yellow	9:00-9:15am	9:15am	3:20-3:30pm	3:30pm	2:00-2:10pm	Devon Avenue
Reception Blue	9:00-9:15am	9:15am	3:20-3:30pm	3:30pm	2:00-2:10pm	Devon Avenue

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

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1 Red	8:45-8:50am	8:50am	3:00-3:05pm	3:05pm	1:45-1:50pm	Cinder Track
1 Yellow	8:50-8:55am	8:55am	3:10-3:15pm	3:15pm	1:50-1:55pm	Devon Avenue
1 Blue	8:45-8:50am	8:50am	3:00-3:05pm	3:05pm	1:45-1:50pm	Devon Avenue
2 Red	8:55-9:00am	9:00am	3:10-3:15pm	3:15pm	1:55-2:00pm	Cinder Track
2 Blue	9:00-9:05am	9:05am	3:15-3:20pm	3:20pm	2:00-2:05pm	Cinder Track
2 Green	9:05-9:10am	9:10am	3:20-3:25pm	3:25pm	2:05-2:10pm	Cinder Track
2 Yellow	9:10-9:15am	9:15am	3:25-3:30pm	3:30pm	2:10-2:15pm	Cinder Track
Resource Base	8:50-8:55am	8:55am	3:05-3:10pm	3:10pm	1:50-1:55pm	Cinder Track

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 walk to the Warrington Avenue entrance, wait outside (please do not enter the school site) and telephone the school office. The office will then collect your child. Please note, your child will NOT be allowed to enter during another class' timeslot.

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.

Unfortunately, staff will be unable to engage in long conversations on the gate. There will be no face-to-face meetings for autumn term, 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.

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

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### Passwords

If you have arranged for an adult other than yourself to collect your child, you MUST give them the password that you have chosen and previously communicated to the school office. You must also telephone the office at least 1 hour before your child is due to be collected to give them the name of the adult. This will enable admin to pass that information onto your child's class teacher. Please note, should an adult turn up to collect your child without the correct password, the school will NOT release him/her and you will be telephoned.

### Lunchtimes

Your child may bring a home packed lunch if they wish. These may now be brought into school in non-disposable, named lunchboxes.

We are now offering hot meals once more to Year 1 and Year 2 children. Please find attached the new menu. This week is 'Week 1'.

Children will be eating their lunch and taking their lunch play in their year groups only; they will not be mixing with children from other year groups.

### Clubs / Trips / Events

All external trips and in-school events, including curriculum celebrations, are cancelled for autumn term. Breakfast club, after-school clubs and Friday Enrichment clubs are cancelled up until October half term at least. We will let you know by October 12th if they will be restarting after half term. Sporting competitions will continue to take place, but will have to do so within year group 'bubbles' and virtually. Children will obviously not be able to travel to other schools to compete. Assemblies will take place in classes and virtually for the whole school.

### School uniform

Children will be expected to wear full school uniform, including P.E. kit, and all pre-COVID-19 expectations come back into force. Leggings, boots, open-toe shoes and/or sunglasses are not permitted. Clothing must also be appropriate for the weather; for example, children will be expected to wear a warm coat, hat and gloves when the weather turns cold.

Clothes must continue to 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.

All items of clothing MUST be named in *permanent* marker/labels (no biro please as this washes out).

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### Term dates

Term dates are as originally planned. The calendar for the entire year is displayed on the 'Home' section of our website. October half term runs from Monday 26<sup>th</sup> to Friday 30<sup>th</sup> October. Autumn term finishes on Friday 18<sup>th</sup> December. Spring term starts on January 4<sup>th</sup> 2021.

### Our curriculum

As leaders, we recognise that children will have had varying experiences whilst schools were closed. In all cases, however, children have missed the vital benefits gained when attending school regularly. As a result, the curriculum for the first half of autumn term has been adapted.

The focus of the first half of autumn term for teaching staff will be supporting their new classes with transitioning back into school routines, ensuring the well-being of all within their care, and closing any gaps from the previous year's curriculum. Year Leads will be issuing more information on their 'Recovery Curriculum' in due course.

Please talk to your child about the school's expectations for behaviour. Your child will be expected to follow the school's strict expectations regarding staying in their own year groups/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).

Due to social distancing advice, 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 new 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 they start on Friday. Please telephone the school office on 01753 521888 and arrange to drop it off by 12pm on Thursday 3<sup>rd</sup> September. 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. When school re-opened in June, parents were telephoned instead. This system has worked incredibly well and ensures more comprehensive record keeping. The school will therefore be continuing with this and you will be telephoned *only* should your child require first aid. The date and time of this conversation will then be noted for our records.

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### 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).

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.
- A first aider will attend.
- The member of staff supervising will wear PPE and will maintain a distance of 2m, where possible.
- A member of admin will telephone a parent/carer straight away.
- The parent/carer will be required to come and collect their child immediately and go straight home.

The child will be required to stay at home for at least 10 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 10 days at home.

If your child is sent home with symptoms, they will be required to get tested (please see link below) and the results must be communicated to the school as soon as they are received. If the test comes back negative and your child feels well, he or she may return to school **as soon as you have received confirmation from myself** (please see 'Attendance' within the 'Parents' section of our website.)

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

If the test comes back positive, your child may return to school after 10 days as long as they do not have a high temperature, they feel well and **you have received confirmation from myself**. Your child does not need to self-isolate after 10 days if he or she only has a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

### 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.

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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 'bubble' tests positive for COVID-19, all children and adults within that 'bubble' will be sent home straight away to self-isolate for 14 days. The other household members of anyone within that group will not need to self-isolate unless they themselves develop symptoms. Public Health England will also be contacted.

### Staffing

Letters were emailed to all parents/carers on Thursday 9<sup>th</sup> July giving details of each class' new class teacher and Year Lead.

There is a small chance that staff absence will result in a class 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

We MUST have contact details of at least 3 people for each child. It is also IMPERATIVE that these contact details are up-to-date. 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 back on Friday. You must also ensure you are contactable during the day in case the school needs to call you regarding the health of your child.

### 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.

I thank you in advance for your understanding and support, and we look forward to welcoming you all back on Friday.

Yours faithfully,

Mrs Pelazza

Principal

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