

Dear Parents and Carers,

It's nearly the end of the school year and we wanted to write to you with our plans for September. I know you will have received a letter from Mr Simon Beamish, CEO of Leigh Academies Trust, outlining the general plans for all academies and this letter should now give you all the details you need. We know that returning to school is important for children, to see their friends and get back to established learning routines, but we need to plan for this safely and be able to sustain any systems in place.

In order to prevent cross-contamination:

- **no parents will be allowed through the classroom gates or into the main building (including the Front Office) - please email or phone for contact:**
contactus@langleyparkprimaryacademy.org.uk / 01622 250880
- children to wear full school uniform daily [Order online at Brigade](#)
- children will work in their class 'pod' with their Class Teacher and Learning Support Assistant. Adults will remain in the same pod as much as possible and we have tried to reduce the number of adults working between pods
- social distancing will be in place in and around the school, with staggered starts, breaktimes, lunchtimes and the end of the day
- children will be given their own set of equipment for the duration of learning
- regular cleaning of all surfaces, handles and equipment will be in place and recorded clearly
- children will be taught outside as often as possible
- Children in EYFS (Year R) and Key Stage 1 (Years 1 and 2) will continue to be entitled to a Universal Infant Free School Meal
- Children entitled to Free School Meals in Key Stage 2 (Years 3,4,5&6) will be entitled to a free meal daily - if you think you could be entitled to these please follow the link below where you will need to register [Register for FSM](#).
- All other children can either bring a packed lunch or they can pay for a school meal at a cost of £2.40 per day (cash to be put in an envelope and posted in the Olive Dining Postbox). Olive Dining Envelopes can be found next to the postbox, please label any money clearly with:
 1. child's full name
 2. child's class
 3. amount in the envelopeMenus can be found [here](#).
- parents will be asked to socially distance when dropping off and collecting their child/ren and these will be clearly marked
- children will wash their hands on entry to the school, regularly during the day and before they come home

- any child showing symptoms (high temperature/cough) will be isolated from other children and parents will collect, without delay. If necessary we will contact all staff and pupils from this pod to inform them of possible contact
- PPE will be worn by staff dealing with any bodily fluids, first aid or if a child develops symptoms
- no cash will be accepted for school payments, all payments to be made online via My Child At School
- If your child develops symptoms while at home or they are sent home from school, **they must not return until you have a confirmed negative test**

All instructions to maintain social distancing must be followed at all times by all parties.

Start and End of the day Arrangements

Year Group	Class Name	Drop Off/ Collection Point	Start Time	End Time
Nursery	Seedlings Mrs Lerpiniere	Nursery Gate	9:00 - 9:15am	3:30pm
Reception	Apollo Mrs Marsh	Apollo Gate (Back Playground via Main Fire Gates)	8:30 - 8:40am once full-time	3:00pm
	Discovery Mrs Dunn	Discovery Gate (Back Playground via MUGA Fire Gates)	8:30 - 8:40am once full-time	3:00pm
Year 1	Jubilee Mrs Fernandes	Jubilee Gate (Front of the building)	8:35 - 8:45am	3:15pm
	Enterprise Miss Schwieso	Enterprise Gate (Front of the building)	8:35 - 8:45am	3:15pm
Year 2	Jazzy Mrs Edward	Jazzy Gate (Front of the building)	8:35 - 8:45am	3:20pm
	Empire Mr Fenton	Empire Gate (Front of the building)	8:35 - 8:45am	3:20pm
Year 3	Fortune Mrs Davies	Back Fire Door (Back Playground via Nursery Fire Gates)	8:45 - 8:55am	3:20pm
	Pazazz Miss Gibbs	Back Fire Door (Back Playground via Nursery Fire Gates)	8:45 - 8:55am	3:20pm
Year 4	Ambrosia Miss Easdown	Back Fire Door (Back Playground via MUGA Fire Gates)	8:50 - 9:00am	3:30pm
	Cameo Miss Smith	Back Fire Door (Back Playground via MUGA Fire Gates)	8:50 - 9:00	3:30pm
Year 5	Melrose Mrs Mansfield	Side Fire Door (by the Nursery door)	8:50 - 9:00	3:30pm
Year 6	Kanzi Mr Dodds	Side Fire Door (by the Nursery door)	8:50 - 9:00	3:30pm
PIp SRP	PIp Miss Marchant/Miss Smith	Front Office	8:35 - 8:45	3:00pm
Bramley SRP	Bramley Miss Marchant	Front Office	8:45 - 9:00	3:15pm

Staff will be on-site directing parents/carers/children and all gates will be clearly labelled. These arrangements will be reviewed as and when necessary. We would like to encourage as many parents and children to walk to school from September onwards and remind you that we have bike and scooter racks on-site for your use. Please could we ask all children and adults to dismount their bike or scooter as soon as they reach the school gates - to avoid any accidents with pedestrians. Thank you.

It is essential that these timings are strictly adhered to, please do not arrive early for drop off or collection in order that we maintain social distancing. The school gates will be locked from 9:15 - 2:50pm so please do not arrive during these hours - you will not be admitted unless it's an emergency.

All children attending school will need to bring the following equipment daily:

- coloured pencils for their own use, which will stay in school all week in your child's learning pack (the rest will be provided by the school)
- a full change of clothes (for ALL children)
- healthy snack
- named water bottle
- wellies - they will be going outside in ALL weathers
- waterproof coat - they will be going outside in ALL weathers
- sun-cream - named (Nursery and Reception parents: please apply 8 hour sun-cream as staff are not able to apply this to children).
- hat - named

We are really looking forward to welcoming everyone back in September. For our Term Dates for 2020-2021 please click [here](#). The staff at Langley Park Primary Academy are committed to making this work for our children and to maintain all health and safety guidelines, but please do not hesitate to contact us if you require any further information. We will be sending a leaflet home for you to share with your children during the August holiday, which explains all our key information.

I will write to you before the end of term with our Prize Giving information and how this will be shared with all children and families.

Kind regards,



Mrs L Fidock

Principal, Langley Park Primary Academy