



Rise Park Academy Trust

Rise Park Academy Trust
Annan Way
RM1 4UD

Tel: 01708 761935
www.riseparkinfants.co.uk
www.riseparkjuniors.co.uk

Heads of School: Mrs K. Palmer B. A. Ed. (Hons)

Miss L. Carter B. A. (Hons) P.G.C.E.

Executive Headteacher: Mrs C. Fox P.G.C.E. N.P.Q.H

3rd September 2020

Dear Parents/Carers,

Thanks for your support and understanding over the recent period of the national pandemic crisis. Please find below a re-issue of my previous letter, sent in July, with some additional information highlighted in red, for your attention.

Our guiding principle has been to put the safety of the whole school community first. To that end, an updated risk assessment for the full re-opening of the whole school has now been completed, which helps to mitigate as much of the risk that COVID-19 presents as possible and allows us to be a COVID-19 secure environment. This will be available for viewing on the school websites before the end of term.

The following is an overview of what we are planning so that you know how the reintegration of the whole school community will work at Rise Park:

- The school will open to all pupils from Year 1 – Year 6 on Monday 7th September 2020, with Reception pupils starting part time from Monday 14th September, as separately advised. Attendance for all pupils is compulsory from this date and any unauthorised absences may be subject to fixed penalty fines being applied, as per our Attendance Policy.
- Each year group will be segregated into their own year group “bubble” which will ensure equality of opportunity within the year group and facilitate the movement of key staff between the 3 classes in each cohort
- The year groups will also be allocated staggered start and end of day times, in order to restrict the amount of footfall on the school site and enable required distancing to take place wherever possible. The year groups’ break times and lunchtimes during the school day will also be staggered for this purpose. Any pupil arriving late should report to the main office, as previously.
- **Havering Catering Service will be providing schools with a cold service initially e.g. a school packed lunch for all pupils in the Infant School and for those pupils in the Junior School who are eligible for free school meals. All other pupils’ packed lunches should be purchased via the SQUID system as usual. Lunch will be eaten in classrooms until further notice; Reception and Year 6 pupils will eat in the school halls.**
- Packed lunches should be provided in plastic lunch boxes or bags, fabric lunchboxes should not be used. Water bottles should also be plastic.
- For our early years pupils, activities will be distanced, and pupils encouraged to use outside areas wherever possible. The removal of soft toys, and resources that will be difficult to cleanse, will be undertaken.
- The year will begin with a focus on well-being and relationships. The children will be given daily opportunities to reflect on their experiences during the national lockdown through class discussions and circle times and a mini topic over three or four weeks.





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- Relationships with new staff will be developed and friendships once again strengthened after time spent apart. A broad curriculum will cover all subjects and allow for creativity and exploration.
- As the term progresses, we will be revisiting basic skills, identifying areas of learning which need readdressing and gradually linking back to existing curriculum plans, ensuring children are ready for this transition. All planning will be completed with the aim that it either can be delivered in school, or virtually at home should home learning need to be continued at any point.
- Planning will reflect the timetabling of the current school day and include supporting documents and videos via the Class Dojo platform. Structured weekly feedback will also be given to any child working from home or in school.
- Teaching groups will stay in their classrooms, year group areas or use outside areas (away from other groups) only, to enable any required distancing and an optimum traffic flow through school.
- Teaching sets will not be taking place at this time.
- **All classroom furniture will be arranged in order that all pupils are facing the front, with no more than two pupils to each table (please see the photos below of an example Infant and Junior classroom environment)**
- There will be a one-way system around both the Infant and Junior school sites; these mandatory routes are displayed for each year group on the maps appended to this letter, along with the stated start and end of day times for each year group. **Please ensure that only one adult per family drops off/collects your children.**
- **It is imperative that all health and safety guidelines regarding the drop off and collection of all pupils are strictly adhered to (e.g. that no adults remain on the school site at any time following drop off and collection of all of their children) in order to avoid any unnecessary crossing over of year group bubbles.**
- Pupils will each be allocated individual stationery equipment, consisting of a pencil, pencil sharpener and eraser. Pupils will be able to bring into school a clear, named pencil case with a set of colouring pencils for their personal use. Feedback to pupils will be mainly self-assessed, verbal, or digital.
- Extended cleaning of all used areas will take place on a regular, logged basis. There will be regular cleaning of hands during the day, and surfaces cleaned regularly. **Please do not send sanitisers into school with your child as alcohol free classroom sanitisers will be provided by the school.** All rooms will be well ventilated at all times.
- As far as possible, please submit any queries to the school office by phone/email, to limit the number of visitors on the site at any one time.
- **The only items which should be brought into school from home are books and book bags, to avoid cross-contamination wherever possible. On your child's two timetabled PE days please send your child into school in their full PE kit, in order to avoid any changing of clothes and to ensure that all school clothing can be regularly laundered.**
- Pupils are encouraged to walk or cycle to school; however wherever possible please ensure that bikes/scooters are taken home after use rather than being stored on the school site, during this temporary period.





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- All pupils should now wear school uniform every day, as per the Trust's current uniform policy.
- If your child usually has medication kept in school, please ensure that this is sent into school with your child, to be kept in school for their use. If your child has specific allergies or requires the use of moisturiser, a separate form is appended to this letter, for your completion and return, if required
- **Only internal school clubs will be run for the first half of the autumn term; as soon as additional extra-curricular clubs can be provided by the school, these will be offered to specific year group bubbles on a rotational basis to ensure equality of opportunity for all children.**

If your children or a family member should develop symptoms of COVID-19, or if they are in a period of self-isolation, then the stipulated timescales need to be strictly followed. We do not expect any child to be brought to school with symptoms, including any conditions which may cause coughing and/or sneezing.

We hope that you will see from our plans that we value the safety and health of our school community and are working through the challenges of returning to school with the well-being of everyone underpinning all that we do.

Stay safe and well.

Mrs C. Fox
Executive Headteacher
Rise Park Academy Trust.





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An Infant Classroom



A Junior Classroom





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Site Arrangements September 2020

***N.B. Back gate to be used for exiting only**

Start of Day

8.30am – Nursery

8.45am – Year 1, Year 2, Year 4, Year 6

9.00am – Reception, Year 3, Year 5

(7.9.20 – Year 3 9.15am)

End of Day

3.15pm – Year 1, Year 2, Year 4, Year 6

3.30pm - Nursery, Reception, Year 3, Year 5

Holding Areas (Pupil/Parent Collection)

Nursery – Back of Nursery (Large Junior playground – fence side)

Reception – Bike/scooter storage area

Year 1 – Right hand side of Infant playground, facing from hall
(2 classes from hall doors)

Year 2 – Left hand side of Infant playground, facing from hall

Year 3 – Small Junior playground (fence side)

Year 4 – Small Junior playground (fence side)

Year 5 – Large Junior playground (field side)

Year 6 – Large Junior playground (field side)

* Individual year group route maps to be sent out by separate Parentmail.

