



## Exceed Learning Partnership

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### *‘Innovative Education – Transforming Lives’*

27<sup>th</sup> August 2020

#### **Important Communication from the CEO:**

Dear Parents and Carers,

I hope this letter finds you and your family safe and well. The beginning of the new academic year is fast approaching, and all pupils are returning to school in line with national government requirements. We understand, with the continued concerns around Covid 19 that both yourself and your child may be feeling anxious about their return to school. Further to the letter sent in July, I wish to put your mind at rest and inform you of the robust plans we have in place to keep all pupils and staff safe on their return next week. **There is a lot of information included in this letter therefore read it through carefully to ensure you are clear about our plans.**

Our detailed **risk assessment** is available on our website. This document will be reviewed regularly and will evolve based on feedback. Please continue to contact us via email, if you have any questions.

#### **Academies to put in their admin email**

Our plans and risk assessment are based on the guidelines and statutory requirements outlined by the government and local authority. We will:

Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or have someone in their household who do, do not attend school.

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

Clean hands thoroughly more often than usual

Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

Introduce enhanced cleaning, including frequently touched surfaces

Minimise contact between individuals and maintain social distancing wherever possible

Where necessary, wear appropriate personal protective equipment

Engage with the NHS Test and Trace process

Manage confirmed cases of Covid-19 amongst the school community

Contain any outbreak by following local health protection team advice.

Further government guidance on the full opening of schools in September can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have fully reviewed and planned out all movement of pupils around the academy sites to ensure government guidance is followed. We are aware that government guidance can change and we will monitor this closely and react accordingly.

### Return dates:

**Wednesday 2nd September** is the start date for all pupils in Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. Reception and nursery have been contacted by each academy with their plans for start dates.

Each academy has sent out a letter with allocated entry and exit times for each year group. Please ensure that you know the times for your child/ren.

Please ensure that you arrive at this allocated times as we are trying to reduce the number of people on site for arrival and exit. Each academy has planned the routes for how you enter and leave the site. Please ensure that you follow these.

**We are trying to reduce any lateness so that we can safely admit pupils whilst also managing the numbers on site. Please contact the academy office by telephone if you are going to be late so they can plan the arrangements for your child/ren. We accept that this may happen on odd occasions however we will not be able to accommodate this on a daily basis so parents must ensure that their child/ren arrive at the allocated times.**

### Academy Routines:

To restrict social interaction with other classes / year groups, pupils will be working in 'bubbles' for lessons, break and lunch times. We will be restricting the movement of pupils around the building. Pupils and staff will be required to follow a one-way system around the building to reduce the possibility of unnecessary interaction with others.

We will be practising social distancing, where possible and employing regular opportunities for frequent hand-sanitising. There will be hand sanitiser available for pupils in every classroom and at key points around the building including entry and exit points. We have timetabled handwashing within our daily routines so that pupils and staff know that this will be a frequent activity that we do. This worked very well in the summer term.

On the first day, Teachers will discuss all the routines with the pupils. We will then practise these throughout the week so that pupils understand these. This will take time, but as with all routines pupils will become familiar with these and it will become the norm. We will ensure that these are done in a positive way with the pupils and use our reward systems to support our pupils to understand them.

In the event that a pupil or member of staff becomes ill, they will be isolated into the zoned areas. Parents will be called to collect the pupil and arrangements made for a test to be administered. If a positive test is returned, then the bubble will be requested to self-isolate for 14 days. If a negative test is returned, then the pupil will return to the bubble when they are well again.

Pupils and staff will not attend if they are showing any symptoms of Covid-19.

### Curriculum Lessons:

All academies have been working hard to re-organise the curriculum. We have also been holding training sessions with all staff on the social and emotional aspects of learning and pupil well-being. We have implemented six principles that will drive all learning in our academies:

# Engagement and Physical Activity

# Learning: Creative and Academic

# Personal Development and Emotional Well-Being

Initially we will start by building the confidence and self-esteem of our pupils. We will then understand the starting points of all our learners in order to plan personalised provision to meet their needs. I have developed training for each academy on these processes so that teachers are confident in strategies and approached we are implementing. We will also continue to provide feedback to parents regularly on your child/ren's progress.

Within our Trust, we are confident that pupils will 'catch-up' any missed learning. We have also revised our programmes and improved our curriculum offer which we feel will best meet the needs of our pupils in each academy. Our aim is to 'build back better!' We are excited about these developments!

## **School uniform and Face masks**

Pupils will be expected to wear full school uniform. The government has made it very clear that it is safe for pupils to attend school in their uniform and that this will not need to be washed on a daily basis. Staff can wear a face mask in school, if they wish, but there is no expectation that pupils will require face masks as they are under the age of 12. Personal protective equipment will be worn to provide any first-aid to pupils and intimate care.

## **Attendance**

Government guidance has made it very clear that it is vital for all children to return to school in order to minimise the possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. This means that from September the usual rules on school attendance will apply, including:

- It is the parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- It is the school's responsibility to record attendance and follow up absence
- Please contact the academy by phone or email if your child is ill and will not be attending

At Exceed, we do not want to have to issue sanctions if at all possible, therefore we encourage parents to discuss any specific anxieties they have about sending their child/ren to school.

## **Equipment**

Pupils from Year 1 – Year 6 will have individual equipment packs, including pens, pencils, rulers etc. Within early years, all equipment used will be sanitised daily.

Where any equipment has to be shared, it will be used by one class and then sanitised before the next class uses this.

At break times, each class will have their own equipment box and this will be cleaned after each use.

## **Break and lunch time**

Break and lunch times are staggered during the day to avoid mixing of year groups and to enable cleaning to take place in the classrooms and in the lunch hall. Water fountains will not be available for use so please ensure a clear water bottle is provided containing water only. Drinks will be provided in the lunch hall.

At lunchtime pupils will be rotated in the lunch hall. Each academy has implemented their own procedures due to the size of the hall and pupil numbers. Full details of menus will be on the academy website. Pupils will hand sanitise before and after eating (dispensers are available). The parentpay system will be used for payment of meals taken from the academy.

## **Use of Transport**

Due to the need to keep the times for entry and exit staggered, we are hoping that this alleviates the amount of cars around the academy sites. We are encouraging you to walk your child/ren to school in order to ensure that we do not have the build-up of vehicles. Please ensure that if you have to use your vehicle to transport that you park away from the academy site and walk the final distance. Please ensure that you park in the allocated areas where the academy has advised.

## **Behaviour**

The Academy's behaviour policy has been updated to respond to the unique circumstances of the Covid-19 outbreak. The safety of pupils is of paramount importance and therefore pupils will be reminded of the high expectations that we set in each academy. Please can you ensure that you reiterate this with your child/ren as we need to ensure that all pupils are safe within the site and that they are not putting other pupils or staff at risk with their choices.

## **Home/School Communication**

In order to ensure safety, all parents/carers are asked to contact the academy via telephone or email:

**Academy telephone:**

**Academy email address:**

If you need to speak with the class teacher, then you need to contact the academy and a meeting will be planned, either remotely or face to face if required, with social distancing measures.

Please ensure that you do not, just turn up at the academy office without a planned appointment so that we can manage the flow of people within the academy and so that we do not have any cross-contamination as much as we possibly can.

Finally, I will continue to update our parents/carer, with any new government guidance that we are required to implement and ensure regular communication is on-going from the academies.

I want to reassure all parents again, that the education and safety of our pupils and staff are paramount in our planning, as well as the need to provide continuity in education for our pupils.

**We are looking forward to seeing your child/ren next week and trust that you will support our academies fully, in ensuring that the transition back to school is positive and safe!**

**Please do not hesitate in contacting us, if you require any further information.**

**Yours sincerely,**

*B.A. Nixon*

**Mrs B.A Nixon  
CEO**



**Mr John Blount  
Chair of Directors Board**

