

# James Elliman Academy

March 2021

## **RE: Plans for the Reopening School for all Children March 2021**

Dear Parents/Carers,

I hope you are safe and well and are looking forward for the children to return to school – we definitely are!

Following Government guidance released on Monday 22<sup>nd</sup> February 2021, **all children will return to school from Monday 8<sup>th</sup> March 2021**. Please find below a reminder of the current measures that will be in place, in line with the government recommendations. **Safety will continue to be the priority.**

There will continue to be **strict social distancing measures** in place and social mixing between children, staff and parents/carers will be kept to a minimum. All children will not mix with children outside of their year group bubbles and parents/carers will not be allowed in the school building and beyond the playgrounds at any time. Staggered start and end times for each year group will continue, with KS1 (Reception, Year 1 & Year 2) using the back gate only and KS2 (Year 3, 4, 5 & 6) using the front gate only for entering and exiting the school site. Nursery will continue to use the Nursery gate however parents/carers will not be allowed entry through the Nursery gates. Sibling drop off and collection arrangements will be the same as those put in place during the Autumn term.

- **Attendance will be compulsory for all children from 8<sup>th</sup> of March.** Any absence that is not related to illness will be unauthorised and will result in fines being issued in line with government guidance. All absences should be reported to the office through the school phone number, in line with the expected absence procedures.
- All children will be required to wear full school uniform and have the correct P.E kit as per usual. These items should all be labelled as there will be no provision for lost property collection due to increased hygiene issues.
- There will be no central place for lost property. Children will need to take responsibility for their own belongings so please make sure everything is clearly labelled.
- Children will be required to bring in their own stationary and pencil cases to avoid sharing of equipment. This should include One Berol handwriting pen, dark blue ink, One Slim barrel dry wipe pen, black ink, 3 HB pencils (regular length), Plain eraser, Pencil sharpener, 30cm (12”) ruler, A small set of coloured pencils (not felt tips), One Glue Stick, One packet of tissues – to be labelled so your child can identify their own pack, Highlighters -Please do not put the following in your child’s pencil case: Scissors and Compasses.
- Parents will be required to wear masks while on the school premises.
- No parents/carers will be permitted to enter the school building without an appointment. Parents/carers will line up to drop children off with a 2M distance maintained at all times. Children will be guided to classrooms by staff and parents/carers will not be allowed beyond allocated points on the playgrounds.
- All children will have a staggered start time with different gates used for each key stage. Please see details below:

- Reception** - Back Gate (children will start school at 8.35am)
- Year 1** - Back Gate (children will start school at 8.50am)
- Year 2** - Back Gate (children will start school at 9.05am)
- Year 3** - Front Gate (children will start school at 8.35am)
- Year 4** - Front Gate (children will start school at 8.50am)
- Year 5** - Front Gate (children will start school at 9.20am)
- Year 6** - Front Gate (children will start school at 9.05am)
- Nursery** timings as usual. AM 8.30-11.25 and PM 12.30 – 3.15pm

**All siblings should be dropped off at the earliest drop off time of the youngest child in the family.**

James Elliman Academy  
Elliman Avenue  
Slough  
SL2 5BA  
  
T: 01753 810686  
F: 01753 790816  
E: jeaoffice@theparkfederation.org

The Park Federation Academy Trust  
Phelps Way  
Harlington  
Middlesex  
UB3 4LQ  
  
T: 020 8573 3453/0638  
F 020 8813 6189  
E: tpfoffice@theparkfederation.org

Mrs Tajinder Johal  
Principal, James Elliman Academy  
  
Dr. Martin Young  
Chief Executive & Federation Principal  
myoung@theparkfederation.org

- There will be clear entry and exit paths labelled to guide parents when dropping off. Where possible please have only one person drop off and arrive for collection which will minimize adult to adult contact.
- Children are only allowed to bring the following items to school; lunchboxes, hats, coats, books and stationary in their own bags or book bags.
- Hot lunches will resume as normal. The school lunch menu will commence from week 1 and is available on the school website as usual. Children can bring in packed lunches as per usual but no children will be allowed to go home for lunch.
- School will need to be informed in advance if children need to attend any medical appointments during school time.
- All children will be required to follow the amended behaviour policy changes related to Covid 19. This will include procedures related to safety and rules related to social distancing.
- All children will be required to be accessing Google Classroom for homework provision and if needing to self-isolate. This is in line with the government expectation of a home learning provision in place if further lockdown procedures need to take place in the future.
- Breakfast club provision will commence from Monday 8<sup>th</sup> March 2021. Parents/Carers will be required to book through parent pay as arranged in the Autumn term.
- All children will have a staggered collection time with different gates used for each key stage. Please see details below:
  - Reception** - Back Gate (children will finish school at 2.45pm)
  - Year 1** - Back Gate (children will finish school at 3.00pm)
  - Year 2** - Back Gate (children will finish school at 3.15pm)
  - Year 3** - Front Gate (children will finish school at 2.45pm)
  - Year 4** - Front Gate (children will finish school at 3.00pm)
  - Year 5** - Front Gate (children will finish school at 3.30pm)
  - Year 6** - Front Gate (children will finish school at 3.15pm)
  - Nursery** timings as usual. AM 8.30-11.25 and PM 12.30 – 3.15pm

**All siblings should be collected at the latest collection time of the oldest child in the family. Year 5 and 6 children will be allowed to walk home alone but parents will need to provide permission of this through writing to the school office. All children in Nursery, Reception and Year 1 must be collected by adults above the age of 18.**

Our main priority will always be to ensure that school is a safe environment for both our children and staff. **Please follow the government guidelines and do not send your child to school if anyone within your household is displaying Covid19 symptoms.**

**Further guidance and detail is provided in the attached School Risk Assessment and FAQs for parents/carers which will also be available on the School Website.**

Hopefully through working together and adhering to these safety measures, we can make the children's transition back to school as safe as possible.

Thank you for your continued support, patience and understanding during this time.

Yours Sincerely,



**Mrs T Johal  
Principal**