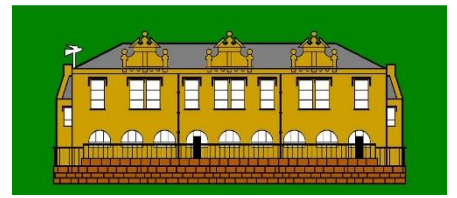




**Trust Business Manager**  
Mrs J Burton



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**Executive Head**  
Mrs. R Denham

1<sup>st</sup> March, 2021

Dear Parents/Carers,

**Opening of school for all children from the 8<sup>th</sup> March, 2021.**

I hope this letter finds you and your family well. Following the latest decision from the Government and the Department of Education, we are delighted to be able to welcome **all** children back into school on a full-time basis from **Monday 8<sup>th</sup> March**.

*We are going to need to work together to keep us all safe and ensure school can remain open. To minimise the risk of transmission of coronavirus (COVID-19) the things which were in place before like staggered start times, social distancing at drop off and collection, wearing masks, increased hand washing, class pods/bubbles will continue. In addition, school staff will carry out lateral flow tests twice a week.*

**Arriving and leaving school -**

- Start and finish times will be staggered (**please see table overleaf as timings and gates may differ from before**).
- There will be 2-metre markings on the floor with a queuing system in operation.
- You must arrive at your allocated time. **Please do not arrive early.**
- Parents will be directed to queue with their children up the main drive and in the bottom yard (dependant on entry point) to avoid congestions on the side of the main road. 2 metre markings will be in place.
- Children must remain with parents whilst queuing and not run around, to avoid mixing with other class pods/bubbles.
- Siblings can arrive together.
- Families with a child in Years 3 and 4 should use the bottom gate for drop off and collection. Siblings of children in Year 3 should arrive at 8.50am and siblings of children in Year 4 should arrive at 8.40am.
- Families with a child in Reception, Years 1, 2, 5 and 6 should use the main gate for drop off and collection. Siblings of children in these years should arrive and be collected at the youngest siblings allocated times.
- Only one adult should drop off and pick up your child/children.
- All adults should wear masks on drop off and collection unless exempt.



Year	Drop off (time)	Collection (time)	Gate
Reception	8.50 am	3.10 pm	Main
Year 1	8.40 am	3.10 pm	Main
Year 2	8.50 am	3.20 pm	Main
Year 3	8.50 am	3.20 pm	Bottom
Year 4	8.40 am	3.10 pm	Bottom
Year 5	8.40 am	3.10 pm	Main
Year 6	8.50 am	3.20 pm	Main

All daily absences should still be reported to school before 9.30am via telephone.

**Parking** - It is recommended that where possible you walk to school; however, if you need to arrive by car, please do not park on or near the zig-zag yellow lines outside the school entrance or on the pavement near the pedestrian island. There is ample parking on Tenterfields and we encourage you to use this.

**Year Groups** - Each year group will be kept in a separate pod/bubble and will not mix with other year groups throughout the school day. Break times and lunch times will be staggered, and children will have separate outdoor areas. Staff will only move between year groups to provide cover or to facilitate specialist teaching. This, however, will be kept to a minimum to ensure the safety of all children and staff.

**Children's belongings** - Children **MUST** bring their own water bottles from home and these will remain in school until the end of half term. Bottles will be cleaned at the end of each day by a member of staff - this is to reduce items going to and from school. With this in mind, please ensure that no personal belongings such as teddies/toys/pencil cases are brought into school. Book bags and PE bags only.

**Increased hygiene** - Children will be provided with equipment, at their own workspace, where possible. Children will wash their hands regularly throughout the day, including before and after break times and lunchtimes. Hand sanitisers will be available in all areas around school. Regular cleaning of frequently touched services within school will take place throughout the day. Good respiratory hygiene will be in place with closed bins in each classroom for the safe disposal of tissues. Full school uniform should be worn. The latest government guidance states that uniforms do not need to be cleaned more often than usual. We recommend that all children come to school with a school jumper as windows will be open in classrooms to increase ventilation.

**Lunches** - Hot dinners will be available. Further details and menu choices will follow shortly.

**Reminder of symptoms of Covid-19** - If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the Internet.

In the event of a positive test within our school community, we will immediately contact the local health protection team. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with us, in this situation, to guide us through the actions we need to take.

**Personal Protective Equipment (PPE)** – Government guidance states that it is not necessary for staff to wear full PPE (masks, gloves and aprons) unless a child becomes unwell with symptoms of coronavirus and needs supervision until they can return home. PPE equipment is readily available in school should it be needed. Staff will wear masks in the general areas around school.

**Transition** – For those children that may be a little apprehensive about returning to school after such a long time at home, we will do our utmost to help children settle back into school, this will include a range of different activities. We appreciate that every child is different, and that every child will have had a different experience during lockdown. If you feel your child has been adversely affected by lockdown due to, for example, bereavement or a change in family circumstances, then please let school know. We can then make additional transition arrangements for your child and discuss any support your child may need.

**Things you can do before children return** – During this time, we will try and make school feel as normal as possible for your child, however, as you can appreciate, school will be somewhat different. Here is a list of things you could do to help prepare your child for school:

- Remind your child about how the school will run, for example, not mixing with other years, washing hands more often etc.
- Revise good hand hygiene and good respiratory care with your child (Catch it, bin it, kill it).

**LOOSC** – The out of school club will be running as normal from 8<sup>th</sup> March.

I have tried to cover the main things which you need to know but I am sure questions will arise as we move forward. We may need to make adjustments to our plans as we welcome the children back into school, as planning, but I will keep you fully informed of any changes.

We are looking forward to seeing you all on Monday 8<sup>th</sup> March.

Kind regards,

Mrs Greenwood.