



**THE BAIRD  
PRIMARY  
ACADEMY**

Parker Road, Hastings,  
East Sussex, TN34 3TH

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Principal: Carly Welch  
4<sup>th</sup> March, 2021

Dear Parents and Carers,

### Re: Returning to school on 8<sup>th</sup> March 2021

As you will be aware, the government has announced that all pupils are expected to return to school on 8<sup>th</sup> March. Attendance from this time will be mandatory and all pupils are expected to attend. Since the announcement, we have been reviewing the latest guidance and updating our COVID-19 risk assessments to ensure we have the necessary control measures in place to continue to minimise the risk to our pupils and staff. We have spent considerable time planning re-opening to ensure the safety of our pupils and staff.

**All pupils will return to school on Monday 8<sup>th</sup> March.**

**If you borrowed a laptop from the academy, please drop this into the office during week commencing 8<sup>th</sup> March.**

The plans below set out what to expect when we reopen our gates on Monday morning. As we are all aware, government guidance and restrictions are regularly changing, so our plans are still subject to final review, however unless there are any significant changes from the government, re-opening will take place as follows.

#### Drop off and Pick up

We will be operating normal opening hours, five days of the week. The office phone lines will therefore be open between 8.30am and 4.00pm.

All pupils in Reception to Year 6 should come to school between **8.30am and 8.45am**.

EYFS and KS1 pupils should continue to enter via the Elphinstone Avenue entrance. Pupils in Reception and KS1 will continue to go straight into their classrooms via the KS1 doors.

KS2 pupils should continue to enter via the Parker Road entrance. Pupils in KS2 will continue to line up on the playground in a social distanced manner, before being collected by their teacher at 8.45am.

We are unable to offer spaces for parents to wait if they are early onto site and equally unable to manage pupils being late. We will also be operating a drop, kiss, go system so there will be no waiting on site. Parents will arrive and drop their child straight away at the designated entrance. Please support us with these complex arrangements to ensure your child's safety, and arrive at the designated time.

A one-way system will be in place which requests that parents and pupils walk in single file lines on the left hand side of the paths.

Please be aware that, due to the current restrictions and the fact that bubbles of children cannot mix within school, all pupils will be waiting outside for collection. It is therefore advisable that you send your child with weather-appropriate clothing.

At the end of the day, pupils in Reception and KS1 will be collected between **3.00pm and 3.15pm** from the KS1 doors – we ask that parents are patient and ensure they social distance at this time to keep our staff and other parents safe.

Pupils in KS2 should be collected at the following time:

- Year 3 – 3.10pm (from KS2 playground gates)
- Year 4 – 3.20pm (from KS2 playground gates)
- Year 5 – 3.30pm (from KS2 playground gates)
- Year 6 – 3.30pm (from green gates by the office)

**Only one parent will be allowed on site to drop off or collect their children. No secondary-age siblings will be allowed on site with parents at these times.**

Parents are expected to wear a face covering on site at all times (unless indicated by an exemption lanyard). Parents are also expected to social distance from other parents at all times.

We would kindly ask that you do not gather in groups at the gates, either before or after drop off, as this stops other parents from being able to social distance. Please collect your child and move away from the academy site.

### Bubbles

Each year group will form a 'bubble' e.g. all pupils in year 6 (60 pupils) will form one bubble. Whilst adults are able to move between bubbles, ensuring social distancing, pupils will have limited movement between bubbles. Therefore, the majority of pupils will not have contact with any other year groups in school throughout the day. We recognise that siblings will be in different bubbles however would advise parents where possible to limit contact with any other pupils in different bubbles.

## Safety Measures

We have numerous measures in place to keep our pupils and staff safe. Some of these include:

- All staff will be tested for Covid-19, twice a week, using a Lateral Flow Device
- Classrooms arranged to promote social distancing.
- Timetabled hand washing throughout the day
- Hand washing stations in every classroom
- Hand sanitiser available and used regularly
- Additional cleaning of both classrooms, corridors and resources
- Individual stationery packs for pupils
- Explicit teaching of hygiene and hand washing
- Posters and visual cues for pupils throughout the academy to promote good hygiene and hand washing
- Reduced furniture in classrooms to enable greater social distancing
- One way routes in and out of the academy with clear social distancing markers in place
- Social distancing within corridors
- Staggered playtimes and lunchtimes – this means that bubbles will not come into contact with any other bubble throughout the academy
- Play spaces will not be shared between bubbles
- Equipment will not be shared between bubbles without through cleaning or quarantining
- Online assemblies to ensure bubbles do not come into contact with other bubbles
- Supervision within communal spaces to ensure that pupils do not come into contact with those from other bubbles

In addition, from 8<sup>th</sup> March all staff will wear a face covering when in corridors or communal spaces, as well as when they are out meeting with parents or unable to social distance.

## Lunchtime Arrangements

All pupils will need to bring a water bottle into school. This should be named and remain in school for the week. We do not have the facility to give the children individual cups therefore parents MUST provide a water bottle to enable children to remain hydrated throughout the day.

Parents can continue to either provide their child with a packed lunch or request a school meal through Parent Pay. Pupils entitled to Free School Meals will be able to order a free meal on Parent Pay.

Parents must order their child's meal through Parent Pay in advance. If a child does not have a dinner ordered, they will only be able to have a jacket potato on the day.

Lunchtimes will be staggered and pupils will be able to eat in the canteen / lower hall. These areas will be cleaned prior to the next bubble of children commencing their lunchtime.

## Uniform

Please be reminded that **all pupils must return to school in full school uniform**, including a tie (year 1 to Year 6) and plain black trainers or school shoes. Uniform is not negotiable and we will be addressing this with parents where inconsistencies occur.

Pupils do not need to bring any additional belongings into school other than their water bottle and lunch box, as well as their PE kit – they should not bring pencil cases or any toys into school in an attempt to limit the spread of infection. Please ensure all belonging are named as unnamed lost property will have to have a period of isolation before being claimed.

### Contacting Class Teachers

Unfortunately, the above arrangements mean that it will be challenging for parents to speak to class teachers as often as they may have done previously. If you wish to speak to your child's class teacher please email [office@thebairdprimaryacademy.org.uk](mailto:office@thebairdprimaryacademy.org.uk) or alternatively phone the main office and request that the teacher phones you back. In line with our risk assessment we will be discouraging parents from accessing the main office in person. There will be many staff out on the playground at the start and end of the day – please feel free to approach one of these staff (adhering to social distancing) or to contact the office by phone or email.

I want to thank you for your ongoing support, cooperation and understanding. I know that these arrangements do not make things easy for some families, however I would ask that you support us in keeping your child safe and follow the measures listed above. As ever, if you have any queries, please do not hesitate to contact me on [principal@thebairdprimaryacademy.org.uk](mailto:principal@thebairdprimaryacademy.org.uk)

I look forward to seeing you all on Monday.

Yours sincerely,



Mrs C Welch  
Principal