

Further Update Regarding Wider Opening of Richmond Academy in September

Dear Parents and Carers,

Further to Trustee's approval, I am writing to give you information about the arrangements to open our academy to all children from September. We look forward to welcoming all our children back in the Autumn Term.

Ordinarily we have 475 pupils in our academy. As you know, in the last few months, we have had around 52 pupils in school due to lockdown measures. As a result, both staff and children have to get used to working differently in order to minimise the risk of infection. This means that we've had to make decisions about the following three areas for the Autumn Term.

Date of Return in September

We will take 2 training days on Tuesday 1st September 2020 and Wednesday 2nd September 2020. This will replace the training day originally planned for Friday 23rd October 2020.

We are also going to be phasing the return to our academy for our children too. Many children need to learn about our new procedures because they have been learning remotely at home for quite a while. Please see the table below for the phased return to our academy:

Date	Classes coming into school	Details (times / days etc). (timings just for their first day back then revert to normal school day timings)
Thursday 3 rd September	Year 6	Arrival 8:30am – 9am at the main entrance
	Year 4	Arrival 9am – 9.30am at the main entrance
	Year 1	Arrival 9:30am – 10am at the back gate
Friday 4 th September	Year 6, 4, 1	Arrival 8.30am – 9am
	Year 5	Arrival 9:00am - 9:30am at the main entrance
	Year 3	Arrival 10am - 10:30am at the main entrance
Monday 7 th September	Reception	Arrival 9am – 9:30am at the main entrance
	Jade	Arrival from 9:15am at the back gate
Tuesday 8 th September	Nursery & Pre-School (am)	Arrival 9:30am – 10am
	Nursery & Pre-School (am)	Arrival 1pm – 1.30pm

As a parent you will not be able to come on to site. A member of staff will meet your child at the main entrance/back gate and we will ask your child to stand on one of the social distancing markers outside the academy until it is time to go in to the academy. All children will sanitise their hands as they enter the building.



At home time there will be a one way system in place for collecting children. Parents will need to enter the school site at the main entrance/back gate and wait for your child to come out. There will be markings and staff available to support this during the first few days.

Preparation, Planning and Assessment (PPA)

Normally, teachers have time out of class for PPA on a weekly basis which is covered by other staff members. To minimise the number of adults working in any class bubble, we've decided the best way to achieve this is to close our academy for half a day a week during the Autumn term. **As from Monday 7th September, we will close for PPA on a Monday afternoon from 1.30pm.** This will help in minimising the risk of infection and the need to close bubbles which can be disruptive.

Before and After School Activities

Children will be able to have breakfast in their classroom **from 8.30am.** Our after-school clubs will not start straightaway as it is important that we settle all children in our academy first. We will review this as the term goes on and will let you know when we can start some class bubble clubs. We hope you understand the reasons for these decisions as part of our re-opening procedures. We wanted to let you know about these changes now so that you can make any arrangements you need to take account of them.

Thank you for your continued support and patience. We look forward to welcoming you back in September.

Yours sincerely

Mrs Rahman

Principal