



Wednesday 2nd September 2020

Dear Parents & Carers,

Update on Plans for Re-opening Oak Hill Academy on Monday 7th September 2020

Oak Hill Academy will re-open to all children on Monday 7th September 2020. I thought it would be helpful to provide further details about how we are addressing the most recent Department for Education (DFE) government guidance (24th August) for our re-opening.

It is my duty to inform you that school attendance becomes mandatory again in September 2020; any non-attendance could result in parents being fined. Please contact us if you have any specific Covid-19 related attendance issues or concerns and we can advise you further.

School Day Timings: We are required to stagger the entry and exit times and access routes for pupils. Staff will be on hand to assist and support parents and children during morning arrivals. We politely ask that all parents try their best to socially distance as far as possible when dropping off or collecting your children.

Arrival Times for each Year Group:

- **Upper school Arrival (Year 5 and 6 pupils) must stagger entry to the school using the dining hall entrance from the road** at the following times:
Year 6: 8:40am
Year 5: 8:50am
- **Lower school Arrival Year 3** must enter the school using the ramp entrance by the site manager's house at the following times:
NEW Year 3: 9am for the first day then 08:50am each day onwards
- **Lower school Arrival (Year 4 pupils)** must enter through the main reception entrance at the front of the school at the following times:
Year 4: 8:40am

Departure: Staff will be on hand to assist children as they leave the school.

- **Lower school Home Time (Year 3 and 4 pupils)** must exit the school in the following ways:
Year 4: 3:15pm onwards Pupils will exit through the Reception door and parents can collect them from the school car park area
NEW Year 3: 3:15pm onwards Parents can wait and collect from the year 3 designated parent area outside the year 3 door at the bottom of the ramp
- **Upper school Home time (Year 5 and 6 pupils) must exit the school using the dining hall entrance from the road** at the following times:
Year 6: 3:20pm
Year 5: 3:15pm

We have been advised by the government to keep children in year group bubbles. Different year groups of children will not mix together across the school day. All children will be encouraged to keep a safe distance apart when waiting to enter the school and will be directed to wait by their

year group entrance. Each year group has their own door to use away from other year groups. Children will not be crossing over or meeting other year groups inside the school.

Playgrounds in both schools remain closed to parents:

Unfortunately, no parents will be allowed into the school playground. We have a Covid-19 Risk Assessment in place to keep staff and children safe at school. Unfortunately, this means that parents will not be allowed to enter the school playground for at least the duration of the autumn term.

Parents will **not be able to walk through the school site to the infant school** as both schools have agreed to continue to keep our gates closed. This will make the playground safer for the children and staff in both schools. We thank you in advance for your understanding on this matter.

Arrival of our new Year 3 parents and children: Parents and children who are joining us in Year 3 in September, will be allowed to use a designated Year 3 drop off and collection zone near the Year 3 door. Staff will be on hand to assist you.

If you have children who also attend Feltham Hill Infant school, then you need to collect from there first, as they finish at 3pm. You then need to walk round and through the park to collect from Oak Hill at the times above.

Uniform: We ask that pupils wear their **full** school uniform again. Details about what school uniform is needed can be found on our website here: <https://www.oakhill-aspirations.org/295/uniform>
PE kits and plimsolls or black trainers should also be brought to school on the first day please.

Equipment: Each child will need to bring their own resources to school as children are not allowed to share equipment. This will include: a pencil case, a ruler, a **blue** handwriting pen, a **green** biro pen, pencils, a rubber, a sharpener, a glue stick and colour pencils.

Bubbles: Following the government's guidance, each year group of 120 children will form their own bubble. Each year group bubble will become 4 classes of 30 children. Sometimes the year group bubble may come together in the school hall or outside. Different year group bubbles will be kept separate at all times.

Break times - we will operate staggered break times for each year group bubble:

- **Lower school (Years 3 & 4)** at 10:30am – 10:45am
5 minute gap
- **Upper School (Years 5 & 6)** at 10:50am – 11:05am

Each year group bubble will be distanced from the other year group using a one metre dividing gap down the centre of the playground. Active games and energisers will be encouraged.

Lunch times – we will operate staggered lunchtimes for each year group bubble:

- **Lower school (Years 3 & 4)** from 11:45am – 12:35pm
5 minute gap
- **Upper school (Years 5 & 6)** from 12:40pm – 1:30pm

Children will eat their lunch in socially distanced class groups within their year group bubble. We will use the dining hall and the outside picnic areas (weather permitting). All areas will be cleaned after each sitting.

Lunches are not free in our junior school, they cost £2.20 per day. Parents who pay for school meals will need to resume payments for these. Meals will need to be paid for in advance, using the School Gateway app.

Free School Meals eligibility: If you are in receipt of Universal Credits or other income support benefits, then your child is eligible for free school meals and a school level grant of £1345 per year. The funding will support your child's learning at school. Please go to the school office to obtain a free school meals form. Staff at school can help you to apply.

Oak Hill Water Bottles: Only Oak Hill water bottles are permitted for use in school. Please ensure your child has an Oak Hill water bottle which they can use across the day. At present, the use of water fountains is not permitted so if your child does not have a water bottle, they will not have any access to water, so please ensure you purchase a bottle from the school office for £1.70. Water will be provided at lunchtimes. **New Year 3 children** will be given the first Oak Hill water bottle for free.

Naming all equipment and uniform: We cannot stress the importance of naming all of your child's uniform and equipment. If items are lost this is the easiest way of identifying it. Child's first name and surname initial should suffice, you do not need to write their class.

Enhanced Cleaning: All communal areas, door handles, toilets and classrooms get additional cleaning across the school day.

Face Masks: We advise all parents and children that face masks are recommended to be worn if you travel to school using public transport (buses and trains).

The government have advised that it is **not necessary** for primary school children to wear a face mask inside the school. We will ask all children carrying face masks to store them away in a plastic bag in their bag whilst in school.

Government advice and guidance for parents: Please do look at the link to the guidance issued by the government to support parents in enabling their children to safely return to school here:

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term?utm_source=25%20August%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

If you have any further questions or queries, please do not hesitate to come in to the school office or call us 020 8890 4560.

I look forward to seeing all Oak Hill children return to school on **Monday 7th September 2020**.

Yours sincerely

Mrs R Saim

Principal

