



21st July 2020

Dear Parents & Carers,

Re-opening Oak Hill Academy - Monday 7th September 2020

As previously mentioned in my last letter to parents, 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 latest Department for Education (DFE) government guidance on our re-opening.

This is the plan as of today. However, there is further government guidance being issued in mid-August. Therefore, I will write to you again on Friday 4th September with the final details.

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 intend to stagger the entry and exit routes for pupils.

Arrival: Staff will be on hand to assist.

- **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 the school using the ramp entrance by the site manager's house at the following times:
Year 4: 8:40am

Departure: Staff will be on hand to assist.

- **Lower school Home Time (Year 3 and 4 pupils)** must exit the school in the following ways:
Year 4: 3:15pm onwards Exit through the Reception door and parents can collect them from the school car park area
NEW Year 3: 3:15pm onwards Parents can collect from a 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

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.

No parents will be allowed into the school playground: We have a Covid-19 Risk Assessment in place at school so unfortunately, parents will not be allowed to enter the school playground for at least the autumn term.

Parents will **not be able to walk through the school site to the infant school** as both schools have agreed to keep our gates closed. This will make the playground safer for children and staff. We thank you in advance for your understanding on this matter. This decision will be reconsidered *only* when government guidance allows a relaxation of the rules.

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 will 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, pencils, a rubber, a sharpener, a glue stick and colouring 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 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 your child is eligible for free school meals, they will be provided each day if you are signed up to receive them.

New Year 3 parents need to request a Free School Meals form to complete which can be obtained by emailing the school office office@oakhill-aspirations.org

Oak Hill Water Bottles: Only Oak Hill water bottles are permitted for use in school. These can be purchased for £1.70 from the school office. Please remember to write your child's name on. At present, the use of water fountains is not permitted so if your child does not have a water bottle, they will not have access to water. Water will be provided at lunchtimes.

All New Year 3 children will be given their first Oak Hill water bottle for free.

Naming all equipment and uniform: We cannot stress enough the importance of naming all your child's uniform and equipment. If items are lost this is the easiest way of identifying them and returning to your child. 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.

I would like to wish you all a very restful and safe summer holiday. The office will only be partially manned during the summer. If you have any questions or queries in advance of our re-opening, please call the school office on Thursday 3rd or Friday 4th September between 12:30pm and 3:15pm or email the school office at: office@oakhill-aspirations.org

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

Yours faithfully,

Mrs R Saim

