



15th July 2020

What will Minerva be like in September 2020?

Dear Parents and Carers,

We would like to start by saying thank you for your patience during this period of time.

The government released guidance on Thursday 2nd July for how school should be opening in September 2020 to accommodate all pupils returning. Since then the Principals and Health and Safety experts have used the guidance to provide support for all CLF Academies. As a team at Minerva we have spent time ensuring that we can open in the safest possible way for all our pupils and staff.

As you will have seen in the communication from Steve Taylor (CEO), September will include a staggered start for pupils. Children in Y1-Y6 will all be back in school by **Monday 7th September 2020**. Communication on Reception and Nursery start dates and timings have been sent in a letter prior to this.

We have not taken this decision lightly, but feel that a staggered start is necessary due to the significant changes and the large number of children that attend our academy. This will allow us to ensure the procedures are effective and take time to teach children the expectations so the school environment is as safe as possible.

Monday 31 st August	Bank Holiday – School is closed to all
Tuesday 1 st September	INSET day – School closed to all pupils
Wednesday 2 nd September	INSET day – School closed to all pupils
Thursday 3 rd September	Year 6, Year 4, Year 2 on site Year 5, Year 3 and Year 1 learning from home
Friday 4 th September	Year 5, Year 3 and Year 1 on site Year 6, Year 4, Year 2 learning from home
Monday 7 th September	Years 1 – 6 all on site

While these are our current plans for September there could be changes to guidance between now and September, we will update you if this is the case.



Timings and drop off arrangements for each bubble

Year group	Bubble	Teacher/s	Entrance	Start time window	Finish time
Reception	1	Mrs Armstrong & Miss Haslewood	Nursery gate	8.30 – 8.40	3.00
1	2	Miss Long & Miss McGuiness	Main gate Lane 1	8.30 – 8.40	3.00
2	3	Mr Lawton & Mrs Shannon	Main gate Lane 2	8.30 – 8.40	3.00
Nursery	4	Mrs Dymmock Morgan & Mrs Platts	Nursery gate	8.45 – 8.55	11.45
3	5	Miss Wildblood	Main gate Lane 1	8.45 – 8.55	3.10
3	6	Miss Kennedy	Main gate Lane 2	8.45 – 8.55	3.10
4	7	Miss Wright	Main gate Lane 1	8.55 – 9.05	3.20
4	8	Miss Gibson	Main gate Lane 2	8.55 – 9.05	3.20
5	9	Mrs Hill	Main reception door	8.55 – 9.05	3.20 from nursery gate
6	10	Mrs Cox	Main gate Lane 1	9.05 – 9.15	3.30
6	11	Miss Morton	Main gate Lane 2	9.05 – 9.15	3.30

Frequently asked questions

What is a 'bubble'?

All children will be placed in groups known as bubbles. The aim of these protective bubbles is to minimise contact with other children, and reduce the risk of spreading the COVID-19 infection. Each bubble of children and staff will be kept separate from all other bubbles in the learning space and throughout the day. The bubble will be taught and cared for by the same staff every day and will contain the same children every day.

Bubbles of children will have separate breaks, outside learning and lunchtimes, and will have staggered times to use toilets during the day. The arrangements are to reduce contact between a wider group of children.

What happens if my child is late?

If late you will need to wait with your child on the ramp at the main entrance. You will need to socially distance from other children and families. Once all bubbles are



through the admin team with start to register each child at 9.15am and take them to class one by one.

School environment

- There will be a one-way system in place to help everyone move safely around the school.
- Children will need to wear their full school uniform.
- On PE days children need to come into school in their PE kit. Their class teacher will let you know the day this will be.
- Each child will be given a set of resources to use for the week. Please do not bring in pencil cases, toys etc
- Children will need to bring their own water bottle as the fountains will be out of use.
- Children will have 30 minutes outside in a zoned space each lunchtime. Zones will change each week to provide variety.
- When playing outside, children will not be able to or play in the sand or woodchip.

School dinners

- If you pay for school dinners, money will need to be put in the brown money envelopes available from reception. Envelopes will need to be dropped into box in reception. Only one adult can enter the reception at the same time, with times restricted to 8.00-8.30am and 3.30 – 4.00pm. We encourage all other communications to be by telephone or email.
- The hot school dinner menu will be reduced to jacket potatoes and one other simple option. We will communicate more detail once we have the menu from aspens.

Out of Hours

- Out of hours provision will start on Monday 7th September 2020
- Families can book for our paid breakfast club 7.45-8.30. Children will be sat in their separate class bubbles to eat. More information will be sent on how to book this week by email.
- Families can book for our paid after school club but it will need to finish at the earlier time of 5.45 so staff can carry out an enhanced clean before the next day. More information will be sent on how to book this week by email.
- There will be no sports clubs in September 2020. This will be reviewed once all children have settled back in to school and guidance updated.

Cleaning

- A deep clean in school before re-opening on 1st September 2020.
- Additional measures in place to help keep our school clean including daily enhanced cleaning and a 'clean as we go' for all frequently touched surfaces.
- All children and staff to thoroughly wash their hands (for at least 20 seconds, with soap, under running water, and dry well, or use hand sanitiser) upon arrival and frequently throughout the day, particularly before/after going to the toilet, eating, going outside or handling resources.
- Please reinforce this with your child at home and help them to get into the habit of thorough hand washing regularly.



First aid and illness

- First Aid provision will remain in place at school. A qualified first aider will be on site at all times. Appropriate Personal Protective Equipment (PPE) is available for first aid use.

What happens if my child shows symptoms of illness at school?

- As usual, if your child becomes unwell at school they will be taken to an isolated area and you will be called to collect them. We would appreciate it if you could collect them **as soon as you receive a call from us** to help us keep all members of the school community safe and well. Staff will need to use PPE when helping your child in this instance. We will bring your child out to you to avoid you coming onto the school site.
- If your child shows symptoms of coronavirus, even if you think they are actually struggling with another medical need such as hay fever or asthma, we will still need to send them home, following the government's 'system of controls' measures to minimise the risk of infection.
- If anyone at school (child or adult) shows symptoms of Covid-19, we will ask you to get tested. If this test shows to be positive, all children and adults within that child's group will be asked to self-isolate for 14 days.

If you have more questions you can email the school on info@mpa.cabot.ac.uk or phone on 0117 3772990

I wish you and your family a great summer break and we look forward to seeing everyone again in September.

Yours sincerely

A handwritten signature in black ink, appearing to read "Jenny Harvey".

Jenny Harvey (Acting Principal)