

High Cliff Academy
Southdown Road
Newhaven
East Sussex
BN9 9FD

Tel: 01273 041471

Email: office@highcliffacademy.org
Website : www.highcliffacademy.org

Headteacher: Abby Kilgarriff

Monday 13th July 2020

Dear Parents and Carer(s),

I hope that you and your family are well. As you will be aware, the government has stated that all children in England are to return to school from September 2020, should the decline in cases of COVID-19 be maintained.

The government guidance published on 2nd July (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) set out how schools should operate and made it clear that school attendance will be statutory, except where there is medical certification for a pupil.

We have created plans to ensure all pupils are able to return fully and I am now in a position to share them.

The first day back for pupils in year groups 1-5 will be on Thursday 3rd September. Both our new Reception class and our Nursery class will be invited back in from Monday 7th September.

If your child is in Nursery, you need to ensure you have contacted the office by the end of this week via email or telephone to notify us of your preferred session days and times.

If your child is starting with us in Reception, you will receive a separate letter this week, outlining their settling days and times.

We will be staggering the start and finish times of the day, to try to reduce the number of adults on site at those points. The times will be as follows:

	Start time	Finish time
EYFS	8:55am	3:10pm
Y1	8:50am	3:10pm
Y2	8:50am	3:10pm
Y3	8:50am	3:10pm
Y4	8:40am	3:20pm
Y5	8:40am	3:20pm

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As we only have one entrance and exit, it is very difficult to organise other ways of leaving the site. For this reason, we will be relying on parents to ensure that they stick to their child's class time for arrival and departure and follow the onsite safety procedures in place for keeping our families, community and staff as safe as we can:

- *Only one parent/carer will be allowed to accompany their child onto the school site*
- *Pupils in KS2 to be dropped off in the mornings at the main school gate where possible, once academy staff are present, and take themselves to their classrooms*
- *Children to be collected from the blue area outside their classrooms. Please ensure that you are socially distancing from anyone not in your household.*
- *Please do not gather on the school site for longer than is necessary to drop off or collect your child.*
- *Please notify us as soon as possible if your child is unwell. We observe a strict 48 hour rule consistently and without exception for all adults and children in the building (no return until 48hrs after symptoms have stopped for all fever, sickness, diarrhoea etc.)*
- *If you wish to see a member of staff, please phone in advance so that we can arrange this.*
- *If you need to pass on any information about your child to the office this needs to be done via telephone or email. Please avoid going into the office area unless you have pre-arranged this with a member of staff.*
- *If anyone in your household is displaying symptoms of COVID-19, you must ensure you do not bring your child in and follow the [COVID-19: guidance for households with possible coronavirus infection](#).*

If you have more than one child at school please use the earliest sibling time for drop off and collection of all your family members.

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In school our safety procedures will be as follows:

- Three bubbles in school: EYFS, Years 1-3 and Years 4 and 5. They will have separate playtimes, lunch times and hall sittings
- Increased handwashing expectations: on entry and exit, before and after eating, before and after break times, after going to the toilet
- Ensuring children are practising good respiratory hygiene
- Increased cleaning of high-contact areas of the building throughout the day
- Classrooms organised in rows, facing the front with individual resources packs
- Where resources are shared there will be enhanced cleaning measures and 'quarantining' of resources for 72hrs where they are shared across 'bubbles'
- The same adults in the classroom wherever possible
- PPE equipment where necessary
- Complete engagement with the NHS Test and Trace programme
- Ensuring any cases are reported to Public Health England and ensuring we follow their guidance

I know that for some of you this is an unnerving and unsettling time and I want to reassure you that our pupils' safety comes first. It is important that our children get back to a more normal day-to-day life and their return to school is fundamental.

I will write to you at the end of August to either confirm the details in this letter or to advise you of any amendments. All our plans are contingent on what happens over the next month.

Yours Sincerely,



A.Kilgarriff

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