

Control Measures & Safety Guidance
For Wider Reopening w/c 15th June

Dear Parents & Carers,

Following the 'Parent Update' released earlier today, this document provides information regarding the control measures in place at our academy and relevant safety guidance & advice to be followed by pupils, parents and staff. It also details arrangements for drop off & pick up each day. An addendum to our behaviour policy, which explains the additional expectations/procedures during this time is also included on the statutory information page of the website. ***Please read through this carefully with your child in preparation for them returning to Morley Place. This document will also be shared with children whilst attending the academy.***

Following our risk assessments, we have made changes in the following areas:

- Class sizes
- Procedures for start and end of day
- Planned movement around school
- Break times / use of toilets
- Cleaning arrangements
- Catering provision
- Hygiene and hand washing

As a result, around the academy, it will look and feel very different for pupils, parents and staff. These changes include;

- The spacing out of desks
- Removal of non-essential furniture
- Resources- for individual use only, with stationery packs provided for children
- Visual reminders – posters, floor stickers, signs, floor tape etc.
- Hand sanitiser stations
- No external visitors to site (unless by appointment only)
- Staggered pick up / drop off
- Use of external doors wherever possible
- A one way internal system



Use of Space

Pupils have been allocated to small groups (you may have heard these called pods or bubbles) and will be in groups of no more than 15 children, with minimum 2 staff per space. Based on the guidance, these have been calculated as follows (maximum numbers);

| | |
|--------------|---|
| Classrooms | 6 pupils (or 12 pupils if rooms have adjoining doors) |
| Sports Hall | 15 pupils |
| Academy Hall | 8 pupils |

Each pod has allocated staff, who will remain with that group throughout the day and not mix with any other groups, including staff. Breaks will be taken as a pod, in an allocated outdoor space. There should be no travel internally through school, unless essential. If so, clear pathways will be followed.



Drop off and Pick Up

Pupils will be allocated a pod area to attend on their set days. Please note that those pupils already accessing emergency childcare will be aware of their designated pod. For those attending for the first time, parents will be messaged via Schoolcomms prior to the day. These pods will also have a designated entry/exit gate as follows;

| | |
|-------------------------|-----------------------|
| Lower School Classrooms | Front Gate (Old Road) |
| Upper School Classrooms | Rear Gate |
| Sports Hall | Sports Hall Entrance |
| Academy Hall | Front Gate (Old Road) |

In order to avoid groups of people congregating on or around the site, times will be staggered, with pupils arriving direct to their designated drop off point.

*Please can we ask that only **one parent or family member** from the household drop off / collect children and that you do not enter the school playgrounds- pupils will be met by a member of staff at each gate and the sports hall entrance. You may wait on the marked path up to reception & grassed area, outside the sports hall foyer and park at the rear of school. **For the continued safety of pupils, please can we also remind parents that the staff car park is not to be used.***

Drop off times are **8.30a.m for key worker & vulnerable groups** and **8.45a.m for Y6 (or other identified year groups as we progress)**.

Upon arrival, temperatures will be taken by staff using non-contact thermometers- if a pupil's temperature is above 36.9°, they will not be allowed onto site. If not with a parent, we will contact you straight away. Practicing 2 metre distancing, children will then travel around school and enter via the external doors to their pod.

At the end of the day, please wait outside of your allocated exit and your child will be released to you by a member of staff. If your child is walking home, they will allowed to leave, again observing 2 metre distancing. It is parents responsibility to maintain distancing when waiting outside the school gates and by the Sports Hall entrance.

Collection times are **2.50p.m for key worker & vulnerable pupils** and **2.30p.m for Y6 (and any other identified year groups)**.

Please note that Y6 pupils who are also identified in the key worker / vulnerable groups are still entitled to access provision from 8.30a.m to 2.50p.m.

Lunchtime Arrangements

Lunch will commence from 12p.m, with grab bags delivered to the outside pod doors for collection. All pupils will eat lunch in their allocated pod and wash their hands immediately before and after eating. Any waste is then disposed of after use in the bins provided. Please can we request that all children not receiving free-school meals, use Parentpay to purchase their daily lunch. These are priced at £2.20 per day. In line with the control measures, pupils are unable to bring any items from home, including food onto site.

Additional Hygiene Measures

All children and staff will be asked to adhere to the following principles of good hygiene whilst on site, with both visual reminders (posters & signage) and regular verbal reminders provided:

- Wash hands often, using soap and warm water and dry them thoroughly
- Avoid touching your face
- Wash hands immediately on entry to building
- Wash clothes regularly (clean uniform should be worn daily*)
- Cover mouth and nose with tissue or sleeve (not hands!) when you cough or sneeze and throw tissue straight into the bin provided – **‘Catch it, bin it, kill it!’**

**If you do not have sufficient clothing to ensure that clean uniform can be worn each day, it may be substituted with a plain top and bottoms (no denim please!)*

In addition to following these hygiene principles, all areas will be as well ventilated as possible (windows & doors open) and there will be additional cleaners present on site throughout the day. Areas will be cleaned regularly during the day and surfaces wiped down at key points (e.g break, dinner etc). Each pod will have allocated toilets, limited to use by pupils in their group, that will be cleaned after use. **Also, in order to limit possible transmission, pupils should not bring a bag or any equipment in from home. All that is needed throughout the academy day will be provided.**



In the event of a potential Covid-19 case (limited further by the temperature checks on entry), pupils with suspected symptoms will be taken to an identified isolation room. We will follow NHS guidance (detailed in previous illustration) and notify parents, Doncaster Public Health and Delta Academies Trust immediately.

As Principal, I can assure you that we have done everything possible both as an academy and as part of Delta Academies Trust, to ensure the safety of our pupils, parents and staff. All of the control measures taken by the academy as listed, including the revised routines and procedures have been thoroughly and carefully thought out and planned for, with several levels of scrutiny and quality assurance, so that provision is fit for purpose. Therefore, we hope that the guidance included reflects this and is clear, rational and workable for you and your family.

Our thanks yet again for your patience, support and understanding. It is very much appreciated during these difficult times. I would also like to thank the hard working team at Morley Place for their dedication to the academy that has enabled the set-up of site and for these measures to be put in place, so that we are ready to begin the process of wider re-opening for our community.

Please continue to get in touch with us should you have any issues or queries. We look forward to beginning to welcome more of our children back into school next week! Take care and stay safe.

Yours sincerely,



Mr P. Rust
Academy Principal



KEEPING US SAFE
IN SCHOOL

