

Monday 31<sup>st</sup> August 2020

Dear parents,

We are delighted that Star academy will be fully reopen from Thursday 3rd September 2020. We cannot wait to see all the children back. Please be aware that attendance is compulsory from September 2020 and not sending your children to the academy will eventually result in a fine. Our new Nursery intake will have a gradual start to school, this information has been sent to those parents separately.

Whilst we understand that the government have reduced the social distancing gap, we respectfully ask that whilst in and around the school building, you keep to the 2 metre social distancing gap. This is so that we can keep everyone safe in the academy.

### Class Bubbles

For safety, we have to keep the classes in their class bubble (up to 30 in Primary schools). We have taken measures including staggered start and end times, staggered lunchtimes and designated playtimes to ensure that this happens.

Classroom door	Start time	Collection time	Waiting zone
Nursery	8:30am – 8:40am	2:55pm – 3:05pm	1 – EY playground
Reception	8:40am – 8:50am	3:05pm – 3:15pm	1 – EY playground
Year 1	8:50am – 9:00am	3:15pm – 3:25pm	3 – KS1 playground
Year 2	8:30am – 8:40am	2:55pm – 3:05pm	3 – KS1 playground
Year 3	8:40am – 8:50am	3:05pm – 3:15pm	4 – Lower KS2 playground
Year 4	8:50am – 9:00am	3:15pm – 3:25pm	4 – Lower KS2 playground
Year 5	8:30am – 8:40am	2:55pm – 3:05pm	5 – Upper KS2 playground
Year 6	8:40am – 8:50am	3:05pm – 3:15pm	5 – Upper KS2 playground

### Cleaning

We will continue to have an onsite cleaner in the academy from 7:30am until 4:45pm. They will continually clean touch points, toilets and classrooms at lunch time when not in use. We have tried and tested this process and school is beautifully clean.

### Lunch choices

Children will once again be allowed to bring a packed lunch from home. For those on free school meals or who wish to buy a lunch from school, there will be a choice of either a jacket potato with topping or one other choice of hot meal. We will get the slimmed down menu to you as soon as we can. This will be reviewed at October half term

### Uniform

Children must be in the Academy uniform. Uniform can be ordered from:

<https://longton-protective-clothing.myshopify.com/collections/star-academy>

There may be some differences in the jumpers this year, we have agreed this with the supplier so please do not worry if they look different.

**Star Academy Sandyford** Burnaby Road, Sandyford, Stoke on Trent, ST6 5PT.

Principal: Mrs Kate Wildman Executive Principal: Mrs Bobbie Caisley

T: 01782 235055 E: [office@staracademy.atrust.org.uk](mailto:office@staracademy.atrust.org.uk) W: [www.staracademy.atrust.org.uk](http://www.staracademy.atrust.org.uk)

### Equipment.

All children will be given a pack of equipment when they return to school. They must look after it. If they do not and items need replacing, we will unfortunately have to charge for replacement of the items.

### Reading books

We have a brand new scheme for our younger readers and we would like them to be able to take the books home. Again, if books get lost or damaged, there will be a charge to the parents so that they can be replaced. Please look after them.

### Book Bags

Children may therefore bring with them a book bag with their reading book in. These can safely be stored in the children's trays away from communal areas. We will not allow big bags in the academy. If children bring them, they will be stored in an outdoor store until they can be taken home at the end of the day or returned to parents as they drop off their children.

### After school clubs

We are hoping to offer a range of after school clubs but these will be offered to one bubble at a time. This will reduce the number of children who are able to attend. We hope to make this fair to the children through the year.

### Getting to the academy

- Where possible, we respectfully ask that parents walk/cycle or scoot their children to the academy.
- If you have to drive, we respectfully ask that you enter Burnaby Road from the junction on Gordon Road and exit Burnaby Street onto Hollywall Lane. Whilst we cannot enforce this, we hope that it will make the road safer and parking easier. Please do not park on the yellow lines and please drive at a safe and respectable speed remembering that there will be lots of children around.
- Gates will be open at 8:25am so that you do not have to wait on the street.
- 2 metre distancing signage is still up to remind you that social distancing should be happening. Whilst on site we ask that you remain **2 metres apart**.

### Once in the Gates

- There is a one way system still in force around the Academy
- There are staggered start and end times so that there is no congestion.
- All doors will be open at 8:30am so if necessary, siblings can enter and you will not have to wait.  
**Punctuality with in your time slot is vitally important.**
- Teachers will greet you on the outside doors wearing PPE – they will not usually wear it once inside the classroom unless for intimate care needs.
- Learning Support Assistants will support the children whilst removing coats and bags to hang them safely in the cloakroom area before the next group of children arrive.
- Lunchboxes will be stored in the classroom so they remain with in the class bubble
- Doors will be closed at the expected time for each class bubble so that punctuality can still be monitored. If your classroom door is closed, please go to the main reception area to sign your child in.
- The external academy gates will be locked at 9am for the safety of us all.

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### Home time

- Gates will be reopened at 2:45pm
- If you do need to wait, please stand in the designated playground zone maintaining a **social distance of 2 metres**.
- Classroom doors will be open for the duration of the 10 minute time slot.
- Academy gates will be closed at 3:30pm

### Home – Academy agreement

The home academy agreement has been updated to reflect the serious nature of the pandemic situation. This will be sent to you in September. Please read carefully and discuss with your child before signing and returning.

### Behaviour policy and Home – Academy agreement

The behaviour policy, Star values and home Academy agreement have been updated to reflect the seriousness of the pandemic situation. Both documents are on our new look website.

Behaviour policy: <https://staracademy.attrust.org.uk/wp-content/uploads/sites/4/2020/08/Star-academy-Sandyford-behaviour-policy-2020.pdf>

Home Academy agreement: <https://staracademy.attrust.org.uk/wp-content/uploads/sites/4/2020/08/STAR-Home-school-agreement-during-partial-reopening-C19-1.pdf>

### Breakfast club

Breakfast Club will be open from 7:30am – until the children are due to go to class. They will be collected by their class LSA two minutes before their class's start of day to ensure that there is minimal contact in the corridors.

Each class bubble will have their own box of activities and their own table to play at. The adults will serve them breakfast and move between bubbles to play with them and talk to them.

Breakfast club **must be booked** before the day so that we have the appropriate number of staff. This can be done via school money.

Staff in breakfast club will be wearing PPE to avoid contamination of the bubbles.

### Lunchtimes

Children will be eating in the hall but will come in and sit down at a table rather than queuing for their meal. Their bubble will remain in the hall together until they have finished their meal and then will go out to play.

### Zoned areas

The outdoor areas will be clearly marked with a zone. These will be used for playtimes and as waiting areas for parents should it be necessary. Only one bubble at a time will access the zoned areas.

If parents are waiting, we respectfully ask that the **2 metre social distancing rule** is applied.

### Face coverings

Staff will wear face coverings when greeting the children in the morning and they will wear a face covering if working in close proximity with the children e.g. if giving feedback on the learning taking place. Primary aged children do not need to wear masks. We have organised the school day so that there will be no crossing of classes in the corridors and communal areas. Children will remain in their bubbles. If parents would like to wear face coverings whilst on site, this would be welcomed.

### Hand sanitiser

There will be hand sanitizing stations on entrance to all classrooms. Children will be encouraged to wash their hands regularly and to sanitise on entry to their classroom after breaks etc.

### Other measures

- In most classrooms, desks will be arranged in rows to avoid face to face learning. In Early Years and Y1 initially (to support mental wellbeing), we are following guidance which keeps activities distanced and allows a limited number of children at each activity.
- Soft furnishings have been removed from classrooms as they cannot be easily cleaned.
- Visitors to the academy, where this cannot be avoided, will be temperature checked and expected to sanitise. Rooms will be cleaned after use
- Tissues will be available in all spaces around school with pedal bins to ensure a closed lid.

We appreciate that you and your children may be anxious about the return. The staff are planning a range of settling in activities for the first few days to ease the children back into the academy. This is so that we can assess mental wellbeing and form new relationships with the children. We will introduce each part of the day and set out clear routines for the children to follow with the main priority of keeping the children safe but settled and happy too.

Each class teacher will record a video and put it on Class Dojo before the end of the day on Wednesday 2<sup>nd</sup> September so that it can be shown to the children to help support their return to the academy.

I know that you will fully support these measures and that like us you are excited about the children returning back to their education.

We can't wait to see you all.

Take care,  
Kind regards,



Principal

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