

Paddock Wood Primary Academy, Friday 17 July 2020

Good morning

September 2020

I am writing to give a bit more information about how our academy will be organised and will operate from September.

- We will open full time for all pupils in every class from Thursday 3 September 2020. However, on this morning only Y1 and Y2 should please attend from 8.30am, Y3, Y4 and EYFS should please attend from 9.00am and Y5 and Y6 should please attend from 9.30am.
- Each year group will form a discrete bubble, and there will be seven bubbles in total. Bubbles will be separated by existing doors and low-level screens.
- All EYFS, Y1, Y2, Y3 and Y4 classes will have their own door and direct access to their classroom. Year 5 and Year 6 classes will share access, one door to two classes. There will be clear signage on every door.
- Different bubbles will each have their own assigned hand washing facilities and toilets. Additionally, hand sanitisers will be readily available in every classroom and in corridors and doorways throughout the school.
- Clear way-marking signage will direct everyone around the building and grounds, always in a clockwise direction.
- Two-way movements in corridors will be kept to an absolute minimum. This will be restricted to the widest corridors and floor markings will direct everyone to stay well to the left in the direction they are walking.
- We will observe social distancing of 1m+, and 2m wherever possible. Floor/ground markings will assist with this inside and outside the building.
- To ensure the safe movement of everyone around the site there will be strictly no vehicle movements at all during the day and the only point of access/exit will be via Old Kent Road. This will allow us to utilise all available space, particularly when dismissing children at the end of the school day.
- We will open the academy from 8.30am each morning, to allow for a fluid morning 'drop-off' from 8.30-8.55am. It will not be feasible to overtly stagger the start of the school day because every grouping model would generate up to 100 'mismatched' sibling links plus the same number of accompanying adults. Rather, we will ask families to come onto the school site, walk round once in a clockwise direction dropping children off at classroom doors, and leave.
- We will stagger the end of the day by 15 minutes. EYFS and Y1 classes will finish at 3.05pm and all other classes will finish at 3.20pm. We will use the same end-of-day system that we have already embedded and will offer training on this for KS2 on the morning of Thursday 3 September. This has operated well for the whole of this term.
- EYFS will eat lunch in the school hall, a normal lunch menu will be served to all other classes in their bubbles, via our portable hot food servery.
- Play areas will be separated and staggered for different bubbles.
- We expect to be able to make a discrete breakfast and after-school club offer for each bubble, subject to numbers. Breakfast clubs would begin from 7.45am and after-school clubs would finish at 5.00pm. A reduction in hours is necessary to allow for enhanced evening and morning cleaning.
- It would be helpful if pupils can bring their own pencil case and simple stationery to school to use, but this will be readily provided for pupils' sole use if this is not possible.

We have moved some classrooms round to assist with this. EYFS, Year 1 and Year 2 are unchanged. Year 3 has moved to where Year 6 used to be, Year 4 to where Year 5 used to be, Year 5 to where Year 3 used to be and Year 6 to where Year 4 used to be. This means that the only classes who will share doors are Years 5 and 6, who will exit onto the narrowest path; they will initially dismiss themselves and will meet any accompanying parents in the clear area of the school car park.

Curriculum and blended learning

As you would expect, our teachers are already planning carefully for this. We will continue to offer a full and wide curriculum and children's health, safety and well-being will remain firmly at the heart of this. Additionally, every teacher is in the process of setting up a Google Classroom and all of our planning, learning and teaching in our academy from this point will span our online platform. In this way teachers will seamlessly extend opportunities

beyond the classroom and we will forever be in a much stronger position to support pupils who are isolating or affected by a local or a second national lockdown.

To this end, LAT has made a significant investment to provide every Year 6 pupil with an individual Chromebook, with plans to look at extending this to other year groups. To maximise the potential of this, the Trust has invested in professional Google Level 1 training for every teacher.

What next?

I will write again - with photographs - to confirm all of these arrangements on 24 August.

With best wishes

Scott Opstad

Principal