



# Colley Lane Primary Academy

**A part of the Windsor Academy Trust**

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Place of registration: England

2<sup>nd</sup> March 2021

Dear Parents and Carers

We are very much looking forward to seeing all children back in school from **Monday 8th March**. Children have worked incredibly hard at home, but I am sure you all agree that returning to school is positive for everyone and we can't wait to get back into learning in the classrooms.

I want to reiterate what we are doing at Colley Lane Primary Academy to ensure a safe return for all pupils and that you and the children can feel reassured.

## **Maintaining social distancing wherever possible**

It is widely acknowledged that children find it very difficult to maintain social distancing. We will encourage them to do so, however our main focus will be on maintaining distinct groups that are kept apart. Therefore, we will have children in a class group inside school, which becomes a wider year group pod outside at break times. This approach reduces the possible transmission of coronavirus. The school day is organised to enable activities such as break times, lunch times, start and end times to take place without one pod coming into close contact with another.

We will be continuing with the classroom layout that we introduced in September: Years 2 to 6 classes have rows of tables that face the front of the classroom to ensure minimum face to face contact between the pupils.

## **Cleanliness and Hygiene**

All children and staff will continue to wash their hands or sanitise when they enter school, after outdoor play, after they have been to the toilet, if they cough or sneeze, before eating and before they leave school. It is inevitable that surfaces and resources will be touched throughout the day. We have increased the amount of times frequently touched surfaces and toilets are cleaned. Sharing of equipment will be kept to a minimum and will be limited to use within their own pod.

## **Drop off and collection**

We will be continuing a staggered start and finish time at school in order to reduce the number of people on the school premises at any one time.

- Please maintain social distancing at all times
- Please wear a mask on the school premises
- Only one adult to bring child/children onto the school site
- Arrive at school no more than 5 minutes before your allocated time
- Children should wait with parents/carers at all times
- Please leave the site promptly once you have dropped off/collected your child



**Group A: Arrive at school at 8:45am – collect from school at 3.00pm (2:55pm Reception)**

| Year Group | Arrival | Entrance/Exit  | Departure |
|------------|---------|--|-----------|
| Reception  | 8:45    | Reception double doors<br>via Colley Lane entrance<br>(am) KS1 playground (pm) | 2:55      |
| Year 2     | 8:45    | Year 2 door  | 3:00      |
| Year 3     | 8:45    | Year 3 door  | 3:00      |
| Year 5     | 8:45    | Year 5 door  | 3:00      |

**Group B: Arrive at school at 9:00am – collect from school at 3:15pm**

| Year Group | Arrival | Entrance/Exit | Departure |
|------------|---------|---------------|-----------|
| Year 1     | 9:00    | Year 2 door   | 3:15      |
| Year 4     | 9:00    | Year 4 door   | 3:15      |
| Year 6     | 9:00    | Year 5 door   | 3:15      |

**Lunches**

Children in Reception and KS1 will eat lunch in the hall. Children in KS2 will be eating lunch in their classroom. The tables will be cleaned before and after lunch. We will also be offering a hot meal in the hall once a week for Years 1 - 6.

**Hot meals**

|              |           |
|--------------|-----------|
| Year 1 and 2 | Monday    |
| Year 3       | Tuesday   |
| Year 4       | Wednesday |
| Year 5       | Thursday  |
| Year 6       | Friday    |

Hot and cold “grab bags” will continue to be available to Reception, Year 1 and Year 2 as part of their universal free school entitlement.

KS2 children who receive free school meals will also be able to order a grab bag. They can also be purchased at a cost of £2.40.

### **Breakfast Club/After School Club**

This will continue to operate with phase pods (cross year groups). In each pod there should be no more than 20 children. Please book with the office by the Thursday of the week prior to needing an out of hours club. We will not be able to accept late bookings at this time.

### **PE**

Children will need to come to school on their PE day in their kit (see below)

EYFS: Nursery Wednesday Reception Monday

Year 1: All classes have PE on Tuesday

Year 2: **2M** Wednesday **2C** Wednesday **2MY** Thursday

Year 3: **3D** Tuesday and Thursday **3W** Monday and Wednesday **3H** Monday and Tuesday

Year 4: **4TW** Monday and Wednesday **4R** Tuesday and Wednesday **4T** Monday and Thursday

Year 5: **5A** Wednesday and Thursday **5H** Thursday and Friday **5R** Wednesday and Friday

Year 6: **6DO** Tuesday and Thursday **6H** Tuesday and Thursday **6S** Thursday and Friday

If you have any questions or concerns about returning to school please avoid coming to the office. Either contact us by telephone or email [info@colley.windsoracademytrust.org.uk](mailto:info@colley.windsoracademytrust.org.uk).

Regards

Miss Hale  
Headteacher