



MANSFIELD PRIMARY ACADEMY

Principal: Mr J Lane

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27th August 2020

Dear Parents/ Carers

As we approach the start of the new Academic Year, I would like to welcome our new children and their parents/carers and also welcome our new staff. The first day of term will be **Thursday 3rd September 2020**.

I previously sent a letter in July explaining our new procedures for starting school again, and wanted to send you this reminder just so that everything is clear. Our new guidelines are based on the recommendations from the Department of Education to ensure the safety of all on site. Here's the overview again for you.

Staggered arrival and departure times: (see the school website for a quick video tour of what this will look like)

Social distancing outside of school must be adhered to as per government guidelines.

Timetable:

Arrival	Main Gate (Front of School)	Rear Gate
08.40am to 08.55am	Nursery and Reception	Year 3 and Year 4
08.55am to 09.10am	Year 1 and 2	Year 5 and 6

Departure	Main Gate (Front of School)	Rear Gate
3.00pm to 3.15pm	Nursery and Reception	Year 3 and Year 4
3.15pm to 3.30pm	Year 1 and 2	Year 5 and 6

For some of you, this will mean drop offs and pick-ups being at different times due to your children having siblings in other classes.

Only the parents/carers of Nursery and Reception children will be permitted on site to drop off at their classroom doors. For all other parents, children will be dropped off/ picked up at the gates and children will be escorted into school

Uniform

We understand the difficulties families have had during lockdown and likewise our uniform supplier has also had their own struggles. We will not be strict about full uniform for the first half term, but we do expect at the very minimum the basics, eg black shoes, grey skirt/trousers, plain white t-shirt and something warm to wear eg jumper/cardigan but no hoodies please! PE Kit – black shorts, plain t-shirt and suitable footwear eg plimsolls or trainers for now will be fine, but hopefully by half term uniform will be back in full supply.

Change of access/communication to the site

1. Parents can only be on site for pre-arranged meetings.
2. After drop-off and pick-up, the gates will be locked.

Part of the Greenwood Dale Foundation Trust Group of Academies

The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339. A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays Business Park, Nottingham NG4 2JY. Further information about us is available at <http://www.greenwoodacademies.org>



3. Meetings with teachers and other members of staff will need to be arranged over the phone/email via Miss Nolan, Mrs Farnworth and Miss Johnson.
4. The reception office will not be open other than to receive pre-arranged parents and visitors to the school.
5. If a meeting has been arranged then access the site through the main gate at the front of school, you'll need to buzz for a member of admin staff to let you in.
6. Whilst in school there will be strict social distancing and hygiene (handwashing) requirements. Social distancing is at 2m and there will be hand sanitising available on site for you.
7. Assemblies will not be happening for the foreseeable future, well at least not in the hall, we will be conducting virtual ones instead!
8. Under the new guidelines we will not be able to host any fairs etc. on site. However, if the guidance changes, we will adapt our operating procedures to suit and will start hosting community events again!

Breakfast and After School Clubs

Breakfast and after school clubs will not be running. As and when guidance changes, we will look to reinstate these clubs.

Lunches at school

School will only offer packed lunches as part of our Free School Meal and paid offer until guidance changes. Please see the website for the form to make your choices. Alternatively, you can access the link here.

MEAL CHOICES AUTUMN TERM

<https://forms.office.com/Pages/ResponsePage.aspx?id=WnSRoNi3ek2yphNZBT1FEFThCvXEXNZCnuqRaD0V5Q9UM1RFQ1dKUVpCTkhCSkpPR0RXT0pIWfhUTyQIQCN0PWcu>

Children will be allowed to bring in a healthy packed lunch. Remember, we are a nut free school and no fizzy drinks should be brought in to school.

Lunch break will be reduced to 45mins and children will be eating in their classrooms and when possible outside (except for Nursery and Reception Children who will use the hall).

All children should bring a drink with them (water/squash only, no fizzy drinks please), in a suitable drinking bottle clearly named.

Communication with School

Under the new guidelines we are not able to have our usual open door policy, but welcome communication via the phone line and via Class Dojo and of course email or by using our new Enquiry Form which you can see on our website in the "Contact Us" page. Please do not hesitate to contact school with any queries and, if required, book a face-to-face meeting with a member of staff.

Thank you for your patience over this challenging time. We can't wait to have you all back in September!

Yours sincerely



Mr J Lane
Principal