



Our ref: RS/SB

31 August 2021

Dear Parent/Carers

I hope that you have had an enjoyable summer. We are looking forward to welcoming the children back for, hopefully, a more normal year!

There has been some further guidance issued by the government over the last few weeks. Please forgive the lengthy letter but I feel that it is important to share as much information with you as possible. I have also attached a number of general documents, if you would like any further guidance.

Summary of general changes/similarities for September 2021:

- The 'bubble system' is no longer required;
- Staggered starts and break/lunchtimes are no longer required;
- Whole school events and larger group gatherings can resume, such as assemblies;
- Face coverings are no longer advised for staff and visitors either in classrooms or communal areas, though there are some circumstances where they are still recommended;
- Good hygiene and cleaning practices must remain in place for all children, staff and visitors;
- Occupied spaces must continue to be well ventilated;
- Clear procedures must be in place and adhered to, in-line with updated government guidance, for children/adults with Covid-19 or displaying symptoms of Covid-19.

Summary of main changes, relating to tracing close contacts for September 2021:

- Education settings will no longer be expected to undertake contact tracing;
- NHS Test and Trace will work with the positive case and/or their parents to identify close contacts;
- Contacts from a school setting will only be traced by NHS Test, where the positive case and/or their parent specifically identifies the individual as being a close contact;
- As a school, we may be contacted to help with identifying close contacts;
- Education and childcare settings may be contacted, if deemed necessary, by local health protection teams in response to a local outbreak, as currently happens in managing other infectious diseases;

- If we are concerned that we might have an outbreak, e.g. a number of positive cases in a 14-day period, but have not been contacted by Test and Trace, we will seek advice from the relevant agency.

Summary of main changes, relating to self-isolation for September 2021:

- From 16 August 2021, fully vaccinated adults and those under 18 years and 6 months, identified by NHS Test and Trace as a close contact are strongly advised to take a PCR test;
- There is no requirement to self-isolate whilst awaiting that PCR test result and so individuals can continue to attend their education or childcare setting;
- If an individual is symptomatic they should stay at home. Children and young people aged under 18 years 6 months who usually attend an education or childcare setting and who have been identified as a close contact should continue to attend the setting as normal. They do not need to wear a face covering within the setting, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

Summary of main changes, relating to individuals developing Covid-19 symptoms or having a positive test:

- Pupils and adults should not come into school if they have symptoms; have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on Covid-19 e.g. they are required to quarantine;
- Pupils and staff members who record a positive LFD or PCR test should let their setting know;
- If anyone develops Covid-19 symptoms whilst they are at school, however mild, they should be sent home and they should follow public health advice;
- If a pupil is awaiting collection, they should be moved to a separate room until they are collected; and rooms they have used should be cleaned after they have left;
- Staff and pupils with a positive lateral flow test should self-isolate in-line with the stay at home guidance;
- They also need to get a free PCR test to check if they have Covid-19;
- Whilst awaiting the PCR result, the individual should continue to self-isolate;
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test lateral flow test and the pupil can return to school, as long as the individual doesn't have Covid-19 symptoms.

Please see the attached documents, including the NHS Frequently Asked Questions, if you would like further guidance.

General information for the new term

When does Reynolds Academy open for the new term?

Reynolds Academy opens for all children in Reception, Key Stage 1 and Key Stage 2 on Thursday 2 September 2021. The school day begins at 8.50am and ends at 3.30pm. Parents of children in Nursery will have been contacted separately about times, which vary slightly.

Where do the children go when they arrive?

We will revert to the system that we used prior to us having to stagger start and finish times. All entrances will be opened at 8.45am and staff will greet the children and then line them up, straight away in their new classes in the playground.

Children should arrive and be in their lines and ready to go into school between 8.45am and 8.50am. Please do not arrive before this time, as the gates will not be open.

At the end of the day, teachers will bring the children to the doors leading out onto the playgrounds and release them to parents/carers at 3.30pm.

Which gate should each child arrive at be collected from?

Please see the following guide – if you are new and are not sure, please do not worry. Just ask any of the staff when you arrive, and they will direct you to the correct place.

Class	Year	Staff	Gate
	Nursery	Mrs Bateman, Miss Whitworth, Mrs Taylor and Miss Saunders	Early Years entrance (Nursery door)
Ceres Eris	Reception	Miss Ellis, Miss Smith, Miss Dabb and Mrs Worrall	Early Years entrance (Nursery door)
Lyra Aquila	Year 1	Miss Brealey, Miss Smith, Mrs Reavill and Mrs Philips	Machray Place or Reynolds Street entrance to line up in KS1 playground.
Indus Cygnus	Year 2	Mrs Gharib, Miss Mann, Miss Cavinder, Miss Barnsley and Miss Marshall	Machray Place or Reynolds Street entrance to line up in KS1 playground.

Scorpius Taurus	Year 3	Mrs Owen, Mr Bateman, Mrs Woodman and Miss Lindley	Machray Place or Goring Place entrance to line up in KS2 playground.
Phoenix Pegasus	Year 4	Mrs Ramsden and Mrs Foley, Mrs Christmas, Mrs Bateman and Mrs Fannon	Machray Place or Goring Place entrance to line up in KS2 playground.
Delphinus Columba	Year 5	Miss Jenney, Miss Mackin, Mrs Woodward and Mrs Raven	Machray Place or Reynolds Street entrance to line up in KS1 playground.
Orion Tucana	Year 6	Ms Dale, Mr Holmes, Miss Brecken and Mr Houghton	Machray Place or Reynolds Street entrance to line up in KS1 playground.

Have there been any changes to the staff at Reynolds Academy?

I would like to take this opportunity to welcome Mrs Bateman, who will be joining us as a teacher in Early Years.

We also welcome Miss Marshall who will be joining us as a Teaching Assistant in Year 2, Mrs Woodman who will be a Teaching Assistant in Year 3 and Mr Houghton, who will be a Teaching Assistant in Year 6.

I would also like to congratulate Miss Brealey and Miss Ellis, as they both got married over the summer holidays. Please note, Miss Brealey will now be known as Mrs Pearson and Miss Ellis will continue to use her maiden name.

Will break and lunchtimes be staggered?

We will generally be returning to our pre-Covid-19 break and lunchtime systems. As the bubble system is no longer in place, there will be some mixing of classes on the playground. However, we will be limiting numbers of children on the Key Stage 2 playground to only four classes.

There will be some staggering of break and lunchtimes for Key Stage 2 children. This is purely to ease congestion on the playground and to make provision at lunchtime in the dinner hall a lot smoother.

Will children be mixing in their lessons?

One of the positive outcomes of the bubble system is that we have found that keeping the same children with one class for the day has many benefits. This will continue in most cases, though there will be some mixing of classes for some subjects in some year groups.

When will parents/carers be allowed to come into the school again?

We ask that parents/carers continue to speak to staff at the gates or in the playground as much as possible, as this has worked well. However, where you would prefer a more private conversation or a longer meeting, please speak to the class teacher who will facilitate this.

If you need to speak to a member of the office staff, we would ask that this is done via telephone or the new App, where possible. However, if there is a need for you to speak to a member of the office team in person, please go the main reception area at the front of the school.

During the first half-term, we will make plans for parents/carers to start coming in for assemblies and sharing afternoons. We will contact you with further details about this.

We look forward to welcoming you back in to share in your child's learning.

How do parents/carers arrange for their children to have a hot meal?

If you check our website, there is a tab for Aspens, who provide our catering. Alternatively, contact a member of the office team who will then ask a member of the Aspens team to call you to discuss.

Will we be running after school clubs and organising educational visits?

Many clubs still ran throughout last year. This will continue and be expanded upon to provide further enrichment opportunities.

Equally, we will be re-introducing educational visits at appropriate times throughout the year, which will be run in-line with relevant government guidance.

As a new parent, how do I check that I have the correct uniform?

Please see our website, which gives a detailed breakdown of all uniform requirements, including PE kit.

Can I take this opportunity to remind all parents that it is essential that all children wear the correct uniform at all times. This includes appropriate school shoes and appropriate haircuts. Again, please see the website if you need any clarification on this matter.

A very small minority of parents needed a number of reminders about this at different points last year. Our uniform policy is non-negotiable and must be adhered to if the children wish to attend Reynolds Academy.

Who do I contact if I have any concerns of a safeguarding nature?

The Designated Safeguarding Lead for Reynolds Academy is Miss Waring and the Deputy Designated Staffing Lead is Mr Cookson. If you have any questions or queries at all, please do not hesitate to contact them at the Academy on 01472 691797

Who do I contact if I have any questions regarding SEND?

If you have any questions, regarding any aspects of provision for children with additional needs, please contact our SEND co-ordinator, Miss Waring at the Academy.

Who do I contact if I have any questions, relating to Early Years and/or questions regarding applications for Nursery and Reception?

Our Early Years Lead is Mrs Rushworth who will be delighted to discuss any aspects of Early Years with you. If it is a general enquiry, regarding Admissions, you can also contact Miss Bond, our Senior Administrator in the main office.

How will we update parents/carers on the progress of the children academically this year?

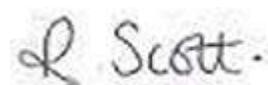
Existing children all received a very detailed report at the end of last year. Please speak to your child's teacher if you have any questions, regarding their education. They will be very happy to take the time to discuss any aspect with you, either informally at the end of the day or in a more formal private meeting, where required.

We also plan on holding a parents' evening towards the end of the first half-term in October 2021, where you can discuss how your child has settled in and the progress they have made to that point.

We hope that this year will be more 'normal' and that we can start functioning as a proper community school again.

I hope that you have found the information in this letter to be useful. Please do not hesitate to contact me or any member of staff at the Academy, regarding any matter on enquiries@reynoldsacademy.co.uk

Yours faithfully

A handwritten signature in black ink that reads "R. Scott." The signature is written in a cursive style.

Mrs R Scott
Principal

