

# St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Headteacher: Ms Miranda Baldwin

Head of Primary: Ms Joanna Chick



1 July 2020

Parent/carer

Dear Parent/carer

Further to my letter sent to all parents on 23<sup>rd</sup> June, I am writing to you with details regarding your child's face to face session. Over the last few weeks it has been fabulous to have Reception, Year 1 and Year 5, Year 6, Year 9 and Year 10 pupils on site and we are now in a position to welcome back more pupils for some time in school.

We have carried out detailed risk assessments to assess our ability to open safely to pupils and staff. We have been cautious in our approach to wider reopening but do believe we are now in a strong position to welcome back Year 7's for a session with a teacher.

So to our plans. Pupils will attend school on one specific day for a 3 hour session in a Year 7 bubble, there will be staggered start and finish times to minimise contact with other pupils. We know you will have many questions regarding these arrangements so we have tried to provide answers to some of them on the following pages.

Getting your child back to school safely is our biggest priority. Please be rest assured that we have taken every measure to prepare the Academy for their safe return. **Now we just need them here!** Please support us in ensuring your child attends school at the time and on the date detailed at the foot of this letter. Our analysis has shown that engagement in remote learning for the majority of Year 7 is strong but has dropped over the last few weeks, therefore it is vital they return to school next week for a session so that we can check work being completed, what work is outstanding and also have a wellbeing chat.

If you foresee any issues at all or have any worries about your child returning to school please raise them with your child's Form Tutor or Miss Ifeoma, Director of Learning immediately so that we can work with you to remove any barriers to your child returning to school.

**When not at school we would expect your child** to continue working to the home learning schedule which is posted on the next page. It is vital that they are up and working by **10am every day** and are completing the tasks set by their class teachers in **every subject area**.

 : 0208 853 6250  : [info@stmatthewacademy.co.uk](mailto:info@stmatthewacademy.co.uk)  : [www.stmatthewacademy.co.uk](http://www.stmatthewacademy.co.uk)  : @stmattacad


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Successful, confident learners High expectations, outstanding achievements Inclusive, caring, Catholic community Nurturing talent, cultivating ambition Excellence for all

| Day       | 9:55-10:00   | P1: 10.00 - 11:00 | P2: 11:00 - 12:00 | P3: 1:00 - 2:00 | P4: 2:00 – 3:00            |
|-----------|--|-------------------|-------------------|-----------------|----------------------------|
| Monday    | Morning reflection emailed to all pupils every day by RWA and upload to twitter by MCA | English           | Humanities        | Maths           | Year led PSHCE/House comps |
| Tuesday   |  | Maths             | MFL               | Science         | Carousel PA/CS             |
| Wednesday |  | Science           | English           | MFL             | RE/Catholic ethos          |
| Thursday  |  | Maths             | Science           | Carousel PA/CS  | Carousel DT&Art            |
| Friday    |  | English           | Humanities        | Carousel DT&Art | Early finish               |

This week staff have been making calls home to inform you of our plans. As always we thank you in advance for your support in ensuring your child attends school. We simply cannot wait to have our Year 7's back at the Academy and we look forward to seeing them all next week.

Yours sincerely,



**Ms M Baldwin**  
Headteacher

| Name            | Student Name |
|-----------------|--------------|
| Bubble          |              |
| Day in School   |              |
| Dates in school |              |
| Start time      |              |
| Finish time     |              |

#### What is a SMA Year 7 bubble?

- Up to 11 children in a bubble with two familiar class teachers. Adults and children will stay in this bubble for the duration, in their specified area of the school and will be supported by two senior staff
- Bubbles will be made up of a balance of boys and girls, additional needs etc. Bubbles are fixed.
- Children will work in a well ventilated computer room – they will be spread out in the room and have access to a computer and a desk space
- Pupils should arrive with all equipment and books they need for the day

- Bags, coats etc. should be kept to a minimum and will be stored outside classrooms
- Each pupil in the bubble will receive a one to one 20minute wellbeing conversation during their session
- Targets will be set during 1:1 meetings outlining clear tasks to complete on Google Classroom
- Snacks will be provided so pupils should not bring any food on site
- Pupils are expected in school uniform (without a tie).
- Pupils will receive a 'wake-up' phone call on their allocated morning just after 9am from the staff leading that day
- During the 3 hour work slot pupils will be supported in completing tasks set on Google Classroom by their class teacher in Maths, Science & English

### **Will my child be socially distanced 100% of the time?**

Children and adults will be socially-distanced as soon as they arrive on site and in the classroom. Adults in school will not be routinely wearing face coverings so pupils must ensure they socially distance from the teacher, and other adults. If your child needs medical attention that will be dealt with in the usual way, i.e. not socially distanced. The focus is on:

- Minimising contact and not mixing between bubbles
- Avoiding contact with anyone with symptoms
- Frequent hand washing and good respiratory practices
- Frequent, thorough cleaning of settings

### **When will my Year 7 child come to school**

- Each year 7 pupil will have one session when they should attend.
- Your child should attend school on the day/time stated previously
- There will be a staggered start for pupils to enable them to travel safely to the Academy avoiding the peak rush-hour traffic
- Please ensure your child travels to school alone and does not meet up with friends on the way to school
- All pupils will sanitize their hands on entering the gate and SLT will ensure that all social distancing stipulations are adhered to
- Your child will be dismissed at the time stated

### **As a parent how can I help?**

- Take your child's temperature before you come to school; we will only take temperatures if we have a concern
- If your child is at all unwell, or has a temperature above 37.8°C keep them at home.
- Ensure your child has washed their hands before leaving in the morning and on arriving home
- Ensure your child is on time for the staggered start to the day
- If you are bringing your child to school please drop and go, and do not stop and chat outside the gates. At pick up time please be prompt but socially distance while waiting
- Send any messages for teachers via the school office phone number/email rather than when picking up your child – the reception will not be open to parents

### **What will the Academy do if there is a suspected COVID-19 case?**

- We have a separate isolation room (not the medical room) which will only be used for suspected cases
- The child will be supervised by an adult who will wear PPE equipment
- The parent will be called to come and collect the child
- The child will be given a face covering to wear (to protect others) when they leave the building to be collected by their parents

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### What happens if there is a confirmed case?

- The child/staff member would self isolate for 7 days, with rest of household isolating for 14 days. Any child or member of staff who displays symptoms will be encouraged to be tested for COVID-19.
- Where the child/staff member tests negative, they can return to school. Where the test is positive, the rest of the 'bubble' will be sent home and advised to self-isolate for 14 days.
- Household members of the bubble do not need to self-isolate unless the child/staff member subsequently develops symptoms.

### What should I do if my family are shielding or extremely clinically vulnerable?

- Children classed as extremely clinically vulnerable due to pre-existing medical conditions are not expected to return to school. Those classed as clinically vulnerable should follow medical advice as to whether a return to school at this time is advisable. If your child lives with an extremely clinically vulnerable adult then they should only attend 'if stringent social distancing can be adhered to'. As a school we cannot guarantee that, therefore your child will need to stay at home.

### Do you or your child need someone to talk to?

- In this unusual situation, you may no longer have your usual support group around you. If you, or your child, would like a friendly voice on the end of the phone, help on how to cope with the current situation, one-off crisis counselling support or a combination of all three, please contact us. If you would like to access this support, please ring the office and leave a message for Mrs Laker or email [dla@stmatthewacademy.org.uk](mailto:dla@stmatthewacademy.org.uk)

### Safeguarding

- Our key priority is always the care and safeguarding of children. We are in regular contact with many families and pupils but, if you have a non-urgent safeguarding issue, please email [dla@stmatthewacademy.org.uk](mailto:dla@stmatthewacademy.org.uk). If something is urgent, you can contact MASH (multi-agency safeguarding hub) on 020 8314 6660 or the police on 999.

### Government and Local Authority documents

Please find below links to documents that you may wish to read to further inform your decision.

[Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Information about schools and childcare during COVID-19](#)

Travel advice from Transport for London can be found [here](#)

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