

# St Matthew Academy

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

Headteacher: Ms Miranda Baldwin

Head of Primary: Ms Joanna Chick



2 September 2020

Dear Parents and Carers

We are really looking forward to welcoming back pupils and having all our community back on site. It is important that during this period of COVID restrictions and Government guidelines that both you as parents / carers and pupils are aware of our expectations are regarding behaviour and conduct in the Academy and particularly with regard to being COVID safe. This letter contains additional information and updates and should be read in conjunction with the letters sent at the end of term from the Headteacher, Ms Baldwin ([here](#)) and the year specific letter from Ms Chick, Head of Primary Phase ([here](#)).

Can we take this opportunity to remind you that you should not send your child into the academy if they are displaying symptoms of Covid-19 and we have copied a link here as a reminder as to what these are: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-selfisolate-and-what-to-do/>. Likewise, I would ask that you notify us if anyone within your household is diagnosed with Covid-19.

## 1. Dates and times for returning to the Academy

| Primary Return Dates 2020/21 |                       |            |                 |
|------------------------------|-----------------------|------------|-----------------|
| Year                         | Start date            | Start time | Collection time |
| Reception                    | Wednesday 9 September | 9.30am     | 3.30pm          |
| Year 1                       | Wednesday 9 September | 9.30am     | 3.30pm          |
| Year 2                       | Wednesday 9 September | 9.20am     | 3.20pm          |
| Year 3                       | Monday 7 September    | 9.20am     | 3.20pm          |
| Year 4                       | Monday 7 September    | 9.10am     | 3.10pm          |
| Year 5                       | Monday 7 September    | 9.00am     | 3.00pm          |
| Year 6                       | Wednesday 9 September | 8.50am     | 2.50pm          |

We remind parents that pupils should arrive and be collected promptly at their designated times to avoid large gatherings during the academy day.

## 2. Behaviour

As an Academy, we have introduced stringent protocols around hand / nasal hygiene and strict areas of use for each class (bubbles). We expect all pupils to follow these guidelines diligently and any breach of these rules will result in a sanction.

## 3. Face Coverings

In line with Government guidelines the wearing of face coverings within the Primary Phase is not required on the Academy site.

## 4. Equipment

It is important that pupils are properly equipped each day. Due to COVID restrictions all water fountains have been turned off so it is vital that pupils bring their own filled water bottle to academy each day along with normal routine academy equipment. There will be an opportunity for pupils to refill their bottle at lunchtime.

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

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Key stage two pupils should also have their own personal hand sanitizer for use on their journey to and from academy and while on site. The Academy will provide hand sanitizer on entry to the site, in each room and in the lunch hall.

## 5. Travel

Were possible pupils should walk or cycle to the Academy however we realise that many of our pupils must access buses and or trains to get to the academy. In order to prevent unnecessary bus use in the morning pupils will not be permitted to use the bus stop outside the bowling alley in Lewisham as it is only two stops to our site. Like-wise at the end of the day only those students needing to use the 54 bus to go beyond Lewisham will be allowed to use the bus stop opposite St Joseph's Vale. Pupils will not be permitted on the 89 and 108 buses as these only travel two stops and terminate in Lewisham.

## 6. Uniform

All of our pupils are expected to return in full academy uniform. Any pupil who does not have full academy uniform should contact their class teacher via email at the start of term. It is important that all uniform is washed regularly. Please also ensure your child's hair colour and style is in line with our Academy policy and all jewellery is removed.

## 7. Packed Lunches

Hot food will be available at lunchtime for all pupils who wish to purchase it however if you wish to provide a packed lunch please ensure that it is well wrapped or in a sealed lunch box. We will not permit any pupil to bring fizzy or energy drinks on site and only water is permitted during lesson time.

We understand this is a lengthy letter with lots of information and we greatly appreciate your support in all of these matters in order to make your child's return to academy successful and safe. We are very keen to work closely with parents and carers over the next few weeks to monitor our Covid security both on site and while travelling to academy. Please do not hesitate to contact the academy by phone or email if you have any questions, concerns or ideas about how we can improve our systems further.

We will be sending home the curriculum newsletter via email next week which will provide specific information from your child's teacher. Our aim is to fully ensure all measures in place are robust without jeopardising our pupils' health or education and will be reviewed on weekly basis.

Yours faithfully



**Ms M Baldwin**  
Headteacher



**Ms J Chick**  
Head of Primary Phase

## How to use face coverings



Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags/containers between uses.

### A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, be able to be washed with other items of laundry in line with manufacturer's instructions, at the highest temperature appropriate for the fabric and dried without causing the face covering to be damaged.

### When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on/ after taking off a face covering
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering and wash your hands on arrival at school, after taking it off to eat and before you leave school (anyone using a face covering will need a supply of at least four for the school day)
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

### When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only touch the straps, ties or clips
- do not give it to someone else to use
- if single-use, throw it away carefully in a waste bin with a lid and do not recycle
- if reusable, store it safely and separately from your clean ones, in a closed container/bag until it can be washed
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed