



HEAD  
N. Hair – BA QTS NPQH

4th June 2020

Dear Parent/ carer,

I hope this letter finds you and your families all well during this continued period of lockdown.

Everyone should have, by now, received the letter from the Trust outlining the process that both schools are going to follow whilst in the reopening phase of schools. We understand that this is a very difficult time for families and I would just like to outline how school will look after your children upon their return, so you can make an informed decision.

We intend for Year 1 to return to school the week beginning **June 15th**. We have already welcomed back Nursery and Reception. Please read the information below carefully.

**Monday 15th** - we will welcome Year 1 children back to school. They will be put into a group (their social bubble) and have staggered entrance times between 8:45am - 8:55am. Their day will finish between 2:45pm and 2:55pm.

Please inform school as soon as possible and **no later than Wednesday 17th June 12:00pm** if you wish for your child to return to school. This can be done by telephone or email to [ehpa@balmorallearningtrust.co.uk](mailto:ehpa@balmorallearningtrust.co.uk). Please inform us even if you have already done so previously and we will update lists to ensure no one is missed.

Once groups are formed we will then keep to these groups (social bubbles) for the next five weeks. The group size will range from 8 - 11 children depending on the room they are using. The next opportunity for your child to return to school will be Monday 22nd June if they have not already returned on Monday 15th.

Children must not bring anything to school other than a summer coat if needed, sun hat and their own water bottle. **Sun cream will need to be applied before coming to school.** We will provide all equipment that the children need and this will stay in their bubble and not be shared with others.

Children will need to wear their school top and school jumper and then can wear school shorts/ jogging bottoms and trainers. The shorts and jogging bottoms do need to be blue/ grey or black or children can wear their uniform if they wish too.

Children will receive their usual school lunch. We have worked closely with the kitchen and will be providing either a hot or cold lunch. This will be in a bag and disposable containers and will be very easy for the children to eat so no one has to help children cut their food. The children will not queue or be served. The children will eat in the school hall and this will be thoroughly cleaned between sittings.



Balmoral  
Tyne & Wear  
Tel: (0191)  
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guarantee in  
above.



Learning Trust c/o EHPA, Balmoral Terrace, East  
SR3 3PR  
5634243 · Email: [ehpa@balmorallearningtrust.co.uk](mailto:ehpa@balmorallearningtrust.co.uk) ·  
Primary Academy is part of Balmoral Learning Trust, a  
England and Wales (Registered No. 8083620) whose



Herrington, Sunderland,  
Website: [www.ehpa.co.uk](http://www.ehpa.co.uk)  
company limited by  
registered office is as

We are operating a one-way entry and exit system into school for all parents; this is to ensure safety for all and we kindly ask that everyone follows this carefully.

Please **enter school by the pedestrian gate on Balmoral Terrace** and follow the one-way system to the KS1 yard. Your child's group leader will be there to collect your child at the specified time and they will enter the building once all children have arrived. Children will wash hands upon entry to school and this will be reinforced throughout the day many times.

Parents will then leave the school yard by the Charter Drive entrance and follow the one-way system. This will be the same procedure at the end of the day. There will be staff on the gates and around the site to ensure that everyone knows where they are going. It will take a bit of getting used to but I know we will all work together to ensure that this happens. Please do not try to talk to staff and any queries or concerns can be met in the same way whilst we have been partially closed through class emails and by telephoning the office for urgent matters.

The school office **will be closed to parents** and all queries need to be telephoned or emailed into school until further notice. Home learning packs will still be available and these can be picked up either outside the main office or inside the porch. We ask that parents do this between the hours of 10:00am and 2:00pm to ensure we have less people on site at the busier times.

School **will be closed on a Friday for most children** and only be open to key workers on a Friday: this will allow staff to plan for home learning and catch up with families who have chosen to stay at home. Teachers may not be able to email or reply as regularly once we are back at school as they will all have their own groups.

Children who have been using the key worker facility will need to choose between the key worker group or the Year 1 group as stated in the key worker letter.

Our curriculum will be geared to the groups of children we have in school and will ensure that children have a chance to share their experiences whilst also remembering school routines but ultimately ensuring the children are happy and safe in school. This will be adapted as we move through the next 5 weeks and we will share this information with you.

I hope I have answered some of your many questions and look forward to seeing you. I will post some pictures next week on Facebook to allow you and your child to see what school looks like to ensure a smooth transition.

Yours Sincerely

Mrs Hair