

27 August 2020

Dear Parents/Carers,

As we get closer to welcoming your child back to William Morris Campus on 03 September 2020, I thought I would write to you with a few more details of the plans put in place.

### Attendance

The Government advice states that all children will be expected to attend school from September and we want to work with any parents who are worried to reassure you that we are taking every precaution to keep our community safe. If any parents/carers have any questions, please contact the school office and we will try our best to answer your queries.

### Drop Off / Pick Up (Times of Day)

For parents who are dropping off and picking up their children, class start and end times will be staggered in order to avoid congestion and to reduce contact during this busy time of the school day. There are limited entrance and exit points into the school, and whilst I appreciate the inconvenience this may cause, we feel it is a necessary precaution in order to protect your children.

Parents will be monitored coming into the school entrance and directed to the rear of the building. There will be a one-way system and each class zone has its own door. Parents should not get out of their cars or enter the school building.

William Morris Campus	Drop Off Time	Pick Up Time	Pupil entrance/exit door
<b>Green Zone Classes</b> 11W, 16W, 19W, 21W	<b>9.00 am</b>	<b>2.50 pm</b>	Rear Car Park – Door 3
<b>Red &amp; Orange Zone Classes</b> 1W, 2W, 3W, 5W, 6W, 13W, 10W, 18W	<b>8.50 am</b>	<b>2.40 pm</b>	Rear Car Park - Door 2
<b>Blue &amp; Pink Zone Classes</b> 4W, 7W, 8W, 12W, 14W, 15W, 17W	<b>8.40 am</b>	<b>2.30 pm</b>	Rear Car Park - Door 1
<b>Yellow Zone Classes</b> 9W & 20W	<b>8.50 pm</b>	<b>2.40 pm</b>	Rear Car Park - Huts

### Classrooms

During the school day staff will be taking extra care to keep your child's classroom environment clean. Activities will be designed to promote social distancing where possible. We are aware many of our pupils will not be able to adhere to any social distancing or hygiene guidelines. Resources will not be shared between pupils outside their classrooms and additional sanitation and cleaning procedures will be carried out at regular intervals. Our specialist rooms will not be open at the start of term on health and safety grounds

#### Brookfield House Campus

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#### William Morris Campus

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**Tel:** 020 8503 2225

**Email:** office@limeacademyhornbeam.london

#### Hospital & Home Teaching Service

Acorn Paediatric Unit, Whipps Cross Hospital,  
Leytonstone, London E11 1NR

**Tel:** 020 8535 6694

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If a child needs to be changed during the school day, their dirty clothes will be bagged securely and sent home to be washed. Please ensure that your child has a spare change of clothes in their bag in case of emergency.

#### **PPE and Face Coverings**

PPE is available for staff to wear if needed and when undertaking personal care of the pupils. It will be provided for The government has advised that face coverings for staff and pupils are used in secondary schools (11-18 year olds) if it goes into a local lockdown. If this happens at our school, I will write to you to let you know the arrangements that will be put in place and how it will apply to our pupils.

#### **Hygiene**

Hand wash stations are positions around the school. Staff and pupils will wash their hands at regular intervals throughout the day; staff will support children with this as needed. Please do not send your child in with their own supply of hand sanitiser as this may be hazardous to other pupils.

#### **Break and lunchtimes**

Pupils will remain in their class bubble zones during break and lunchtimes.

To avoid the risk of cross-contamination we are asking pupils to bring a named drinks bottle to school as we are having to turn off our water fountains at this times.

For the first couple of weeks of term, we will be providing a packed lunch for pupils. A selection of sandwiches, fruit and dessert will be offered. Lunchtimes will be staggered so that numbers in the dining areas / classrooms will be limited. We will then review this provision with a view to returning to our normal menu. As normal, lunches will be booked and paid for through Parent Mail. The daily cost of a lunch will be £2.50. Children can bring a packed lunch but parents must ensure that the lunch box is cleaned thoroughly every day, and labelled with your child's name.

#### **Visiting the School**

Parents will not be able to speak to their child's class teacher at drop-off and pick-up. Parents need to email the school or make contact via telephone if they wish to communicate with a member of school staff, including your child's teacher. Parents are not allowed to enter the main reception area unless they have an appointment or have been requested to do so by the school.

#### **Useful Information**

We have put useful information and correspondence from the Academy on our website. (<http://limeacademyhornbeam.london/>) under the Covid Update tab at the top of the home page.

On behalf of all the staff at Hornbeam, I would like to thank you for your continued support over the past few months and wish you a safe and peaceful end to the summer break.

Yours faithfully,

**Antony Clements**  
**Interim Headteacher**