



27 August 2020

Dear Parent/Carer

We hope that this letter finds you and your family well. It has been a long five months without seeing our academy full of its usual vibrancy, and as it is for us, I am sure your attention will now be turning to next week and the start of a new academic year.

In July, we wrote to you outlining how we expect the re-opening of our academy will work. This week, the risk assessment has been reviewed and we remain confident that our plans will enable us to welcome back all our children as safely as possible.

**You can read our re-opening plans again in full on our website here:**

<https://www.brackenlaneprimary-ac.org.uk/september-re-opening-update/>

**A reminder of our return to academy timings:**

Year group	Start date and time
Academy closed to all children for staff training and development	Tuesday 1 September – all day
Years 5 & 6 (9am-3.15pm)	From Wednesday 2 September
Group 1 Nursery (8.45am-11.45am)	From Wednesday 2 September
Group 1 Reception (8.45am-3pm)	From Wednesday 2 September
Years 3 & 4 (9am-3.15pm)	From Thursday 3 September
Group 2 Nursery (8.45am-11.45am)	From Thursday 3 September
Group 2 Reception (8.45am-3pm)	From Thursday 3 September
Years 1 & 2 (8.45am-3pm)	From Friday 4 September
Group 3 Nursery (8.45am-11.45am)	From Friday 4 September
Group 3 Reception (8.45am-3pm)	From Friday 4 September

We've been very busy making arrangements to welcome children back to school and we are sure they will settle back quickly into new routines and systems. It is very important that we have up to date contact details for parents/carers so please ensure that your information is up to date should we need to get in touch. You can update your details online here: <https://www.brackenlaneprimary-ac.org.uk/pupil-information-and-consent-form/>

In preparation for children returning we have created a short video for children to explain some of the systems which can be found here: <https://www.youtube.com/watch?v=ssstTWfjM1iY&feature=youtu.be>

Please ensure that children do not bring personal possessions into school other than coats, book bags and water bottles which should be taken home every night for cleaning. Mobile phones are not allowed with the exception of those Year 6 children who are walking to and from school independently (please contact school if you haven't already given permission for child in Year 6 to walk to and from school independently, as written permission is required).

We are operating a one way system so please enter the site through the main gate and remember to remain 2 meters apart from other families. Staff will be at the gates and entrances to welcome children as they return. Please leave the site through the playground gate. Do not gather in groups on the playground or at the entrances and exits.

We would also emphasise that the school offices will remain closed to avoid congestion. Should you need to speak to a member of staff, or if you have any concerns or specific questions regarding your child's return in September, please let us know via email at [office@brackenlaneprimary-ac.org.uk](mailto:office@brackenlaneprimary-ac.org.uk) or by phone on 01777 705017

Yours faithfully

Gareth Letton

Executive Principal

Helen Cawkill

Principal



