



Woodthorpe Church of England (VC) Primary School

05 August 2020
Ref: WCEPS 0634

Dear Parents/Guardians

Following the Government's announcement that schools will re-open fully in the Autumn Term 2020, I am writing to share with you the arrangements we have implemented to ensure the safety of all pupils, staff and visitors to the school. These arrangements have been put into place following a robust risk assessment process.

We are looking forward to seeing all of our pupils once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them, if Government guidance changes or is updated.

I can confirm that school will re-open to all pupils on **Thursday 3rd September**, Wednesday 2nd September is an INSET day. Before reopening, we have updated our risk assessments that identify the risks associated with Coronavirus specific to our school, and additional measures have been put in place to minimise those risks as far as we are able to.

All staff and pupils will continue to have access to testing if they develop symptoms of Coronavirus, and rapid action will be taken should any test come back positive to ensure that the school continues to be a safe environment. The affected pupil or member of staff will be required to self-isolate at home for 14 days, as will any pupils and members of staff they have been in close contact with (e.g. the rest of the pupil's bubble).

We recognise that some parents may have some concerns about your child returning to school and that this is an unsettling time for some children. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please, in the first instance contact your child's class teacher via email.

Staff can be contacted via the following email addresses:

Miss Squiers - Reception/Year 1 – msquiers@woodthorpe.derbyshire.sch.uk

Miss Turner - Year 1/Year 2 – turner@woodthorpe.derbyshire.sch.uk

Miss Hall – Year 3/Year 4 (Mon, Tue, Wed) – hhall@woodthorpe.derbyshire.sch.uk

Mrs Long – Year 3/Year 4 (Wed pm, Thu, Fri) – hlong@woodthorpe.derbyshire.sch.uk

Mr Windsor – Year 5/Year 6 – mwindsor@woodthorpe.derbyshire.sch.uk

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DDAT
Derby Diocesan Academy Trust



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Allocating Pupils to a 'Bubble'

In line with Department for Education (DfE) guidance, the school has made arrangements for all children to attend school as part of a smaller consistent group, often referred to as a 'bubble'. These class groups of pupils will remain together throughout the school day and will not interact with other class bubbles in school. This is an important measure to limit the spread of any infection and will limit the number of interactions between pupils in school. Please note, siblings will be allocated to class bubbles (linked to their age/year group). Siblings may be in different groups and this is supported by the DfE in their guidance.

In order to maintain social distancing at the beginning and end of the day, and during the day, we will have the following staggered times for different classes/bubbles.

	Super Snails	Tremendous T-Rexs'	Heroic Lions	Wonderful Wolves
Class Teacher	Miss Squiers	Miss Turner	Miss Hall/Mrs Long	Mr Windsor
Start of Day	08:45	09:00	08:45	09:00
Enter School via	Bottom Gate	Bottom Gate	Top Gate	Top Gate
Play/Break	10:15-10:30	10:35-10:50	10:15-10:30	10:35-10:50
Lunch Time	11:45-12:45	12:00-13:00	11:45-12:45	12:00-13:00
End of Day	15:15	15:30	15:15	15:30

Letters have already been issued detailing which class/bubble your child will be in, and who their class teacher will be in September.

Attendance

From September 2020, the normal rules around school attendance apply. Therefore, we must remind you of your duty to ensure that your child/ren attend school regularly. The school have a responsibility to record attendance for all children and follow up absence.

School Staff

All school staff have been fully briefed on the arrangements in place for a full re-opening in September 2020. Some school staff may have been shielding during the lockdown and as such we will be supporting them fully as they return to work. I would ask all parents/carers to bear in mind that some staff may have spent a considerable amount of time away from school and that this is also an unsettling period for those members of staff. We ask that our entire school community are patient with each other as we adjust to this new way of life.

Maintaining a Safe School Environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home

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- On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
- Providing alcohol-based hand sanitiser that contain at least 60 percent alcohol throughout the school
 - Ensuring pupils and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away
 - Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
 - Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
 - Telling staff to stay at home for 14 days if they develop symptoms of Coronavirus
 - Arranging classrooms so that children are seated side by side facing forwards and removing unnecessary furniture and equipment.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

Symptoms of Coronavirus

As per the current NHS and government advice, you should keep your child at home for a period of 14 days if they develop Coronavirus symptoms. Symptoms include a high temperature, a new continuous cough, and a loss of taste/smell. Where symptoms continue after 7 days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/>

The school will insist that any child/ren or member/s of staff who show any symptoms that may be compatible with Coronavirus, book a test immediately. Information on booking a test will be provided by the school and the child/ren / member of staff will not be permitted to return until the test result is confirmed and the period of isolation is complete. In addition, guidance from the DfE states that a small number of home testing kits may be able to be distributed by the school in exceptional circumstances. We have not yet received the details of this and will advise parents/carers as soon as more information is available.

If someone you or your child has been in close proximity to has tested positive for Coronavirus, you may be contacted by the NHS Test and Trace service. Information on the NHS Test and Trace service is available here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

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If you think your child may have been exposed to or has Coronavirus, please contact the school on **01246 472584** at the earliest opportunity.

School Uniform

From September 2020, all pupils will be expected to return to school in their full school uniform. In accordance with DfE guidance, uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Our school uniform is vital in contributing to the ethos of the school and sets an appropriate tone for pupils to return to learning. All children are to wear their school uniform from Thursday 3rd September. From the beginning of the first full week of school (Monday 7th September onwards) we ask that children wear their PE kit to school on PE days, please see page 6 for details of PE days for each Class/Bubble.

School Bags

It is still recommended that we limit the amount of equipment pupils bring to school each day. Therefore, only essential items can be brought to school by pupils such as: water bottles, lunchboxes, hats and coats.

School will provide children with a stationary pack, so please do not send a pencil case to school with your child.

Arrangements for the Start and End of the School Day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place, so maintaining safe distances within normal arrangements can be a challenge. We have implemented staggered start and finish times, so that one class at a time is entering and exiting via each of the school gates (times detailed on page 2). We have also implemented the following arrangements to maintain a safe environment:

At the start of the day the times for dropping off pupils will be staggered for each class as follows:

- At 08:40 the bottom gates will be opened for Miss Squiers class (Reception/Year 1) to enter the school site. A member of staff will be on duty. White social distancing markers have been sprayed on the pavement outside school and on the school grounds, near the bottom gates. We ask that all parents adhere to social distancing when waiting to drop children off. At **08:45 Miss Squiers** class will enter the classroom via the green gate and external classroom door.
- At **09:00 Miss Turner's** class (Year 1/Year 2) will enter the school site via the bottom gates. A member of staff will be on duty. Children will enter the school building via the double doors to the left of the single green gate. We ask that parents/carers leave the school site immediately after dropping their child/ren off.
- At 08:45 the top gate will be opened for **Miss Hall and Mrs Long's** class (Year 3/Year 4) to enter the school site. A member of staff will be on duty. Children will leave parents at the main gate at **08:45**, and will enter the classroom via the external classroom door.
- At **09:00 Mr Windsor's** class (Year 5/Year 6) will enter the school site via the top gate. The children will walk round the outside of the building, past the MUGA and into the classroom via the external door.

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At the end of the day the times for collecting pupils will be staggered for each class as follows:

- At 15:10 the bottom gates will be opened for parents collecting children from Miss Squiers class. We ask that parents/carers stand on the social distancing markers whilst waiting to collect their child. At **15:15 Miss Squiers** will let the children leave the classroom via the external classroom door (one at a time) when she sees a child's parent/carer. We ask that parents/carers leave the school site as soon as their child is handed over to them.
- At **15:30** parents/carers of children in **Miss Turner's** class can enter the school site via the bottom gates. We ask that parents wait on the social distancing markers. When the member of staff on duty sees a parent they will release the child to them. We ask that parents/carers leave the school site as soon as their child is handed over to them.
- At **15:15** a member of staff will be on duty. Children in **Miss Hall and Mrs Long's** class will be handed over to parents/carers at the top gate. We ask that parents/carers wait on the social distancing markings on Seymour Lane to avoid close contact and over-crowding.
- At **15:30** children in **Mr Windsor's** class will be released via the top gate. We ask that parents/carers wait on the social distancing markers on Seymour Lane to avoid close contact and over-crowding. Parents/carers will need to complete a letter of consent (in advance) for any children in Year 5 or Year 6 walking home alone at the end of the day.

One Way System

A marked one-way system has been set up in the school corridors to minimise face-to-face contact between pupils and to make it easier to follow social distancing guidance.

Before School Child Care

We will be running the Early Bird Club (previously known as Breakfast Club) from 08:00-08:45/09:00 in the school Hall. Numbers will be capped at 6 children per class/bubble (24 in total) and the hall will be divided into 4 sections with seating set out so that children do not mix with children from other Class groups/Bubbles. Please note that food is not served, this is why from September 2020 we have decided not to call this provision Breakfast Club.

We will need to know in advance if places are required, children will not be admitted to Early Bird Club without a prior booking as we must ensure that we have a safe environment with adequate social distancing between class groups. A member of staff will be on Duty at 08:00 and will admit children via the top gate. Children will enter the Hall via the external Hall door.

If you require a place for your child at Breakfast Club, please **contact the school Office** by telephone (01246 472584) on **Wednesday 2nd September** to book a place.

What if we Arrive Late to School?

It is extremely important that Parents/Guardians keep strictly to their allocated drop off and pick up times to allow social distancing. If, due to unforeseen circumstances you miss your allocated time, please telephone the school Office on 01246 472584 and ask for a new drop off time. A member of staff will meet you at the main entrance, so that your child is safely admitted to school. Please do not attempt to come into the school building unless invited to do so.

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Transport

If you and your child travel to school using public transport, we must remind you that it is a mandatory requirement to wear a face covering, unless you are exempt for reasons of health, age or equality. Full guidance is available here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings>

Face masks that children wear on public transport will need to be left with parents. Children must not take the mask into school.

Arrangements for Break Times and Lunch Times

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely, please see updated break and lunch times on page 2.

Lunch Time

Children will eat lunch in their classroom to avoid unnecessary movement around school. Tables will be cleaned before and after the children eat. Each class will be accompanied by a Midday Supervisor. This member of staff will remain in the same Class/Bubble for the duration of the week.

School meals are provided by the Derbyshire Catering Service. From September the menu is called, 'Hot to Go'. Children who do not wish to have a school meal can bring a packed lunch from home.

During outdoor play at lunchtime each Class/Bubble will be allocated a specific outdoor area to play on, so that Classes/Bubbles do not mix or play in the same area. We have several areas where children can play, including the school field, the multi-use games area (MUGA), and the two playgrounds. These areas will be timetabled each week.

The use of sports equipment will be limited. Anything that is used will not be shared across Classes/Bubbles, in order to prevent cross contamination. Any equipment that is used will be cleaned prior to and after use.

The School Day

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- Children will be seated in rows in classrooms, in line with government guidance
- If resources need to be shared across different Classes/Bubbles they will be cleaned between use, and/or left untouched for 48hrs/72hrs depending on the resource and the material it is made out of
- Collective Worship will take place in classrooms, so that Classes/Bubbles do not mix and the number of children in any one space is limited to a smaller number
- Lunch will be eaten in classrooms so that Classes/Bubbles do not mix and the number of children in any one space is limited to a smaller number
- Swimming, for children in the Wonderful Wolves (Y5/Y6) will not commence until 1st November at the earliest. We will await further guidance with regard to school swimming, as it is released by Derbyshire County Council

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- PE lessons will take place outdoors where possible, weather permitting. On PE days children will need to wear their PE kit to school, and keep it on all day. PE bags/kit will not be kept in school. PE lessons will take place as follows:
 - ✓ Miss Squiers class (Reception/Year 1 – Wednesday and Thursday)
 - ✓ Miss Turner's class (Year 1/Year 2) – Wednesday and Friday
 - ✓ Miss Hall / Mrs Long's class (Year 3/Year 4) – Monday and Wednesday
 - ✓ Mr Windsor's class (Year 5/Year 6) – Tuesday and Wednesday
- Staff will take advantage of the outdoor environment to support learning
- After School Clubs will take place, and these will be offered to children in specific bubbles, to ensure that the wider mixing of groups of children does not take place in school. A list of After School Clubs will be circulated to parents at the beginning of term
- PPE packs are located in every room in school, so that they are at hand when needed. Staff will wear PPE as follows:
 - ✓ when they administer First Aid to children
 - ✓ when supporting children with toileting/intimate care
 - ✓ when serving food to children at lunch time
 - ✓ if a child is displaying symptoms of Coronavirus and they are being isolated with a member of staff, until parents/carers arrive to collect them from school
- Children will be asked to wash their hands on entry to school, then before and after play time and lunch time, or after using resources.
- Hand sanitiser is available in each classroom and around school
- Tissues are available in each classroom, and children will be encouraged to cover their mouth when coughing/sneezing. Used tissues will be placed in a lidded bin immediately after use

Visiting School

If you need to speak to a member of staff at any time, please contact school by phone on 01246 472584 or by email on enquiries@woodthorpe.derbyshire.sch.uk

You will not be able to speak to a member of staff face to face without making an appointment in advance. Appointments will only be made in exceptional circumstances so we can ensure that you and our staff are kept safe.

The main entrance to school will be kept locked in order to prevent unnecessary access to school.

Support for Pupils and Families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the Coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing, as well as their return to learning. The following support is in place for pupils once they return to school:

PSHE lessons will take place daily in each class. There will also be additional time given to outdoor learning and physical activities to provide children with the opportunity to enjoy the outdoors and to focus on their physical health and wellbeing, staff will be encouraging children to walk the daily mile.

Sports Coaches from Chesterfield Community Trust will be in school all day on a Wednesday. The Sports Coaches will lead one of the weekly PE lessons for each class. Class teachers will be

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delivering the second PE lesson each week. As part of the provision delivered by Chesterfield Community Trust, the Coaches will be using the Premier Sports activities, which also focus on PSHE, and a range of other subjects which support children's health and wellbeing.

There will be support offered to children that may have experienced bereavement and loss during the pandemic.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free web chat is available at https://england.shelter.org.uk/get_help/webchat

Children Categorised as High Risk

Please inform school via email at safeguarding@woodthorpe.derbyshire.sch.uk if your child is in a vulnerable or high risk group, as a result of a medical condition that they have been formally diagnosed with. The NHS have sent out shielding letters to people classed as high risk, if your child has received a letter please let us know. We will complete a personal risk assessment for children categorised as high risk.

I hope that these arrangements provide you with the information you need to support your child's return to school. Pupils of a compulsory age (5 years and above) must be in school unless a statutory reason applies therefore, if you do have any concerns about the return to school that you would like to discuss with us, please contact school by telephone on 01246 472584 as soon as possible.

I would like to take the opportunity to thank you for supporting the school over recent months and supporting your child with their home learning.

Yours sincerely

Mrs H Walker
Headteacher