

# Woodcroft Primary School



## Summer newsletter and re-opening in September

Dear Parents/carers

Thank you for your support and patience over this most challenging of years. I know that some of you will have been frustrated at the decisions we have had to make on which children can attend school and when. This has been frustrating for staff too, but we have had to adhere to government and Hampshire guidelines throughout this period of time.

I want to thank all of our staff for their hard work and dedication over this time. Their primary concern throughout has been the welfare and education of the pupils of Woodcroft and I could not be prouder of each and every one of them. They have gone above and beyond their professional duty, adapting to each challenge that has been placed in front of them, without complaint and always with a positive attitude.

Our pupils have also been exceptional. I know that there will have been difficult times since the school closed, but children have had to adapt rapidly to a very different situation. This can be extremely emotional for pupils, but their effort and resilience has made us all very proud.

We are now preparing for Monday 7<sup>th</sup> September when we welcome back all of our pupils. There are guidelines and procedures that we must put in place, but where possible we will make school feel as normal as it was before lockdown. I want to assure parents that we have followed the guidelines carefully and are making sure that everything that can be done to keep children, staff and the wider school community safe is being done.

However, we need your support to do this when we return. A key element of the government's strategy to return children safely is keeping them within groups, called bubbles. Our bubbles are the children's classes and we have planned very carefully that these will not mix throughout the school day. It is vital that parents follow some simple rules to help us maintain these bubbles when dropping and collecting their children.

Parents/carers **must:**

- One parent/carer per family to bring or collect their child from school regardless of Year Group. Children are not to walk to or from school on their own.
- Ensure they arrive promptly at their drop off or collection time to reduce waiting on the playground. Parents will only be allowed access to the school site 5 minutes before the earliest collection/drop off time. Collection and drop-off times have been staggered to ensure less adults are on the playground at any particular time.
- When waiting on the playground with your child, please supervise them at all times to ensure they do not mix with other children from other 'bubbles'.
- Ensure that they follow any one-way system or directions given by staff when moving around the school site.
- Not gather in groups on or around the school site and please follow social distancing guidelines at all times.

These rules will help us all stay safe and allow for all children to return safely in September. We are constantly updating our risk assessments and will adapt these school rules depending on how and when the guidance changes.

I have attached further information which should answer any questions that you may have. If you do require any further information then please do not hesitate in contacting the school office. I would like to thank you all for your continued support of Woodcroft Primary School and I hope you have a restful and peaceful summer holiday.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'D. Fanning', written in a cursive style.

Mr Fanning  
Headteacher – Woodcroft Primary School

## Woodcroft Plan to fully open the school to all pupils from

Monday 7<sup>th</sup> September 2020

The government have announced that schools should re-open to all pupils from the Autumn term. They published guidance on the 2<sup>nd</sup> July which contains information on what schools **must** and **should** do. This plan follows the guidance adhering to 'must, statements and where possible applies the 'should' statements. This is to ensure that the pupils and staff return as safely as possible.

### Arrivals

To reduce the number of adults entering the school playground in the morning, only 1 adult is allowed to accompany their child/children to school. All adults must strictly follow social distancing rules when on site.

**All children must be dropped off by an adult.**

Staggered arrival times:

Key Stage 2: Years 3, 4, 5 and 6 are to arrive between **8:35am and 8:45am**

EYFS and Key Stage 1: Years R, 1 and 2 are to arrive between **8:45am and 9:00am**

If parents have children in different Key Stages they must arrive closer to 8:45am so they are not waiting on the playground. If they have children just in Key Stage 2 they must arrive closer to 8:35am and if they have children just in Key Stage 1 they must arrive closer to 9:00am.

**There will be a new electronic entrance gate on the front playground and this and the rear access to the school site will remain closed until 8:30am.**

### Departures

**All children must be collected. One adult per family on site to collect.**

Staggered arrival times:

Key Stage 2: Years 3, 4, 5 and 6 are to be collected between 3:10pm and 3:15pm

EYFS and Key Stage 1: Years R, 1 and 2 are to be collected between 3:05pm and 3:10pm

If parents have children in different Key Stages they must arrive closer to 3:10pm so they are not waiting on the playground. If they have children just in Key Stage 2 they must arrive closer to 3:15pm and if they have children just in Key Stage 1 they must arrive closer to 3:05pm.

**There will be a new electronic entrance gate on the front playground and this and the rear access to the school site will remain closed until 3:00pm.**

**For either arriving or leaving the school grounds, parents/carers are requested to do this promptly, maintaining social distance and not standing in groups on or around the school site.**

### One-way system

There are clear markings on the playground to indicate a one-way system on the front playground for entering and leaving the school. There are directional arrows on the rear path to show which side of the path people should enter and leave the school site.

Each class will have separate entrances. Years R, 1 and 2 will be dropped at their class door. Year 5 will use the door to the left of the front office, Year 3 will use the Hall door, Year 4 will use the door at the rear playground. Year 6 will enter the school by the Den.

### Class bubbles

As recommended by the government, our group sizes (bubbles) will be limited to a single class which fluctuates depending on cohort between 18 and 31. Although adults can work across 'bubbles' we will limit this wherever

possible and have allocated teachers and LSAs to single classes except our cover teacher who will need to work across multiple rooms on subsequent days.

### **In class changes**

Classes for Years 3, 4, 5 & 6 will have their chairs and tables facing forwards so that no child is sat side on or face to face with another child. In Years 1 and 2 this will be achieved where possible, but activities are not always completed at desks and there will be a use of floor space. In EYFS, children do not sit at desks but will be encouraged to space themselves out where possible.

Doors and windows will remain open where practical to do so.

### **Equipment**

Equipment can be shared within a 'bubble'. If it is shared across bubbles then it must be thoroughly cleaned or 48 hours allowed between uses. All children will be provided with their own essential equipment e.g. a pencil, ruler and pen. This will be theirs to use in class and not shared with any other individual.

### **Catch up curriculum**

Some of our children have missed 14 weeks of school whilst others have carried on attending at various different points since lock down occurred on 20<sup>th</sup> March 2020. Teachers are using the Hampshire plans to rapidly catch up pupils that have missed learning in both Maths and English. These programmes of support and revisiting missed learning will last between 4 and 12 weeks depending on the cohort or individuals. Teachers are being supported by HIAS advisors in the curriculum's design and implementation.

There will be an immediate focus from teachers on the mental health and well-being of pupils with both PSHE lessons and Thrive activities being utilised throughout the year. Those pupils that require additional support will be provided this through ELSA.

### **Break times**

Each class will be provided with a box of equipment that only they will use at break times. Break times will be staggered and each class will use a particular area of the playground.

Years 1, 3 and 5 will have break at 10:30am to 10:45am and 1:50pm to 2:00pm

Years 2, 4 and 6 will have a break at 10:45am to 11:00am and 2:00pm to 2:10pm

Years 1 and 2 will use the Key Stage 1 playground. Years 3 and 4 will use the top Key Stage 2 playground and Years 5 and 6 will use the fenced area of the Key Stage 2 playground. Year R will use their outside area.

### **Lunch times**

Children will be sat in their class bubbles in the hall before going out to break. Years R, 1, 3 and 5 will have lunch at 11:45am to 12:30pm and Years 2, 4 and 6 will have lunch from 12:30pm to 1:15pm.

Children will eat in the hall and then go out to their designated playground areas (same as break times) once they have finished. Windows and doors will remain open in the hall to ensure that the area is properly ventilated.

Tables and chairs will be wiped down between sittings.

These staggered lunches will mean extended hours of work for lunch time supervisors.

Hot dinners will be provided on site.

### **PPA**

This has been changed for teachers to one day every 2 weeks. This will either be a Wednesday, Thursday or Friday (except Year 6 which is on every other Tuesday and covered by a member of SLT and our Sports teacher). PPA will be covered by our experienced PPA teacher and means that she will only work in one 'bubble' per day. She will need to maintain a social distance from other adults in class and limit the length of time she works with individual pupils.

## **Face masks**

Face masks are not recommended in school for either adults or pupils. If pupils arrive in school wearing a mask, their parents will be asked to remove it and take it home with them. They can then bring the mask back in at the end of the day for the child to wear it home.

## **Enhanced cleaning**

A cleaning plan has been devised to ensure all frequent use areas are cleaned daily including toilets and classrooms. Each classroom will have a supply of anti-bacterial wipes and will wipe contact areas such as door handles at the end of each session. Support staff in both the office and classrooms will ensure contact points are cleaned before and after breaks and lunch.

Outdoor equipment will be sprayed and wiped after use along with climbing frames.

Children will wash their hands when arriving in school, before and after break/lunch and whenever they change rooms e.g. use the ICT suite.

The school will follow good respiratory health guidance and will display 'catch it, bin it' posters around school as well as promote this through PSHE and class lessons.

## **Assemblies/large gatherings**

Assemblies will not take place in the hall during the autumn term but will be via Zoom/Teams. Each class will be able to share their work for the week from their classroom.

For parent assemblies or concerts these will also be held on-line for the autumn term as we will need to limit the number of people at each event.

Christmas Fayre and Winter Warmer events will need to be reviewed to follow the guidance at the time.

## **If someone becomes ill**

*If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#), which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

If an adult becomes ill with suspected Covid-19 symptoms (a fever, a new and persistent cough or a sudden change in taste or smell then they must go home immediately. If it is an adult then they must ask for a test as soon as possible and inform the school of the outcome. If it is positive then that individual will need to self-isolate for 7 days and follow Track and Trace guidance. The school will inform Public Health England and follow any instruction that are given. If it is negative then the adult can return to work as soon as they feel better.

If a child becomes ill with Covid-19 symptoms then they will be brought in to the headteacher's office to be isolated. A member of staff will supervise them from a distance and only if medical attention is required will they wear PPE clothing e.g. face mask and gloves. The door will be shut, but all windows opened for ventilation. If the child needs the toilet then they will be able to use the Disabled toilet. Both the toilet and office will be thoroughly cleaned afterwards.

The adult that collects the child will then be informed that they must take the child to get tested. They will then need to inform the school of the result. If the test is negative then the child can return to school as soon as they are well. If the child tests positive then the family must follow the guidance set out in ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#).

## **Attendance**

The government guidance states:

*School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:*

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*

Woodcroft primary school will follow Government and Hampshire advice on attendance and will support families to ensure all children attend.

## **Pupils shielding**

*Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.*

If children have individual health plans these will be reviewed in-line with the advice of health professionals, but we are expecting all pupils to return from the autumn term.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, Woodcroft Primary School will support their home learning through off-line and on-line learning that is similar to the work being completed in school.

## **Breakfast Club**

We are going to open our breakfast club from Wednesday 9<sup>th</sup> September in order for all arrival routines to be established in the first two days of school.

Children must arrive at breakfast club (Hall Door) between 8:15 and 8:25 and must be signed in by their adult. If they are after 8:25 they must wait for their classes to open and be supervised by their parent or carer whilst they wait.

Places cost 30p per child per day. This includes a choice of cereal and drink.

Each 'bubble' will have their own table and be kept apart from other groups.

Parents must book a place in breakfast club each week by the previous Thursday. This can be done with the main office. Parents need to book on Monday 7<sup>th</sup> September for any required places for the 9.9.20 to 11.9.20.

## **School Uniform**

All children must wear appropriate school uniform. Grey or Black trouser/skirts or shorts (No Jeans), white polo top or shirt, bottle green school jumper or cardigan and black shoes – no trainers or heels.

PE kits will also be required from the start of term.