24.02.21

Dear Parents and Carers,

As you are aware we have received the great news that we will be opening to all children on Monday 8th March. It will be wonderful to welcome all of our pupils back into school and I will finally get to meet you all!

We will be operating a similar system to that in September to ensure that we minimise the risk of infection as much as practicably possible.

We will be following the Government’s guidance and do everything we can to minimise the Covid-19 risks to pupils, families and staff and we ask that you assist us by following the social distancing guidance when dropping off and collecting your children.

If you have any concerns about your child returning to school, then please contact us and we can answer questions and make plans to ensure a successful return as the Government clearly states that attendance will be mandatory.

In line with the guidance, we will be settling the children back into school life and supporting their wellbeing needs after this period of lockdown. We have a wonderful book by Oliver Jeffers called ‘What We Will Build’ that deals with coping with uncertainty and working together to create something amazing.

We have a number of risk assessments and procedures in place, that are continually updated with the latest Government advice, to ensure the safety of both children and staff.

I will include the instructions of how we will be operating our school day below.

**Beginning and end of the day**

We request that only **one** parent/carer is responsible for drop off and collection of children and to only bring younger siblings if there is no one at home to look after them.

When dropping your child off in the morning, please queue up on the pavement outside the gate. Ensure you are **wearing facemasks/ coverings**. We cannot place markers to indicate social distancing but please ensure that each family is socially distancing from each other.

We ask that you keep your children with you and not let them run between different families. It is still a period of National Lockdown and, even though schools are opening, we need you all to help us keep open by adhering to the guidelines.

Drop off time 8.50am – 9.00am

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| **Class:** | **Times:** | **Zone:** |
| **Ash (Nursery and Reception)** | 8.50 – 15:05 | Side gate and path down to EYFS outdoor area |
| **Birch****(Years 1 and 2)** | 8.55 - 15.10 | Side gate  |
| **Oak** **(Years 3 and 4)** | 9.00 - 15.15 | Side gate |
| Arrival times are from 8:50 to allow for a 10 minute window so that larger numbers of parents/children aren’t all arriving at the same time.  |

We are asking that if you have 2 children to drop off in different classes you drop the first child off at the appropriate time and then move back to your car or well away from the gates to prevent crowding before returning with your second child at their allotted time.

I apologise, as this in inconvenient, but we need to protect you, your child and our staff by reducing the infection risks of school drop off and pick up as much as possible.

A member of the staff will be on the gate indicating which class needs to enter/ leave, please follow the member of staff’s instructions carefully.

Please note that if you are arriving after 9am, the gate will be locked and you will need to telephone the school office to be let in.

School will finish at a slightly staggered time, please see the table. However, pupils will still have the same number of hours of teaching time we are just adjusting the start and finish to prevent crowding at the gate.

Once you have collected your child/children please promptly move away from the gate.

I apologise for the inconvenience if you have a couple of children in different classes as you will need to move away from the gate until your other child’s allotted time but we need to ensure all of our safety during this lockdown period.

If you need to speak to the class teacher either before or after school, please call or email the office they will get back to you as soon as they can.

We also need to ask that you do not wait around outside of the school grounds after collecting or dropping off your child, we need to ensure we are following the social distancing and lockdown procedures as rigorously as possible to ensure yours and our safety and prevent Covid-19 transmission.

**Before and after school club**

We are pleased to announce that our wraparound care will operate from 7:30 – 17:30 from Monday 8th March. We will be sending out a timetable for you to fill in indicating when you require before and after school care giving us at least a week’s notice where possible as to when and for how long you will need this care. This allows us to ensure we have the appropriate staffing in relation to pupil numbers and keeping staff on site only when needed. There will be a separate letter explaining the structure of our wraparound care to follow.

**Daily routines in school**

* Children to be taught by their class teacher, supported by teaching assistants.
* Statutory planning, preparation and assessment time for teachers will be covered by teaching assistants.
* All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff will wear face coverings where social distancing is not possible.
* The school will operate a 3 bubble system- Ash Bubble, Birch Bubble and Oak Bubble.
* Regular handwashing will be part of the daily routine and built in to the timetable.
* The classroom environment has been adapted to help with prevention measures.
* Rooms will be well ventilated; we have a ventilation plan for the colder weather to ensure safety whilst not freezing!
* Touch points will be cleaned regularly.
* The curriculum will be adapted to re-socialise the children and regain momentum for learning, prioritising well-being and early reading and physical development and exercise.

**Lunch time**

The school kitchen will be fully open as normal on our return. We have seen the children in school during lockdown enjoy the meals cooked on the school site and try new things and we would encourage you to try the school’s meals to help support the Woodland Federation school kitchen.

We will be slightly staggering the lunch times to enable us to maintain the appropriate social distancing and prevent contact with the other bubbles.

Universal free school meals are still available for children in Reception, Year 1 and Year 2. If your child is in Year 3 or Year 4 and requires a hot lunch, these they are to be paid for on parent pay as normal. The price of a school meal will be £2.30. Strict hygiene will be adhered to over the lunchtime experience.

**Other points for your consideration – What to wear, P.E, PPE, equipment, communication etc**

* A fresh set of full uniform should be worn each day except on PE days.
* On days that the children have P.E we are going to ask that they come to school in their P.E kits to reduce the amount of clothing on tables and around the class. We will be going outside as much as possible for P.E and so the children will need black, navy or grey jogging bottoms if it is cold, they can wear coats if it is slightly wet. They may wear a school sweatshirt or a black, navy or grey jogging top. Class teachers will be letting you know when the P.E lessons will be.
* As is usually the case, please don’t let children bring toys/other items into school, just the minimum, e.g. coat, water bottle and a lunch box. We will provide the children with a book folder.
* We will be continuing our aim or reduce, reuse, recycle to become paperless by sending all letters home on Class Dojo and via the school website, therefore, school book bags will not be needed.
* If equipment is shared within the class bubble more regular cleaning will be provided.
* PPE (personal protective equipment) will continue to be worn as per government guidance for intimate care needs and any first aid incidents.
* Staff will wear face coverings where social distancing between adults is not possible.
* Staff will continue use LFT devices to self-test twice per week.
* We will be limiting visitors into school as much as possible and trying to arrange where necessary for this to be out of school hours. As per government guidance, parents will not be permitted into the main building without prior appointment and will be required to fill in a Covid-19 Visit Agreement to assist us with track and trace should an infection occur, Therefore, if you need to speak to a member of staff, please call or email the office. If you need to pass on an urgent message or speak to the class teacher, please contact the office by email or phone as teachers will not be checking Class Dojo or emails throughout the school day. For less important communication, email and Class Dojo can be used.
* If your child is going to be late or absent for any reason, please report to school in the normal way as the Government has stated that attendance is mandatory.
* In the case of a bubble closure we will commence straight away with our remote learning in the same format as we are currently using.

Thank you for your understanding and continued support. I understand that these measures seem a little unfriendly (no socialising) and inconvenient (having to wait and move away to drop off and pick up children) but they are essential to, most importantly, keep all of us safe and to ensure we can keep the school open to provide the best education for your children.

We are really looking forward to welcoming your children back into school on Monday 8th March and I am sure they are keen to come back too! Please contact the school if you have any questions/ concerns.

Take care and keep well.

Mr Jason Gathercole

Interim Headteacher