



Woodborough Church of England Primary School

Broad Street, Woodborough, Pewsey, Wiltshire, SN9 5PL. Telephone: 01672 851305

www.woodboroughschool.org Email: admin@woodborough.wilts.sch.uk

Headteacher: Mrs Sarah Brewis

22nd May 2020

Dear Parents and Carers

Wider Opening of Woodborough CE Primary School

We hope that all of our families are remaining safe and well as we come to the end of the ninth week of lockdown. I am writing to give you a clearer understanding of what education at Woodborough School will look like next term.

Government guidance has asked us to plan for the phased return to school for pupils in Reception Class, Year 1 and Year 6 from the week beginning 1st June. On Monday, 18.05.20, we sent you a short survey to ascertain an idea of the number of children who will be likely to return to school in the wider opening. Thank you for your responses. We have written detailed risk assessments and revised our procedures in line with Government guidelines, giving the highest priority to the safety and well-being of pupils, staff and parents.

We appreciate that parents and carers will want to know our plans in more detail and below we have set out how we will operate in our school, to manage risks and ensure that children and staff are safe.

Attendance

Staff will be returning to school on **Monday 1st** and **Tuesday 2nd June**. These two days will be used as an opportunity to make final preparations for wider opening. Oak Class (Year R) pupils will be able to return from **Wednesday 3rd June**, Sycamore Class (Year 1) will be welcomed from **Thursday 4th June** and Willow Class (Year 6) from **Friday 5th June**.

As now, we will continue to be open for children of critical key workers (where no alternative provision is available) and other vulnerable pupils, regardless of year group, for five days each week.

Year Group	First Date in School	Drop-off Time	Collection Time
Child care for Critical Key Workers (as now)	Monday 1 st June	As now	As now
Oak Class (Year R)	Wednesday 3 rd June	9.15 am	2.45 pm
Sycamore Class (Year 1)	Thursday 4 th June	9.00 am	3.00 pm
Willow Class (Year 6)	Friday 5 th June	8.45 am	3.15 pm

If any of your children, or any members of your household living at home, have any coronavirus symptoms, please do not send any of your children to school. Instead, please contact the school office and keep us informed.

Children who are clinically extremely vulnerable, because they have a pre-existing medical condition, will have already been sent a letter by the NHS advising them to shield. These children are not expected to attend school.

The parents and carers of clinically vulnerable children (i.e. those who are at a higher risk, but not needing to shield) should seek medical advice about whether their children should attend school.

If your child is in either of the above categories, please contact admin@woodborough.wilts.sch.uk so that the situation can be discussed and arrangements can be made for home learning provision.

Drop-off and Collection Arrangements

In order to minimise congestion, children should be brought to school by just one parent/carer.

At their year group's specified time, parents/carers and children should queue at the usual drop-off point on the school playground and maintain 2m social distancing (both on the school playground and along the pedestrian path). Please keep your child(ren) with you and explain that they need to queue and social distance as part of the new school rules.

A one-way system will be in operation for drop off and pick-up and will be clearly signed.

Adults accompanying children to school will not be allowed to enter the school building.

At their year group's specified collection time, parents/carers should observe social distancing and wait for their children on the school playground.

Please arrive at and depart from the school grounds promptly and maintain a 2m distance from our staff at all times.

Travel

To reduce unnecessary travel we would encourage walking and cycling where possible. For those attending school and entitled to school transport, we are liaising with passenger transport to know when and how this will resume.

Organisation of the School Day

To accommodate the need for increased spacing, many aspects of the school day will temporarily have to change. For some pupils this will mean they may not be taught in their usual classrooms. Break times and lunch times will also be staggered and zoned areas have been created.

Children attending school will be split into two smaller and consistent learning groups or 'bubbles' within their year group. Each 'bubble' will have no more than fifteen children and at least one adult. They will spend class time, break and lunch times together in their designated indoor and outdoor areas of the school.

As the year groups will be split into smaller 'bubbles', your children may be taught by a different adult, either a teacher or a teaching assistant (see table below). Where teaching assistants are leading groups they will be working under the direction of a teacher who will be preparing and monitoring the work.

Year Group	'Bubble'	Adult	Location	'Bubble'	Adult(s)	Location
Year R	Red	Mrs Parry	Maple classroom	Orange	Mrs McCormick (all day) & Mrs Burley (am) Mrs Bishop (pm)	Oak classroom
Year 1	Yellow	Mrs Needham	Cherry classroom	Green	Miss Marshall & Mrs Barker	Sycamore classroom
Year 6	Blue	Mrs Ashby	Elm classroom	Indigo	Mrs Taylor	Willow classroom

Critical Key Worker Children	Violet 'Bubble'	Mrs Johanson (Mon) Mrs Butler (T, W, Th) Miss P-S (Fri) & Mrs Bethel (am), Mrs Davies (am), Mrs Milne (pm)	Lime classroom
------------------------------	-----------------	--	----------------

Catering

Children will need to bring their own snack for break time – which they are able to eat without assistance (e.g. peeling an orange). During the first week of their return to school, all children will need to bring a packed lunch and water bottle. There will be no sharing of food or drink.

Once year groups have returned and routines have become established we will be offering school meals through a packed lunch system that will be provided and delivered from Lavington School. More information will follow once the new term begins.

Safety Procedures

Schools have been asked to base safety practices on a hierarchy of measures:

- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

On entry to school, all children will be asked to wash their hands and this routine will be maintained throughout the school day. Hand washing facilities / hand sanitiser will be available in all teaching areas.

Year 1 and Year 6 pupils will sit at a specified, individual table. Year R pupils will work in zoned areas of small groups of children. The government recognises that it is impossible to keep young children apart, and so guidance suggests that we restrict the number of children interacting with each other to small, consistent groups.

The children will regularly be taught safety rules and hygiene procedures as part of their work in school. The school will be spot cleaned during the day and then thoroughly cleaned at the end of each working day.

Equipment and Clothing

Children should bring their PE kit to school and arrangements will be made for it to be appropriately stored when not being used. It will be sent home at the end of each week to be washed.

Children should not bring any other equipment. This includes bags, stationery and reading books. All equipment will be provided by school and the sharing of equipment / toys will not be allowed unless it has been washed in between use.

In line with government guidance, face masks do not need to be worn by children or adults. Staff will not be wearing PPE unless they are dealing with intimate care or a child who has become unwell during the school day.

Children should wear school uniform, which should be regularly washed following a day in school. Please make contact with us if your child requires any spare items of school uniform.

Well-being

School will look and feel different to your children. Classrooms will be cleared as far as possible to allow for increased spacing. Children will be expected to adhere to new rules and procedures and these will restrict the movements and freedoms that are usually part of school life. Please reassure your children that these measures are necessary and are only in place to make school a safe place for everyone.

COVID-related Illness

If your child becomes unwell with coronavirus symptoms during the school day, you will be contacted to collect your child as soon as possible and asked to have your child tested for the virus. We will have to place any children who are showing virus symptoms in isolation. We will be following the contemporary Public Health England guidance as it evolves, and currently, if tests prove positive, the rest of the 'bubble' will be sent home and advised to self-isolate for 14 days.

It is therefore imperative that we have up-to-date contact details for all parents and carers of eligible children. Please check the details we hold for you on your School Gateway account and if they are incorrect, contact the school office.

Staff Illness

Our staffing timetable will be at capacity and we have no availability for cover in the event of staff illness or being unable to attend school. In those circumstances, we will contact you at the earliest opportunity to let you know that your children will need to remain at home.

Visitors and Parents/Carers

External visitors will be restricted to those who are essential, and where possible contracted out of school hours. All reception areas will be out-of-bounds to parents/carers. Please make contact with the school by either telephone or email: admin@woodborough.wilts.sch.uk Only under certain circumstances will we meet parents face-to-face and by appointment only. If you need an appointment with a member of staff, these will be arranged so you can talk via a phone call.

Children not in School

Home learning will continue for Years 2, 3, 4 and 5 and will follow the same format as in recent weeks.

The Edenred food voucher system will continue for those pupils who are eligible for Free School Meals but are not attending school (however, the government are not providing vouchers for the forthcoming half term holiday).

Changes to Plans

The government's plans have been challenged by unions, local authorities and councils. At the time of writing, we are unaware that this has changed the government's stance and so we have continued with our plans, because we need to make sure we are prepared and our parents and carers can make informed choices. However, should there be any change in government guidance, we will let you know.

Parental Information

The government has assured us that there will be no penalties for parents/carers who choose to keep their children away from school. However, the availability of home learning activities for these eligible year groups will be severely limited in order to protect the workload of our teachers.

You will have heard through the media that some families are uncertain or worried about sending their children back to school. We hope that by providing information about our plans, our parents/carers will be able to make informed decisions.

In order that we are able to sort year groups into smaller learning groups, we do need to know numbers and names of children who will be returning to school. Therefore, we would like to request that parents of pupils in Years R, 1 and 6 complete the following surveys by midday on Tuesday 26th May:

Year R: <https://www.surveymonkey.co.uk/r/HYGBDSY>

Year 1: <https://www.surveymonkey.co.uk/r/HC7XKZ3>

Year 6: <https://www.surveymonkey.co.uk/r/HCB9K8Z>

Please do not assume that your child can just attend school from their year group's allocated return date, if we have not received a survey reply and we do not have your up-to-date contact details. We need to be sure we have allocated spaces / desks and staff. Unfortunately, we will not be able to respond immediately to last minute attendance requests or expectations.

These remain different and challenging times and we are extremely grateful for the support we have had from our school community throughout. Arrangements and practices will evolve to suit our school and we hope that parents and carers will continue to support us with patience and understanding along the way. In return, we promise to continue to make the physical, emotional and mental well-being of your children our highest priority.

Yours sincerely



Mrs Sarah Brewis, Headteacher