



## Woodborough Church of England Primary School

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Headteacher: Mrs Sarah Brewis

15<sup>th</sup> June 2020

Dear Parents and Carers

### Wider Opening of School TO ALL YEAR GROUPS from 22<sup>nd</sup> June

As you know, Woodborough School has remained 'open' throughout the entire period of lockdown for the children of critical key workers and vulnerable pupils. The wider opening to pupils from Year R, 1 and 6 from the week beginning 1<sup>st</sup> June went smoothly and we were delighted to welcome them back. However, we were very disappointed last week to learn that the government plans to extend the wider opening to pupils in Years 2, 3, 4 and 5 have been dropped. This means that as the new week begins, approximately forty siblings of pupils in Years R, 1 and 6, and approximately eighty other pupils from Years 2, 3, 4 and 5 remain at home!

In mid-May when the government announced plans to open primary schools more widely to pupils, initially from Years R, 1 and 6 and thereafter the remaining year groups, we set about making plans for this to happen in a manageable and equitable way. Many of you may be aware that the DfE guidance that followed the announcement was rather tardy, and somewhat unexpectedly, and at a very late stage, primary schools were advised they should offer full-time provision to Years R, 1 and 6 only and were unable to make use of rota systems.

Consequently, the arrangements we implemented were not our preferred option as they did not enable us to plan provision to accommodate all pupils, albeit on a part-time basis, before the end of this academic year (and potentially into the beginning of the next academic year). The current arrangements mean that all classrooms are being used and there is no physical accommodation for pupils from other year groups to return. Creative ideas and kind offers of alternative venues to house other classes have been shared with us and we are very grateful. However, the current arrangements also mean that we do not have the staffing capacity to teach additional 'bubbles' of pupils from Years 2, 3, 4 and 5.

As a result of the situation in which we now find ourselves and our keenness to afford all of our pupils the same opportunities, we have made the decision to introduce a Woodborough School version of wider opening to all year groups from Monday 22<sup>nd</sup> June until the end of the summer term. The need to maintain social distancing in smaller 'bubbles' of pupils means that unfortunately children across the school can only be accommodated on part-time basis, but there will be opportunities for everyone to attend.

### Opening Arrangements For All Year Groups:

1. Please complete our online survey to confirm if you will be sending your child to school from the week beginning 22<sup>nd</sup> June (we will be unable to accommodate any opting in after this date).
2. Year groups will be split into two bubbles called 'Bubble 1' and 'Bubble 2'.
3. Bubble 1 will only be in school on Monday and Tuesday.
4. Bubble 2 will only be in school on Thursday and Friday.
5. Wednesday will be used to thoroughly clean each classroom, and allow teachers to prepare learning materials and undertake wider pastoral duties.
6. Allocation of pupils to bubbles will be fixed and non-negotiable and has been based on the existing groupings of pupils for the earlier wider opening to YR, Y1 and Y6 and our efforts to ensure that siblings in different year groups are able to attend on the same days.
7. We will continue to be open for children of critical key workers (where there is no adult supervision at home during the day and no alternative provision is available) and other vulnerable children, for five days each week.

## Attendance

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](mailto: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 and staggered drop-off and pick-up times will operate as follows:

Year Group	Drop-off Time	Collection Time
Child care for Critical Key Workers (as now)	As now	As now
Willow Class (Year 6), Lime Class (Year 5) & Elm Class (Year 4)	8.45 am	3.15 pm
Sycamore Class (Year 1) & Cherry Class (Year 3)	9.00 am	3.00 pm
Oak Class (Year R) & Maple Class (Year 2)	9.15 am	2.45 pm

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 socially 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. Break times and lunch times will also be staggered and zoned areas have been created.

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 classroom and designated outdoor areas of the school.

## **Catering**

Children will need to bring their own water bottle and snack for break time – which they are able to eat without assistance (e.g. peeling an orange). There will be no sharing of food or drink.

We are able to offer school meals through a packed lunch system being provided and delivered from Lavington School and this can be booked via School Gateway. Alternatively children should bring their own packed lunch.

## **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 readily available.

Pupils in Years 1 to 6 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 thoroughly cleaned at the end of each working day.

## **Equipment and Clothing**

Children should not bring their PE kit or any other equipment into school. 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](mailto: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 on Monday and Tuesday for pupils in Bubble 2, and on Thursday and Friday for pupils in Bubble 1, and will follow the same format as in recent weeks. On Wednesdays pupils will be set PE, outdoor learning and well-being themed tasks and activities.

## 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 pupils will be severely limited in order to protect the workload of our teachers.

In order that we are able to sort classroom layouts and resources, we do need to know numbers and names of children who will be returning to school. Therefore, we would like to request that parents complete the following surveys by 9 am on Tuesday 16<sup>th</sup> June:

Year R: <https://www.surveymonkey.co.uk/r/6V3X95G>

Year 1: <https://www.surveymonkey.co.uk/r/6VQKP29>

Year 2: <https://www.surveymonkey.co.uk/r/9DKZLLH>

Year 3: <https://www.surveymonkey.co.uk/r/6KYB6XF>

Year 4: <https://www.surveymonkey.co.uk/r/6KFBCG7>

Year 5: <https://www.surveymonkey.co.uk/r/6L9SNCF>

Year 6: <https://www.surveymonkey.co.uk/r/67V2P2L>

Please do not assume that your child can just attend school from Monday 22<sup>nd</sup> June, if we have not received a survey reply and we do not have your up-to-date contact details. Unfortunately, we will not be able to accommodate last minute requests for children to attend.

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 have evolved 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