



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

26th February 2021

Dear Parents and Carers

Full opening of Woodborough School from 8th March 2021

I would like to wish you all a very happy new school term and to say how much we are looking forward to opening the school doors wider to all pupils from Monday 8th March. Following the announcement from central government at the beginning this week, detailing the COVID-19 Roadmap out of the current national lockdown, I am sure you shared our collective sense of relief about the children's return to school.

This week we have taken time to review the government guidance, update our risk assessments and get ready to reinstate systems to keep everyone as safe as we can. This letter outlines our strategy for wider opening – which is based on routines that have already worked successfully – please take time to read it carefully and reacquaint yourselves. We also ask that you read thoroughly through the concluding 'And Finally...' part of this letter and support us with the actions therein.

We will be complying with all of the protective measures outlined in the DfE guidance, to prioritise and ensure the safety of children and staff. You can read the full document here: https://woodboroughschool.org/wp-content/uploads/2021/02/Schools_coronavirus_operational_guidance-FEBRUARY-2021.pdf

Date for return to school: Monday 8th March

Attendance

It is vital that children return to school for their educational progress, wellbeing and wider development. School attendance will be mandatory again from 8th March. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.

A small number of children may still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend for this reason, you must contact school so that we can support with home learning.

Transport

School transport will be operating a full service and this will resume, as before, from Monday 8th March.

Children will be required to sit in their year group 'bubbles' on school buses. Please ensure your children do this when they board their buses in a morning. We will organise children the same way when leaving school at the end of the day.

The start and end of the school day

In order to minimise congestion, children should be brought into school by just one parent/carer, please. Staggered drop-off and pick-up times will operate as follows:

Classes (Year Group)	Drop-off Time	Collection Time
Willow Class (Y6) & Lime Class (Y5)	8.45 am	3.15 pm
Elm Class (Y4) & Cherry Class (Y3)	8.55 am	3.05 pm
Maple Class (Y2) & Sycamore Class (Y1)	9.05 am	2.55 pm
Oak Class (YR)	9.15 am	2.45 pm

If you have more than one child and they have different drop-off and pick-up times, please arrive at their EARLIEST allocated drop-off slot and collect at their LATEST allocated pick-up slot.

At their child(ren)'s specified drop-off time, parents/carers should queue at the usual drop-off point on the school playground and maintain social distancing (both on the 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 our school rules.

Our one-way system will continue to operate 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 child(ren)'s specified collection time, parents/carers should observe social distancing and wait for their child(ren) on the school playground.

Please arrive at and depart from the school grounds promptly, do not gather and observe social distancing from one another and our staff at all times.

Breakfast Club and After-School 'Fun Club'

From 8th March our wrap-around childcare will recommence, however, in accordance with government guidance it will only be made available for children *'where the provision is reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group'*.

Children with pre-booked places at Mr Tomlinson's Breakfast Club should be accompanied by one parent/carer to the side door of the school hall, adjacent to the front playground, for drop-off and registration. Parents/carers should not enter the school building.

Children with pre-booked places at After-School 'Fun Club' should be collected by one parent/carer from the side door of the school hall, adjacent to the front playground. A member of 'Fun Club' staff will escort the child(ren) to the door to be signed out. Parents/carers should not enter the school building.

Organisation of the school day

Children will be taught in their whole year group / class 'bubbles' and will spend class and break times together. Every class bubble has a classroom, allocated toilets, outside play space and staggered break/lunchtime to minimise transmission / cross-contamination across year groups and to assist track and trace processes should there be a case of COVID-19 confirmed within the school.

Where staff are working across bubbles (PPA time, intervention work, MDSAs, wrap-around care, etc.), social distancing and strict personal hygiene routines will be observed.

Every child will have their own personal stationery. Any shared resources, e.g. PE equipment, iPads and laptops will be thoroughly cleaned between year groups.

Collective Worship will be shared across the school using Microsoft Teams.

Music lessons with external teachers will re-commence during the week beginning 8th March.

Catering

On-site school meals provision with our provider, Edwards and Ward, will resume again on 8th March. A new [Term 4 menu](#) has been added to the school website (with a special '[Back to School](#)' menu for 8th March) and booking is now enabled via School Gateway. The deadline for lunch orders for the week beginning 8th March will be Tuesday 2nd March.

After school clubs

With the exception on 'Fun Club' (in accordance with the limitations detailed previously) there will be no after school clubs running during Term 4.

Educational trips and Residential visits

Government guidance currently states that: *'We advise against all educational visits at this time. This guidance will be kept under review.'*

Uniform and Equipment

Pupils should wear full, smart school uniform, please. This is to ensure routines and expectations are explicit from the beginning of term.

All pupils should bring complete PE kit into school from 8th March – teachers will send it home regularly to be washed. In addition to timetabled PE sessions, we're hoping to make good use of our running track, so well-fitting trainers will be essential.

Safety procedures

We will continue to base our safety practices on the following measures:

- Avoid contact with anyone with symptoms.
- Frequent hand cleaning and good respiratory practices.
- Regular cleaning of our school.
- Minimising contact and mixing.
- *Additionally, all staff are now using Lateral Flow Devices twice weekly to complete asymptomatic testing.*

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.

The children will regularly be reminded of 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.

COVID-19 symptoms

If a member of staff / pupil or anyone in their household shows COVID-19 symptoms they must stay away from school and self-isolate in line with government guidance.

They should be tested and inform the school of their result.

If there is a confirmed case, Public Health England's Health Protection Team will be contacted to investigate and advise the most appropriate action to take.

If your child becomes unwell with COVID-19 symptoms during the school day, you will be contacted to collect them as soon as possible and asked to have them tested for the virus. We will have to place any children who are showing virus symptoms in isolation – removing them from class to await collection.

It remains imperative that parents and carers of all children are contactable and that we have your up-to-date contact details. Please check the details we hold for you on your School Gateway account and if they are incorrect, contact the school office: admin@woodborough.wilts.sch.uk .

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. We will not meet parents face-to-face unless there is no alternative option, and then 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.

Additional and reviewed government guidance may well be received and we will of course keep you updated if any of our plans need to change.

And finally...

The return to school of all pupils on 8th March may undoubtedly provoke mixed emotions amongst our families, and also our staff, as everyone's circumstances are different. Whilst we are fortunate that COVID-19 case numbers are dropping in Wiltshire, we must not become complacent. Returning, and keeping, all of our children learning in school is absolutely our preference, and therefore, in order to allay anxieties of parents and staff alike, our number one priority must be to keep everyone safe.

Throughout the course of the pandemic, remaining open for vulnerable and key worker children, opening wider for different year groups and then successfully to all year groups, we have worked hard in school to observe the guidance – 'Hands, Face, Space' – and then also to keep our classes in separate and consistent bubbles. As all pupils return to school, we must implore all of our families to act accordingly too, if we are to successfully remain open and operate at full capacity.

To that end, I would like to remind all parents and carers that social distancing must be observed both on the school site and also within the wider vicinity of the school (including along the field path, Smithy Lane and at the Social Club). We benefit hugely from the use of the field path to walk between the Social Club car park and school, but safe movement at the current time does require everyone to be especially mindful of others. Please ensure that children stay with their responsible adults and do not gather or impede the space of other field path users. Perhaps in the current circumstances it might be wise to keep to the left, as we are expected to do in other pedestrian areas.

Thus far, we have resisted requesting parents and carers to wear face coverings when dropping off and picking up from school. However, a number of families, and staff, have indicated that they would feel more secure and less anxious if this measure was introduced this term (particularly when passing on the field path and waiting both on the pedestrian path to school and the playground).

We must also remind families of the requirement to **'avoid car sharing with anyone from outside your household or your support bubble'**.

Finally, whilst we all appreciate the importance of keeping life as 'normal' and enjoyable as possible, particularly for our children, it did come to our attention – both last term, and even as lockdown restrictions have been in place this term - that a small number of play dates and other social gatherings have been, and are still being planned to take place. I can assure you that our staff have all acted, and continue to act in accordance with the guidance, in order to keep our own families safe and our wider school family too. While the circumstances remain as they are, we would request all of our families to adhere to the guidance, to keep one another and our wider school community safe.

As I wrote in my very first communication back in March 2020, this time will pass. Throughout these unusual and challenging times the support of our whole Woodborough School community for one another has been incredible – and there's been more than a little 'Woodborough Magic' along the way. Hopefully, if we keep at it and all do our very best to do our bit, some summer term 'normality' might soon be in sight.

Yours sincerely



Mrs Sarah Brewis

Headteacher