



Wood End Primary School

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Working together today
for a brighter tomorrow

17th July 2020

Dear Parents/Carers

I am writing to share plans with you for full opening of school in the Autumn term. These plans have been made with consideration given to health and safety (in line with guidelines published by the government), the emotional wellbeing of our community, and educational needs.

Health and safety										
Phased return to school.	<p>Not all children will return to school on the same day. You will receive a text message to inform you of your child's return date.</p> <p>Please note that Woode's Breakfast Club will be available from Wednesday 2nd September and After School Club will be available from Monday 7th September. Arrangements for drop off and collection will remain the same. Please be aware that this will continue to be a mixed age group provision.</p>									
Staggered start and end times to the school day.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Arrive</th> <th style="width: 35%;">Finish</th> </tr> </thead> <tbody> <tr> <td>Reception, Y1, Y3, Y6</td> <td>8.30 – 8.40am</td> <td>3pm</td> </tr> <tr> <td>Nursery, Y2, Y4, Y5</td> <td>8.45 – 8.55am</td> <td>3.15pm</td> </tr> </tbody> </table>		Arrive	Finish	Reception, Y1, Y3, Y6	8.30 – 8.40am	3pm	Nursery, Y2, Y4, Y5	8.45 – 8.55am	3.15pm
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Reception, Y1, Y3, Y6	8.30 – 8.40am	3pm								
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Children will be received and dismissed through different entrances	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 60%;">Received/dismissed</th> </tr> </thead> <tbody> <tr> <td>Nursery, Reception</td> <td>Early Years' gate</td> </tr> <tr> <td>Y1, Y2, Y3, Y4</td> <td>Main gate</td> </tr> <tr> <td>Y5, Y6</td> <td>Main office door</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Parents of Nursery and Reception will leave children at gate with staff. • Y5 and Y6 parents - when collecting children from main office entrance please wait in a line to prevent crowding and respect other people's need to distance. This will also help us to dismiss children more quickly. Your child will come out to you in your line. • Please leave the premises as quickly as possible. If you need to speak to other parents please do this away from the school site without blocking the pavements to the school. 		Received/dismissed	Nursery, Reception	Early Years' gate	Y1, Y2, Y3, Y4	Main gate	Y5, Y6	Main office door	
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Entering and leaving the school site with your child	<ul style="list-style-type: none"> • Please enter the school site through the double gates or the car park gate whichever is closer to your child's entrance. • The pedestrian gate will be used as an exit.
Promote personal hygiene	<ul style="list-style-type: none"> • Please ensure your children know how to wash their hands thoroughly. Guidance is available from - https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Promote good respiratory hygiene 'Catch it, bin it, kill it' guidance is available from - https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf • Children to wash their hands before coming to school and when returning home from school. • Children will hand wash regularly in school. This will be using soap and water where possible or hand sanitiser where necessary. (If your child has allergies to hand sanitiser please let us know). • Do not send hand sanitiser from home as we do not have risk assessments for your products and will not be able to supervise their use. • Do not send face coverings for children as they are not recommended by the Government for children.
Contacting school or sharing information	<ul style="list-style-type: none"> • If you need some information from school or need to share information with us, please call the school office or send an email. It is very important that we limit the number of people coming into school, particularly as the main school entrance will also be used as an entrance for children. • If your child needs to take medication in school, please visit school on Tuesday 1st September between 10am and 2pm, to complete forms and provide medication. This includes inhalers. • Please ensure that we have up to date emergency contact information for your child.
Space in school	<ul style="list-style-type: none"> • Surfaces need to be kept as clear as possible for easy cleaning therefore children must only bring essential items to school, ie. lunch box, water bottle, book bag. Do not send bags to school other than flat nylon bags (green / black). • PE kits do not need to be brought into school. Children will need to come to school in their PE kit on the days they have PE. This information will be given to your child on their first day in school. • It is not an essential requirement for children to socially distance in school. Therefore they will share a table and sit next to each other. Seating arrangements have been made for children to be front facing to avoid close face to face contact. • Children will however be discouraged from making physical contact with others and be shown how to respect distancing when moving around the building.
Public transport	<ul style="list-style-type: none"> • If you need to use public transport there is extra information available from - www.tfwm.org.uk/schooltravel

Emotional well-being and educational needs	
Phased return to school	Smaller groups initially for those children who have not returned to us during lockdown. Allowing them time to familiarise themselves with new arrangements and allay any worries.
PSHE curriculum	We will talk openly with the children about their experiences and feelings, letting them share their thoughts. We are also adjusting the curriculum to address some of the feelings and experiences that have resulted from the lockdown.
Displays	Some photographs or work we have received during lockdown will be displayed in school: we will celebrate what the children have done during lockdown and let them see that they have not been alone in their experiences.
Pre-steps in core learning	We are aware that children have not completed their previous academic year in school and have considered how we provide this education alongside their new learning: we have identified what the children have not been taught in school. We will be open with the children and make them aware that they are receiving this learning.
Curriculum	The intention is to continue to provide access to all subject areas, however they may not all begin immediately in the Autumn term. The timetable has been adjusted so that we can spend longer on some of the subjects enabling them to immerse themselves in their learning. We will also supplement the curriculum with lessons which focus on children learning to learn: these include memory, listening, oracy, resilience and logic.

These are plans which we hope that we will be able to implement in September. If there are any changes in advice from the Government, we will contact you as soon as possible.

If you need any information prior to the start of term, please contact us by email.

We look forward to welcoming all of our children and families in the new term.

Yours sincerely



Miss S Sharma
Headteacher