



Wootton-by-Woodstock CE Primary School

Church Street
Wootton
Woodstock
Oxford
OX20 1DH

Tel/Fax: 01993 811520
office.3657@wootton-woodstock.oxon.sch.uk

17th July 2020

Dear Parent,

SEPTEMBER OPERATIONS and COVID 19

Schools have now received extensive guidance from the DfE about operating safely from September. Based on this guidance the school staff, in consultation with the Emergency Advisory Committee, have conducted a fresh risk assessment and agreed that the pupils will be in **two Bubbles**, as far as possible, from September; Year R and Key Stage 1, and, Key Stage 2. **School staff will need to move between the groups in order to deliver the curriculum, interventions and care that the children need.** Social distancing and hygiene precautions will remain the same as those we have used since July 6th. Slight changes have been typed in **bold** for your ease of reference.

ATTENDANCE

All pupils are expected to attend daily. From September, attendance expectations revert to standard practise, will be monitored, and penalties served to those with continual unauthorised absence from school. Holidays in term time will not be authorised.

DROPPING OFF AND COLLECTING YOUR CHILD

Entry and exit to and from school will be staggered to reduce the risk of virus transmission between families. Families will be given a time to arrive, these will be sent out to directly over the course of next week. Please, stick to your time and ensure that no more than one adult drops off or collects a child. Please drop your child at the **internal gate** and ensure that you stay 2m away from any other person who may be present. You may, of course, watch to make sure that your child enters the school but an adult will be on hand at the school doors to welcome them in. A hand sanitising station will be available just inside the school gate during fine weather and **inside the school doors during inclement weather.** Your child is expected to use this to sanitise their hands before entering the building. **Willow children will use the large cloakroom by the toilets, Maple group will use the small cloakroom by the kitchen and Ash will use the door at the rear of the playground and hang their belongings within their own classroom.**

COMMUNICATING WITH SCHOOL

Should you wish to speak with anybody in school then please use email or telephone whenever possible. Those questions which relate to your child and their learning, behaviour, social or mental health or are otherwise classroom related should be directed toward classroom teaching staff. Matters regarding payments, lunches, uniforms or letters should be directed toward the office staff. Questions or comments relating to management and operational arrangements can be directed straight to me. **Please be aware that video calling can be arranged if necessary.** Should you have cause to speak

in person with a member of office staff then we ask that this takes place through the office window. Please knock on the front window for attention as many of you are wont to do!

CLOTHING

Please ensure that your child wears school uniform every day to school. This should be freshly laundered daily as often as possible. Thank you.

CHANGES TO THE SCHOOL ENVIRONMENT

Tables and chairs will continue to be forward facing and there will be as little equipment kept in the classroom as possible. Any equipment that has been used will be sanitised between pupils. As much equipment as possible will be kept by individuals in plastic wallets in trays. **Please do not send in equipment from home.** Thank you.

CURRICULUM

Teaching and learning strategies will be slightly different to normal standard practice. There continue to be limitations on the activities we can undertake but we aim to make the curriculum as interactive as possible while maintaining distancing. This can mean, for example, making multiple boards for board games with each child playing the same game at individual tables. PE will be timetabled to take place in 'bubbles' and will be, primarily, based on fundamental skills; individual challenges centred on improving personal bests. No contact sports are allowed.

WORSHIP

There will be no whole school worship or community worship until further notice. Acts of worship will take place only in 'bubbles' and there will be no singing included as this is advised against. We have received supporting documents from the Oxfordshire Diocesan Board of Education which steer staff in the advised direction with regard to conducting class or group worship.

GOOGLE CLASSROOMS

The school will continue to use Google Classroom for uploading work **and homework. Anyone who then subsequently isolates will have immediate access to lesson materials and immediate online contact with classroom staff. We aim to undertake further training and become more skilled at using the various functions on the platform during September so that learning can be more interactive. We will inform you when we are ready to use enhanced systems. In the event of any future lock down this will then mean that all families can access learning material instantly as well as the abundant mental health and social advice which was previously made available on the school website.**

LUNCHTIME AND PLAYTIMES

Break times will be staggered so that 'bubbles' are not outside at the same time. All children are expected to bring a home packed lunch and each 'bubble' will remain in their classroom to eat. They will then have a half hour slot to play outside at lunch time **together but Key Stage 1 will be kept separately from Key Stage 2 for the time being. Adults will return to a near normal system rota for playtime supervision.** We will commence the school year without a lunch provider and for qualifying parents (free school meal & universal infant free school meal pupils) supermarket vouchers will be provided, Mrs Withey will contact you directly to organise this before the start of the new year. If your circumstances have changed and you feel you may qualify for free school meals, please contact the office via email to make an application.

CLEANING AND HYGIENE

A programme of enhanced cleaning has been agreed with the cleaning company and this will be carefully monitored by Mrs Withey and the company managers. In addition, throughout the day,

tables, door handles and other frequently used surfaces and equipment will be sanitised to reduce the risk of virus transmission. Children will be reminded to wash or sanitise their hands frequently; on arrival, before and after play and lunch, after handling certain equipment and after using the toilet. It is important that you encourage your child to comply with this expectation and to follow whatever instructions are given to them so that risk of infection is minimised.

ILLNESS AT SCHOOL

If your child becomes ill at school we will not leave anything to chance. Your child will be looked after, as at any other time, but also isolated from others. The attending adult will be wearing PPE. We understand that this may cause alarm or worry for some children but we are simply following best practise in order to keep everyone safe. We will ask you to collect your child as soon as possible. Please then follow government guidance with regard to testing for the virus and with regard to isolation procedures. It would be very helpful if you would inform the school when you have the test results so that, if necessary, we can take appropriate action.

If a member of staff falls ill and is absent from school then the children associated with that member may not be able to attend school for the duration of the staff absence. **The school is able to contract supply staff** but may not be able to find someone immediately. Members of that 'bubble' may be requested to self-isolate but only if the absence were owing to the coronavirus. We will inform you of such procedures on a case by case basis in this eventuality.

Please look out for the new school web page, coming shortly, which will contain further information about the coronavirus, school operations and track and trace.

HEALTH AND SAFETY PROCEDURES

All of the standard health and safety checks and procedures will be taking place in school as usual. This will include fire evacuation procedures. **Children will line up in 'bubbles' and must stand 1m apart from each other.** (There is not enough space to stand 2m apart when all pupils are in school.) Children have already practised this procedure and they are brilliant! Well done children!

PERSONAL ITEMS

We have been advised that the fewer items that cross the threshold between home and school, the safer everyone will be. This means that homework on paper will be kept to a minimum and may be quarantined for periods of time before being looked at. **We will try and ensure that as much homework as possible takes place through Google Classroom.** We politely request that children do not bring pencil cases, toys or other items into school and, by the same token, will send as few things home as possible.

- Although pupils are allowed to transport books in book bags as usual we ask that these are only brought to school on Fridays. Children will be given a number of books to last the week and these will be changed on Fridays with previously used books being quarantined over the weekend. No other items should be brought to school in book bags.
- Any work brought into school will be quarantined for three days before being viewed by teaching staff.
- Children should bring their own reusable drinks bottle every day; the water fountain will be out of use because of the risk of virus transfer.
- Every child in school will need a PE kit in school every day. This should be brought in on Monday and taken home on Friday to be laundered.

TRANSPORT

Please see attached, along with this information, a letter from the Local Authority about school transport in September.

SOCIAL, EMOTIONAL AND MENTAL HEALTH

As we reach the end of the academic year we are also sending out, along with this letter, some **additional self-care support** for pupils who may be affected by all that has happened, or indeed, other things. It can be used by them to address emotional well being and mental health needs and provides a number of activities which may keep them gainfully occupied. Remember, also, that talking through worries with your child can be one of the best ways to support them.

FINALLY

Please look out for further information towards or at the end of the summer holiday. **DfE guidance changes constantly so, if there are any significant changes that will change the school plans we will let you know before the start of term.**

Thank you for taking the time to read the many, rather long, letters that have been sent home over the past few months; your work towards home educating, following the national guidance and thereby continuing to support the national effort to control the coronavirus, has made a difference.

The staff wish to thank the parents who so very kindly provided them with an afternoon tea yesterday. This was taken in the school playground in a socially distanced way, and, we can honestly say, was just what was needed. It was the first time for five months that all the staff have sat in the same space and talked to each other!

Let us hope that all of us, after the experiences we have had this year, are better prepared for anything similar occurring next year.

Best wishes,

A handwritten signature in black ink, appearing to read 'V. Lucas', with a long horizontal line extending to the right.

Valerie Lucas
Head Teacher