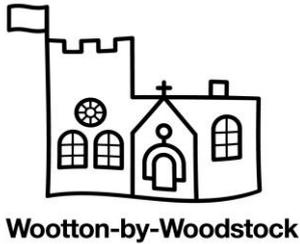


# Wootton-by-Woodstock CE Primary School



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19<sup>th</sup> August 2020

Dear Parent,

## **SEPTEMBER OPERATIONS and COVID 19**

You may be aware of the extensive discussions and media coverage with regard to education that have taken place during the summer break. It is very clear that all pupils are expected to return to school in September. As our pupils all returned in July this school is one step ahead. DfE guidance has been updated since July and an outline of the System of Controls which schools are expected to undertake is included at the end of this letter. However, you are encouraged to read the whole document which can be found here, should you wish and have time to read it in full. It is written for school staff but may help you to understand the reasons behind the school's decision making processes.:

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm\\_source=17%20July%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=17%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

The document explains the expectations with regard to each control measure in more detail. Parents are also encouraged to visit [gov.uk/backtoschool](https://www.gov.uk/backtoschool) for information and practical guidance.

Based on DfE guidance the school staff, in consultation with the Emergency Advisory Committee, conducted a fresh risk assessment and agreed that, from September, the pupils will be in **two Bubbles**, as far as possible; 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 already have been given a time to arrive. 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. This will keep children separate as much as possible.**

#### 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 laundered as necessary following the manufacturer's instructions.** 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 groups of 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 at the moment. 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.** For a number of operational reasons 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 were 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.**

### **FINALLY**

May I wish you all the best of health as we approach the new term and thereafter. We look forward to welcoming the children back very soon.

Warm regards,

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

Valerie Lucas  
Head Teacher

## **System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

### **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.