



Friday 17th July 2020

Dear Parents and Carers,

Opening Arrangements for September 2020

We are delighted to be opening for all children on Thursday 3rd September, with our new Nursery and new Reception children starting the following week.

Clear government guidance has been published that we have adhered to in our planning and safety arrangements.

Our key aim is to ensure the safety of children and staff at all times.

Many of the key principles of the government guidance have already been put into place at Woodlands since the 1st June, and are working effectively in school.

Significant changes include

- Every child will be in a family group (bubble) who will work, learn and play together, separate to other family groups
- Staggered entry into school
- Staggered morning break times
- Staggered and shortened lunchtime
- Additional staggered afternoon break
- Staggered exit from school
- In years 2 to 6, children will sit side by side facing forward
- Rigorous hygiene routine with a high level of hand washing
- A thorough cleaning schedule during the school day
- Only essential visitors in the school building

I am aware that some of the new arrangements will present challenges for some families, particularly working parents, but these are the government expectations to keep us all safe and it is important that we all follow them

Arrival and collection times are staggered

This enables everyone to enter and exit the site safely and is a key principle of the government guidance to enable social distancing. Further guidance for these times of day are in the attached table at the end of this letter. Families need to be aware that arriving and leaving the site will take time so it is important that families arrive only within their correct time slot.

Arrival and collection by the Nursery Ramp at the front of the school

Nursery	Arrival Time 8:30 – 8:35	Finish Time 11:30
	Arrival Time 12:30 – 12:35	Finish Time 3:30

Arrival and collection through the main entrance at the front of the school

Reception	Arrival Time 8:30 – 8:35	Finish Time 2:50
Y1	Arrival Time 8:40 – 8:45	Finish Time 3:00
Y2	Arrival Time 8:40 – 8:45	Finish Time 3:00
Y3	Arrival Time 8:50 – 8:55	Finish Time 3:20
Y4	Arrival Time 8:50 – 8:55	Finish Time 3:20

Arrival and collection through the back entrance off Bloxwich Road North

Y5	Arrival Time 8:50 – 8:55	Finish Time 3:20
Y6	Arrival Time 8:40 – 8:45	Finish Time 3:10

Families with sibling's arrival and collection through the main entrance

Siblings	Arrival Time 8:30	Finish Time 3:10
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This system will take time and will require patience. It will be a one-way system onto the site and up to the playground entrance, where staff will greet your children and show them where to go, parents can then loop through the car park and off the site. Face to face conversations are discouraged and parents are encouraged to pass messages through email. The expectations for arrival and exit times are rigorous and very different to pre-lockdown when parents were welcome to come and wait in the playground, this is no longer the case.

Please read the table at the bottom of this letter that provides further detail about what times the gates will be opened onto the site.



Planning for a safe return for everyone

We have an updated comprehensive risk assessment in place that has been shared with the Governing Board. I have attempted to summarise the key elements of the risk assessment in the table at the end of this letter. Please read the information carefully so that we can all implement the expectations. A couple of aspects to note are about illness and testing.

Reducing the risk of infection

It is essential that unwell children or unwell parents do not enter the school site.

If anyone in your household displays the symptoms, then it is important that you do not send your child into school whilst they access the test and please keep us updated as to the result.

It is going to be difficult to distinguish between viruses as we enter the cough and cold season, but according to guidance we shall be ringing parents to ask them to come quickly to take home any child that becomes unwell during the school day.

Positive Test Results

If any child or member of staff receives a positive test result, then we shall contact every parent within the family group to come and collect their child. All staff and children within that family group will then need to stay at home for fourteen days.

Finally

Please talk through the plans with your child so they know what to expect. Walking up to the school site and chatting about school will help your child be prepared and encourage them to think about the positive aspects of school.

I understand that some parents will have reservations about sending their child back to school but I can assure you we have put everything into place that is recommended and expected. We have been following many of these principles successfully in school for the past seven weeks and as always the safety of the children and staff are our first priority.

Also, if your child doesn't re-join us on Thursday 3rd September they will miss out on being with their previous class teacher and the fun of those two days together. They would also miss out on the induction with their new teacher from the Monday, in their new learning room. This would make it even more difficult for your child to return.

Key items to remember:

- Check what time to arrive at school and plan to be on time.
- Children to wear school uniform except on their PE days when they need to come to school in their PE kit. Hair to be tied up and no jewellery. Label all items with your child's name
- Everyone to bring in a healthy snack for tuck
- Children and parents who are unwell are to not enter the site
- Children who become unwell during the day will be sent home
- If there is a positive test result then the whole family group will be contacted to stay at home for fourteen days
- Don't forget to return your child's inhaler if they need one

The new plans will require patience from everyone, particularly when arriving at school to drop your child off or collecting your child at the end of the day, but together we can make the new plans work well so that we all remain safe.

If you have any questions or worries then please email postbox@woodlands.walsall.sch.uk. We shall respond but please be aware that staff will be taking holidays and so this may take a couple of weeks.

This is our plan for September, but government guidance can change very quickly! If there are any changes to this plan, we shall contact you during the last week of August.

Finally, there is a little something on the website front page for the children, we hope they enjoy it.

Have a wonderful summer everyone and see you in September!

Yours sincerely,

T G Newton

Headteacher

Additional information regarding control measures in place

<p>Family groups</p>	<ul style="list-style-type: none"> ○ Every child will work within a family group. - Nursery and Reception Family Group - Y1 Family Group - Y2 Family Group - Y3 Family Group - Y4 Family Group - Y5 Family Group - Y6 Family Group ○ Each group will have minimal mixing with other family groups during the day ○ Separate arrival and exit from school ○ Separate breaks, morning and afternoon – only one family group will be on the playground at a time and they will have their own equipment to use ○ Separate family group assemblies ○ Set toilet breaks for each family group, although children can access if needed ○ Separate lunchtimes of 45 minutes ○ Limited sharing of resources between family groups, if resources are to be shared they will be thoroughly sanitised in-between groups
<p>Social distancing</p>	<ul style="list-style-type: none"> ○ Staff and children, particularly in Y4 to Y6, will be expected to socially distance as far as possible, However, as the guidance states children find distancing very difficult. It will be promoted as far as possible and no contact for children in Y4 to Y6 will be strongly promoted ○ The distancing will be mainly achieved through the family groups who will operate separately throughout the course of a day ○ Children will move through school on the left, with arrows to support our younger children. ○ Each family group will have their own specific timetable which means movement of more than one family group along corridors at a time will be minimised
<p>Staggered arrival and exit</p>	<ul style="list-style-type: none"> ○ This system will require patience – it will take time to drop off and collect your child ○ No cars enter the school site during entry and exit times ○ Single file entry in a one-way system onto the school site to bring child/ren into school (Please follow the signs and cones for entry and movement direction) ○ Parents will need to ensure they arrive at the correct times, not early nor late ○ Parents are encouraged to walk to school and not drive down Hunts Lane due to families waiting on the pavement ○ Only one adult to bring their child, with small children if necessary

	<ul style="list-style-type: none"> ○ Families to enter and leave the site in single file. ○ Parents to not go beyond the playground gates or cross the taped areas ○ Parents to enable the line to keep moving by not grouping to chat ○ Parents to not 'chat' or pass messages to staff. Parents are requested to email any messages to postbox or ring the school <p><u>Front of the school:</u></p> <ul style="list-style-type: none"> ○ Parent and child/ren to queue along Hunts Lane up towards Bloxwich Road North following social distancing guidelines ○ Pedestrian gate to the car park will open at 8:20 for Reception and Nursery families for 8:30 entry ○ Playground gate for children will open at 8:30 ○ Follow the cones through the car park up to the playground gate ○ Parents wave goodbye and the child enters the playground where staff will greet children and let them know where they need to go. ○ Parents loop through the car park and out of the large vehicle gate onto Hunts Lane ○ Nursery parents join the same queue and then form a Nursery queue from the bottom of the Nursery ramp. Also, please don't cross the line on the ramp ○ If you are running late and miss your time slot, then please arrive for 9:00 <p><u>Back of the school for Y5 and Y6</u></p> <ul style="list-style-type: none"> ○ Main gate will open at 8:35 for Y6 to enter at 8:40 ○ Playground gate for children will open at 8:40 ○ Follow the cones through the car park down to the playground gate where staff will greet children and let them know where they need to go. ○ If you are running late and miss your time slot, then please go to the front of the building for 9:00 because the back doors will be closed at 8:55 <p><u>At the end of the day</u></p> <ul style="list-style-type: none"> ○ Parents arrive and leave in a queue just like in the morning ○ Parents to arrive at their allocated time to ensure social distancing on the playgrounds ○ Pedestrian gate at the front of the school will open at 2:45 for Reception parents to wait in a space on the playground ○ Main gate at the back of the school will open at 3:05 for Y6 parents to wait in a space on the playground ○ It is important to be on time as teachers have meetings at the end of the day and the children will not be able to enter another family group room, so children would have to wait in the corridor until you arrive to collect them ○ Again, we ask for no face to face contact with staff at the end of the day
Late collection of your child	<ul style="list-style-type: none"> ○ There are no facilities to keep your child beyond school exit times, they will be asked to wait in a corridor to avoid breaking a family group ○ It is essential that parents are on time
Lunchtimes	<ul style="list-style-type: none"> ○ Will be 45 minutes long ○ Hot meals will continue to be provided for N, R, Y1 and Y2. These meals will be served to children at their table ○ Y3, Y4, Y5, Y6 will continue to have the choice of a hot meal or a packed lunch ○ Hot lunches to be booked and paid for through Scopay ○ Free School Meals will resume as previously
Tuck and Toast	<ul style="list-style-type: none"> ○ Toast will be available at 9:00 for children who have free school meals ○ No other toast will be for sale ○ There will be no tuck for sale ○ We hope fruit will be available mid-morning for children in Nursery to Y2 (although this has not been clarified yet so please send in a piece of fruit for the first few weeks) ○ Y3 to Y6 will need to bring a healthy snack at breaktimes. ○ This is especially important for Y5 and Y6 who will have their lunch later.
Classrooms	<ul style="list-style-type: none"> ○ There will be 30 children in each classroom

	<ul style="list-style-type: none"> ○ Y2 to Y6 will sit side by side facing forward ○ N to Y1 will work in a practical manner in Learning Labs
Uniform	<ul style="list-style-type: none"> ○ Summer or winter uniform to be worn in full ○ Hair to be tied up and no jewellery ○ On PE days children can wear the school PE kit (shorts or tracksuit) - Reception - Tuesday - Y1 – Wednesday - Y2 – Monday - Y3 - Tuesday - Y4 - Wednesday - Y5 – Friday - Y6 – Thursday ○ Forest school will continue and children can dress appropriately for this activity ○ All kit to be labelled with your child's name
Items that can be brought into school	<ul style="list-style-type: none"> ○ Lunchboxes ○ Lidded water bottle ○ Minimal stationary (Children will be given their own labelled pens and pencils) ○ Coat ○ Bag ○ Home learning ○ Reading books (when returned they will go into quarantine for 72 hours before being returned to the family group library) ○ Y6 who walk on their own may bring in a mobile (as long as they have completed the form for the phone and for walking home independently) ○ Please ensure all items are labelled with your child's name
High levels of hygiene promoted	<ul style="list-style-type: none"> ○ Children actively taught good hygiene ○ Regular handwashing and sanitising every time children enter and leave the rooming room ○ 'Catch it, kill it, bin it' approach to sneezing ○ Windows and doors will be propped open for good ventilation ○ Children will be reminded to not touch their face, eyes or nose ○ Children are able to bring their own sanitiser into school
Cleaning	<ul style="list-style-type: none"> ○ A thorough cleaning schedule is in place with additional and frequent cleaning throughout the school day, including shared areas and specifically toilets ○ Cleaning kits in every learning space for high touch areas and cleaning of resources ○ No cleaning will take place when a child is in the room
How to communicate with school	<ul style="list-style-type: none"> ○ Only essential visitors on site ○ Parents to contact the school by telephone or email in the first instance ○ Limited office opening hours 9:30 to 2:30 ○ No messages to be passed to the morning door staff ○ No face to face meetings with staff, please contact the office and request a phone call ○ Parents can also contact the teachers directly through the year group email but please be aware that teachers are teaching full time and a reply will be delayed
Woodies	<ul style="list-style-type: none"> ○ Will resume from Thursday 3rd September ○ Parents to book in as previously ○ Parents can drive onto and from the site before 8:15 ○ There will be children from different family groups but they will be grouped into three smaller groups ○ Snacks and breakfast will be provided ○ Resources will be carefully managed to ensure there is no cross contamination between groups ○ The children will be based in the hall before and after school, please go to the KS1 playground lower door
If your child is unwell It is essential that everyone	<ul style="list-style-type: none"> ○ Follow normal procedures and let school know ○ Children displaying symptoms of Covid-19 should stay at home and have the test ○ If a member of the household is showing symptoms, then the child needs to stay at home whilst a test is undertaken

<p>follows this guidance</p>	<ul style="list-style-type: none"> ○ Families to keep the school updated at all times so we can keep other families in the family group updated ○ If children in school display these symptoms, then the child will be isolated and parents contacted to collect their child immediately ○ If a child or a member of staff tests positive then the family group will be sent home for fourteen days
<p>Intimate care and administering medicines</p>	<ul style="list-style-type: none"> ○ If your child has a toileting accident in school, then parents will be contacted to come and change their child ○ If medicine needs to be administered parents will need to come to school to administer