



Woodhouse Primary Academy

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Thursday 16th July 2020

RE: Full September opening of Woodhouse Primary Academy

Dear parents and carers,

We in school have been working hard to prepare for a full return to school in September for all children in Woodhouse Primary Academy. I am writing to share with you the plans and modifications to our provision which will enable this to take place. I apologise for the length of this letter, but I know you will understand it is absolutely crucial you have all the information necessary to have confidence in our September return. Our full opening reflects the most recent guidance issued by the Department for Education and the University of Wolverhampton Multi Academy Trust. We have detailed plans and you can view the comprehensive risk assessments on our school website wider opening page, which can be accessed on: <https://www.woodhouse.priacademy.co.uk/news-and-events/wider-opening>

Autumn Term dates:

- School is closed for Staff Training on Tuesday 1st September and Wednesday 2nd September.
- **We will be open for all children in the new Year 1 to Year 6 (and all years in Rainbow Room) from Thursday 3rd September.**
- All eligible children will be expected to attend school every day and we will do all we can to support families so their children can attend.
- Children in Reception and Nursery will have two visits to school in small groups over the first full week (beginning 7th September) and will be beginning school full time (or 15 hours for most nursery children) from the week beginning 14th September. There is separate information and a parent Q&A document for our new Reception and Nursery families which will be shared with you and on our website: <https://www.woodhouse.priacademy.co.uk/pupils/transition-to-reception>
- Full term dates are visible on the website and include a planned Inset day, when school will be closed to all children, on Monday 2nd November 2020: <https://www.woodhouse.priacademy.co.uk/news-and-events/school-events>

Arrival and departure to school:

- Children will arrive and leave school in their year groups. For children from Reception to Year 6, this will be spread over only 30 minutes from 8:40am to 9:00am in the morning, and from 3:10pm to 3:30pm in the afternoon. (Nursery timings will be from 9:10am until 3:00pm)
- Where there are siblings, the children will arrive and leave at the time and entrance for the oldest siblings. This will hopefully allow children to get the same learning time entitlement without negatively affecting families with siblings.
- Arrival will need to be socially distant and follow the processes established closely.
- More detailed and precise details of this can be seen at the end of this letter, including some reminders for all families attending school.
- The year group you need to follow instructions for will be your child's new 2020-2021 year group.
- Other than to drop off/collect Nursery, Reception or Year 1 children, I am afraid that no parents will be permitted to enter the site. Parents will not be able to enter any of the school buildings until further notice.
- If you need to speak to a member of staff, there will be staff who can take messages at each entrance, you can call the office by phone, use class dojo, email: families@woodhouse.priacademy.co.uk or text the school mobile: **07950 368561** – each of these will be monitored every day.

Organisation of our school to reduce risk of infection:

- Once in school, **all Children will be kept in class bubbles, with consistent indoor learning spaces.** This will mean that children from different classes will not mix together in school. Staff who move between bubbles will do so as infrequently as possible, and keep socially distant wherever possible.



- As they are in consistent classes and dedicated learning spaces, both classroom and break out/intervention rooms, we do not need children to be socially distancing when inside their class bubble.
- Children will not wear masks in school, but if they choose to travel to school in these, they should be carefully removed at the gate by their parents and taken away or stored in a sealable bag.
- Wearing of masks: If travelling on any public transport, then you will need to follow the guidance for that transport. The safest method of transport will be to walk to school each day wherever possible.
- We will continue with our significantly heightened cleaning regime. 3 staff work throughout the day, regularly cleaning all toilets, touch points including door handles and emptying all bins. They are also on hand to respond to any urgent cleaning need in classes.
- Where children show any symptoms of CV19, they should not attend school. If these symptoms are evident in school, the child will be isolated from the class and parents called to collect them. They will need to be tested for CV19 and follow the appropriate isolation guidelines for them and their family. If a test is negative, then children can return to school when well enough to do so.
- In the event of a positive test in school, we will follow advice from Public Health England in responding to limit the spread further. This may include sending some other children home to self-isolate, or even closing the whole class bubble for a period of time.

Lunch time and School meals:

- Children will eat in classrooms (or the canteen only for Rainbow Room, Nursery and Reception), with a very limited menu provided in school.
- Food will be served in individual boxes and there will be one meat and one vegetarian option offered daily.
- Children can bring in a packed lunch from home.
- For those children who do not qualify for free school meals or Universal Infant Free School Meals, we will revert to charging for meals from Thursday 3rd September.

Uniform, what to bring to school, what can come home from school:

- Children will wear their usual school uniform each day: green jumper, white polo shirt, black bottoms and black school shoes. Uniform will not need to be washed any more than usual.
- On your child's PE days, the children will not be bringing additional PE kit with them, but arrive wearing it. They will wear their usual school green jumper, school PE top or similar, dark (preferably black) tracksuit bottoms and trainers. This will mean they do not have to get changed during the day. We will confirm the PE days with you during our first week back.
- Children will not be able to bring much to/from school, this will be limited to:
 - Outdoor coat/warm outer clothing as needed.
 - A lunch box if your child is to have packed lunch from home.
 - A named, re-usable bottle to drink from.
- At this time, we will not be bringing any further items in/out of school, including book bags and reading books. As soon as we can do this, we will do.

Before and after school club:

- Before and After School Club will function with the children kept in their class bubbles as much as possible whilst remaining distant from children in other class bubbles, unless they are siblings.
- I know how important this facility is to our families who use it, so I have worked very hard to enable this provision to take place with adaptations to reduce the risk of infection in line with the wider school.
- This will revert to our existing charging model from Thursday 3rd September.

Music instrumental lessons in KS2:

- Our Whole Class Instrumental Teaching, which takes place in Year 4, will be severely disrupted.
- Children will not be able to use their instruments in class until at least after half term. Instead they will focus on listening, rhythmic work and musical theory in these lessons with our specialist music teachers.
- Our small group elective music lessons in Year 5 and Year 6 will not take place until at least after half term. There are a range of resources for the children to access online to continue playing safely at home.
- Children in Year 3 will learn the recorder later in the school year.

Lunch time clubs and after school extra-curricular clubs:

- At the current time, we are unable to offer any of the wide range of extra-curricular lunchtime and after school activities we usually offer. As soon as it is safe to do so, we will offer our full range of opportunities.

Outside visits and Swimming:

- At the current time, there will be no trips or outside visits until further notice.
- Swimming lessons will not take place until further notice.



Learning plans, transition and “catch up”:

- As a highly inclusive school, we of course understand that some children will need more support to be comfortable and happy in school. We have a strong experience of supporting the return to school of a number of children with additional needs, including those in the resource base, since March. We are and will be working closely with families regarding the successful return for all children with more complex needs. If you have queries or challenges in this respect, please contact: sensupport@woodhouse.priacademy.co.uk for help or support.
- We will be having children join their new classes, classrooms and staff from our first day back, as we are **not** able to mix bubbles to allow an initial return to their 2019-20 classes.
- We will however, be carrying out some safe virtual activities and opportunities to see and hear their previous class teachers during the first few weeks of term. There will be opportunities to reconnect and to be able to have closure for this last school year as we move forward with a new academic year.
- Our staff team will continue to support and care for children in their previous classes as much as they can.
- During the first two weeks, we will be undertaking a whole school project during some of our learning time: **“We are Woodhouse.”** Through this work, we will have the space, time and focus to re-establish relationships, rediscover routines and work to support mental health and well-being. This will be a positive piece of child centered learning which will help to smooth the transition into a new year group and address the challenges of the events since March this year. We will support children to understand the restrictions in school and to manage this successfully.
- Where necessary, we will offer specific support for children to adapt to the new way of working in school, which may also involve parents. It will be important that children follow our expectations and there will be specific adaptations to our behaviour policy to cover this period.
- We will work hard to quickly assess and support the children in their learning, especially in English and Maths, so that they can access the full wider curriculum we offer at Woodhouse. Where needed, we will offer support for groups and individuals to help them progress.

What if we have a further lockdown?

- In the event of a closure of schools, it is highly likely that our school will function as it did from March this year. It is expected that school would remain open only for children of key workers and vulnerable children where appropriate to do so.
- In the event of a lockdown, children will be supported with structured learning, built on all the knowledge and experience gained this summer. This will make use of both online resources and offline alternatives.

Parent response, question and query form:

- If you have any further queries or questions, I will respond to these early on next week in a further Q&A letter to parents to be posted on the website – as I did for our wider opening in June. I hope this will help you and enable your specific queries to be answered.
- You can complete this Google form: <https://forms.gle/ZYt8Huz2DKiczNvD8> to ask any additional questions you may have. The form will close at 5pm on Monday 20th July 2020.

Communication with home:

- We will not be sending any physical letters home from September, and we hope that all communications with parents will take place by email, the school website and through text reminders.
- It is vital that we have an accurate email address and up to date contact details for you. If any details have changed, please ensure that you notify the office as soon as possible.

I hope this gives you a clear indication of what to expect in September. I am sure you can appreciate how hard it is to work within the strict safety restrictions imposed on us, but we have done everything we can to have school run as smoothly as possible on our full return. We have tried very hard to protect all that we value as a school wherever this is possible. As always, there is the caveat that the local or national situation may affect our plans – of course you will know this as soon as we do. This letter will be re-issued in September before your child returns to school and will include any updates which have been made in the meantime.

Thank you for your continued patience, encouragement and understanding. These changes will take some getting used to and may not always run smoothly. I thank you in advance for your support as we get to grips with these. We are looking forward to seeing you and your children in September.

Yours sincerely,



Oliver Wilson
Head Teacher
Woodhouse Primary Academy



Arrival and departure from Woodhouse Primary Academy – September 2020

In line with Government and UWMAT guidance, there will be a staggered start and end to the school day at Woodhouse. This will support social distancing and limit the number of people gathering at any one time around the school site or on local roads.

- Parents and carers, apart from those of our youngest children, will not be permitted onto the school site.
- Children will arrive at their allocated gate at the allocated time.
- A member of staff will greet them at the gate and direct them to where they will meet their class teacher. This may be in the classroom or outside on the playground.
- Parents in Nursery, Reception and (initially) Year 1 can escort their children to the entrance door, this will be following a strict one-way system which will be marked out and supervised by a staff member.
- At the end of the day the children will be taken to their allocated gate by their class teacher and parents will collect them following a one-way system.
- Children in Year 5 and 6, with parental permission, may walk to and from school alone. These children will still need to arrive and leave at the allocated times listed. Please contact school to confirm this, either by email or by phonecall.
- There will be three entrances to school. The Cinder Path (Ridgeacre Road), The Main Entrance (Woodhouse Road) and the staff car park (Woodhouse Road).

The Cinder Path

The Cinder Path will be split into a one-way system. Parents will walk down one side of the path leave their children at the bottom with a member of staff and then walk out up the other side of the path. Markings on the floor indicate 2m intervals on the way in. Nursery, Reception and Year 1 parents will follow the one-way system onto the school site, leave their children at the designated door with a staff member and then follow the one-way system back off site. This process will be reversed at the end of the day.

The Main Entrance

Children in Years 3 to 5 will be using this entrance, they will be encouraged to be allowed to walk down the school path by themselves where they will be met by a school adult.

If a parent or carer escorts them down the path, then they will leave the children with the school adult, exit into the car park through the side gate and then exit the car park. This process will be reversed at the end of the day.

Staff Car Park

Year 6 and the Rainbow Room will be using this as their entrance and exit. The car park will be closed to traffic from 8:35am each morning and from 3:20pm – 3:40pm each afternoon.

If Year 6 are accompanied by a parent, then they will be asked to allow them to enter the car park on their own. This process will be reversed at the end of the day.

Timings:

The Cinder Path

Year Group	Drop Off	Collect
Year 2	8:40	3:10
Year 1	8:50	3:20
Reception	9:00	3:30
Nursery	9:10	3:00

Main Entrance

Year Group	Drop Off	Collect
Year 5	8:40	3:10
Year 4	8:50	3:20
Year 3	9:00	3:30

Staff Car Park

Year Group	Drop Off	Collect
Year 6	8:40	3:30

Siblings

In the event of a family having children in different year groups, they are to arrive with the **oldest sibling** at the **oldest sibling's** time and gate. The older sibling, once on site, will escort the younger siblings to the correct place to leave them with a school adult.

They will leave at the **oldest sibling's** (who is not walking home alone) time and gate.



Reminders

To ensure the collection and drop off of children runs smoothly and to ensure the safety of everyone we would ask that:

- All children use the designated entrance for their year group, unless otherwise agreed.
- As close as possible, to arrive at the allocated time, **please avoid being late or early**.
- Parents consider allowing older children (Y3 upwards) to enter the school pathway alone.
- Parents avoid congregating around the school entrances, and where this is unavoidable to maintain social distancing from other adults.
- Parents and children walk to school wherever possible or consider parking a short distance away to avoid congestion on Woodhouse Road, around Ridgeacre Road or the top of Overdale Road.
- When parking, please take care not to block driveways, crossing points or where this will cause a hazard to other road users.
- After leaving children at the designated point, parents are asked to follow the one-way system swiftly in order to avoid congestion and maintain social distancing.
- On the way home, to leave the school entrance area and make your way home, so to avoid a build-up of children or adults at the entrances to school.

