

Woolden Hill Parent Booklet Return to School 1st September



Dear Parents/Carers,

As you are all aware, Woolden Hill closed its doors to all children, apart from vulnerable and keyworker children on 20th March before extending the opening to all pupils in EYFS, year 1 and year 6 from June 1st.

Over the past few months, the senior leadership team have been planning to safely welcome all of our children back to school. The circumstances in which the children will return to school will be slightly different from when they left school, as we must take into account government guidance on hygiene and social distancing.

Overall, I believe that all of the children have shown great resilience during the past weeks and months and that they have adjusted very well to a new way of living; however, we cannot underestimate the effect that this may have had on their mental health and wellbeing, which is why we feel it is important to carry on supporting their emotional wellbeing during their transition back into the classroom.

With the support of the Trust, and as a school, we are committed to not only following the government guidance closely to create a safe environment for our children, families and staff; but also create a nurturing one, too. Your child will not immediately be thrust back into a 'normal' school timetable, we will be assessing and planning throughout these uncertain times, taking into consideration the pupils needs every step of the way.

We cannot and do not expect the children to walk into our classrooms from September 1st and settle straight back into school life. For our youngest children particularly, we are expecting that it will take them some time to become comfortable with leaving their parents on the school playground and transition back into being in school. We do not want to rush this. We need the children to feel safe and happy and this is something that we cannot compromise on.

In this booklet, you will find all of the information that you need to know about our reintegration plan, to keep your child(ren) safe, whilst they are at Woolden Hill. We care deeply about all of the children and we will do everything possible to look after them when you leave them at our door. Thank you for your continued support during these very challenging times.

Best wishes,

Mrs Sadler

Introduction

This document aims to set out Woolden Hill's plans to ensure all children are reintegrated back to school following the following Government Guidance to return all pupils to school:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.sportengland.org/how-we-can-help/coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

What should my child wear to school?

All children are asked to wear their **school uniform during their time at school**. It is expected that children will not wear the same uniform each day. We ask that children either wear new uniform each day, leaving it at least 72 hours between each wear, or wash your child's uniform every night. If you are finding this difficult, please speak with the office, as they may be able to source some spare uniform that we have at school.



We will be keeping the school buildings well-ventilated with doors and windows open. Please make sure your child has a school jumper with them. We will also be working and playing outside as much as possible, so please pack for our very unpredictable British weather. The children will need a **sun hat and sun cream** in school (please send them to school with this already applied) if the weather is sunny and a rain coat for the wetter days. **Please ensure everything is clearly labelled**. All children must have a **labelled water bottle** with them. The communal water fountains have been decommissioned during the pandemic and we do not have spare cups for the children to use

PE

Children will not be getting changed into PE kits, but will complete activities in their uniform. They will all need to wear **trainers or other suitable footwear** on these days, so that they can safely participate in physical activity.

Should I provide my child with PPE?

We know that this is a very worrying time and you will want to protect your child from the virus, but we are following the government guidance that states: "Wearing a face covering or face mask in schools or other education settings is not recommended... Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission."

We will therefore **not be expecting our staff or children to wear face masks in school**. Parents will be expected to remove their child's face mask, prior to entering the school grounds. We will keep you updated is government guidance changes. **Currently only children aged 12 or over, in lockdown areas are expected to wear face coverings.**

We will be following the government guidance of:

- Regular cleaning of settings
- Minimising contact and mixing
- Frequent hand cleaning and good respiratory hygiene practices



We will be making every attempt as a school to encourage children and staff to adhere to social distancing, but we are a primary school and some of our children are still very young. It may not always be possible to keep the children apart at all times during the school day and we will have to accept that, despite rigorous risk assessment, careful planning and consideration, our children will not naturally distance themselves from each other or the staff.

Return to School

During the Teacher Training Days, there will be time for staff to walk through the plan, signage will be in place in preparation for the 1st September. Full Risk Assessments are in place and have been shared with the Trust and Advisory Board.

	Years 1 - 6	EYFS
Monday 31st August 2020	Bank Holiday	Bank Holiday
Tuesday 1st September 2020	✓	Group A
Wednesday 2nd September 2020	✓	Group B
Thursday 3rd September 2020	✓	✓ AM only
Friday 4th September 2020	✓	✓ AM only

Week 2	Years 1 - 6	EYFS
Monday 7th September 2020	✓	✓ AM only
Tuesday 8th September 2020	✓	✓ AM only
Wednesday 9th September 2020	✓	✓ AM only
Thursday 10th September 2020	✓	✓ AM only
Friday 11th September 2020	✓	✓ Full Day

EYFS will have a phased return, in line with previous years, their first full day will be Friday 11th June. We would encourage everyone **to walk to school where possible**, following social distancing guidance.

Social Groupings (Bubbles)

In order to keep the children and staff as safe as possible each year group will operate as a bubble and will not mix with other year group bubbles. Staff members will remain with the children in their class bubble for a majority of the school day. Staff are able to move between bubbles to work with other year groups and this will be timetabled. Reasons for movements between groups will include PE lessons, interventions and PPA cover, staff are asked to only move between groups when timetabled. **Children will not be able to move between their bubbles at any point in the day.**

What are the drop-off and collection arrangements?

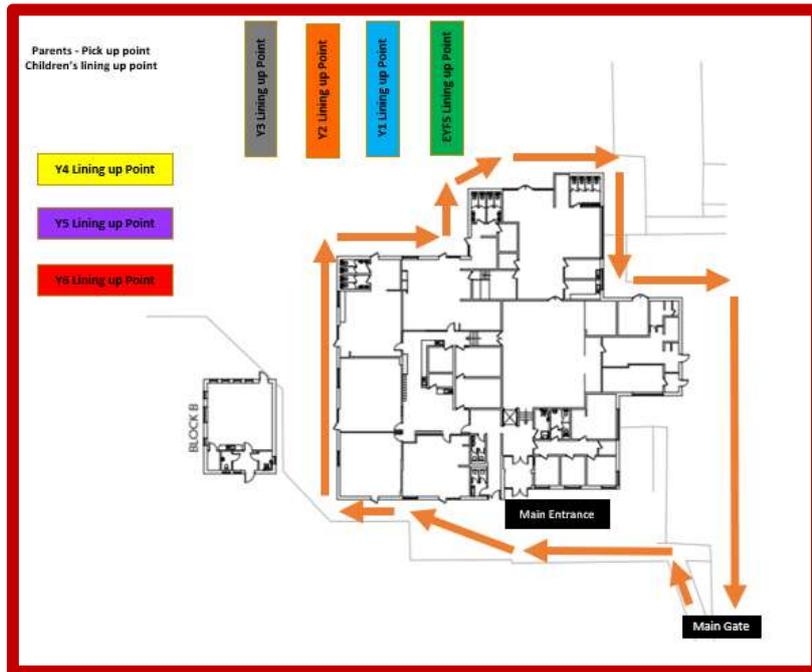
Please enter the school grounds via the main gate to the left and follow the socially distanced yellow spots to your child's classroom. Children will be expected to enter the class directly, we ask that parents leave their child at the door and then leave the playground, to avoid congestion. Upon arrival and departure, children will be asked to wash/sanitise their hands. To adhere to government guidance, we kindly ask that only **one parent drops-off and collects** your child from school.

PLEASE BE PROMT: Any lateness may cause confusion and delay; as well as increase the risk of over-crowding the playground, thus increasing the risk of spreading the infection to others. If you are late for your designated drop-off or collection time, please do not enter the school grounds and call the office to arrange a safe drop-off/pick-up of your child(ren).

Please note the staggered start and finish times.

	Start Time		Finish Time	
Surnames starting with letters A - G	8:35am	Pupils to arrive with one adult only. Adult to drop pupil/s off at class door and then follow the one way system. Siblings to be dropped off, following the one way system.	3.00pm	Collection by 1 adult only. Children will be brought out to line up in their designated areas and wait for adults to collect them. Children who walk home alone will follow the one way system to exit school.
Surnames starting with letters H - O	8.45am	Pupils to arrive with one adult only. Adult to drop pupil/s off at class door and then follow the one way system. Siblings to be dropped off, following the one way system.	3.10pm	Collection by 1 adult only. Children will be brought out to line up in their designated areas and wait for adults to collect them. Children who walk home alone will follow the one way system to exit school.
Surnames starting with letters P - Z	8.55am	Pupils to arrive with one adult only. Adult to drop pupil/s off at class door and then follow the one way system. Siblings to be dropped off, following the one way system.	3.20pm	Collection by 1 adult only. Children will be brought out to line up in their designated areas and wait for adults to collect them. Children who walk home alone will follow the one way system to exit school.
EYFS 1st September to 10th September	9.30am	Pupils to arrive with one adult only. Adult to drop pupil/s off at class door and then follow the one way system	11.45pm	Collection by 1 adult only. Children will be brought out to line up and wait for adults to collect them.
Wrap Around Care	7.30am – 8.00am arrivals – children will then go to class at 8.30am.	Arrive with one adult only. Enter via main entrance and ring the bell. Wait for staff to open the door. Please remember only one family in the entrance area at a time. Wait 2m apart if necessary to enter the building.	3.15pm – 5.45pm Wrap Around Care arrangements	Collection by 1 adult only. Dependent on WAC – collect from hall/year 4 classroom door.

One Way System around school

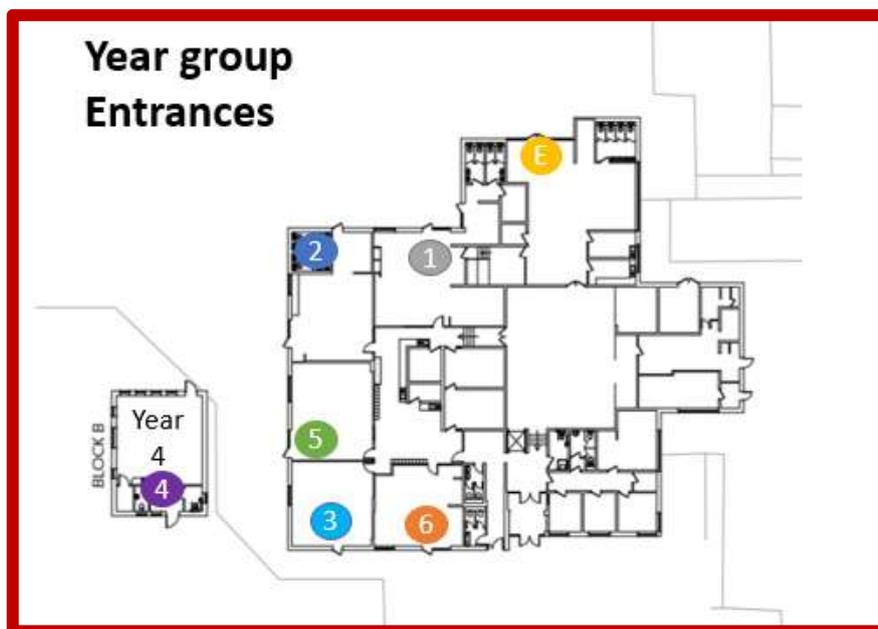


Some children will come sailing in each morning, I am sure; but we realise that for some children, separation from their parent in the school playground may be difficult. Sadly if this is the case, we cannot invite you into the building, but we will contact you later in the morning to let you know that your child has settled. If a child is too distraught, we may ask you to take your child home and try again later. Please ensure you let the class teacher know if you think your child will find it difficult coming into the classroom.

Entrances

All pupils will be expected to enter their classroom, via the classroom doors on the outside of the building. These will be labelled clearly, please see the map below – numbers represent the year group e.g. Year 1 = 1, Year 2 = 2 etc.

EYFS is labelled as E on the map of entrances below.



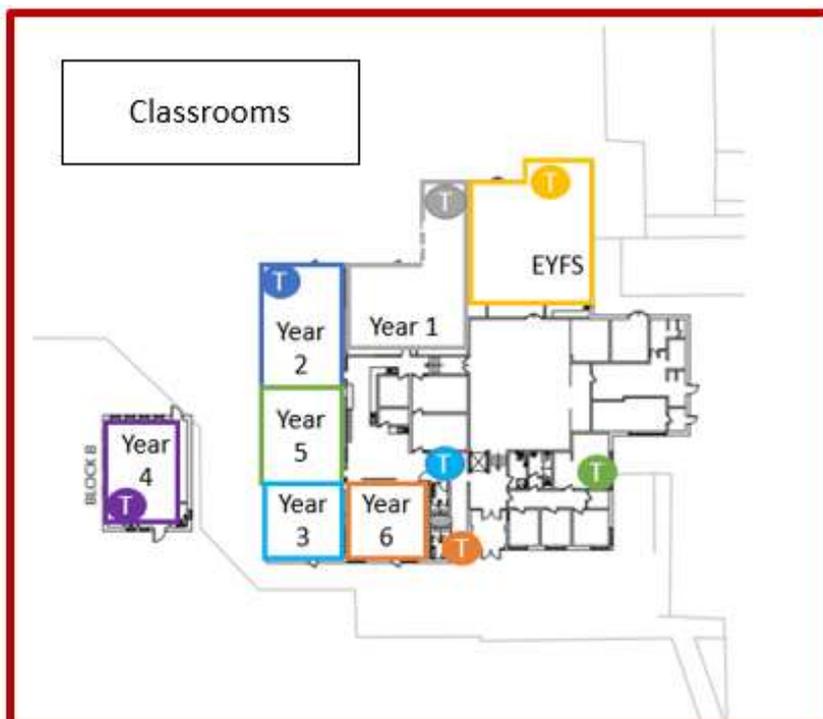
How do I contact the school?

Parents should return any forms or documentation via e-mail to the school office. If you need to let us know about something, please inform the adult responsible for your child's group upon drop-off or collection. If it is not something that you wish to discuss on the playground, please email or call the office; alternatively you could make an appointment to speak with the person with whom you wish to speak to. Under no circumstances, will adults be permitted to enter the school buildings (including the main office) without a previously arranged appointment. For social distancing purposes, one person only may enter the main office entrance at a time, where you will be expected to use hand sanitizer and maintain a 2-metre distance from the member of staff on the other side of the glass window.



What measures will be taken during the day?

The site maps below indicate where children's classrooms will be and their playground spaces, where they will eat their lunch and play in during break and lunch times. Breaks and lunch times are staggered to ensure that only one group will use an area at a time.





DFE Guidance Regarding 2-metre Social Distancing

- Where possible, adults will support the children by maintaining 2-metre distance throughout the day.
- Classroom furniture will be laid out so that children are facing forwards.
- Children will sit in the same seat throughout the day.
- Classrooms will be well ventilated with doors and windows left open.
- Children will have access to their own pencil case and stationery.
- If a pupil requires close medical or intimate care, PPE should be worn.

Toilets

- Each group of children will have allocated toilets; these will be clearly labelled for the children.
- Only one child will use the toilet at one time and there will be a system so that toilets can be cleaned on a regular basis.
- Toilets will be unisex across the whole school (including staff toilets). 'In use' signs will be placed on doors to ensure that gender mixing does not take place.

Equipment and Resources

Child will not need to bring in a book bag or PE kit (see uniform section). All pupils will keep all of their belongings with them, on their desk and chair. All children will be provided with their own pencil case and basic stationery (**please do not send your child in with a pencil case**). Equipment and resources will not be shared amongst bubbles. The children will keep all of their books and resources on their designated desk. Teachers will provide verbal feedback on any work completed.



Book Bags

Initially pupils will **not need to bring book bags** into school as we will not be sending books home each day. Children will have daily access to reading books in school and during the first few weeks they will have their reading levels assessed. Following this, books will then be sent home, a letter will come out with more details, once these assessments have been completed

Movement Around School

In accordance with the government guidance: “where children can be kept in those small groups 2-metres away from each other, they should do so.” However, it is also recognised that: “brief, transitory contact, such as passing in a corridor, is low risk.” To enable our children to safely move around school, we are implementing the following:

- All non-essential movement around the school will be avoided.
- Some areas of the school will be marked with tape to indicate 2-metres.
- Where possible, children will be supervised in corridors and the main areas of the school to manage the number of children in these spaces.
- To the best of our ability, groups of children will not mix.
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles. These exits will also be the main entry point for that pod to minimise internal movement within the school buildings.
- A fire drill will be conducted when each group of children return to school.

Breaktime and Lunchtime

Break and lunch times will be staggered, where necessary, and children will play in their groups within a zoned area of the school grounds. We are very lucky to have a lot of out- door space to allow the children to have plenty of room to play, have fun and relax.

Children will wash their hands before and after lunch. The kitchen will be supplying a grab bag style lunch for those having a school meal (**please note that hot meals will not be provided but you may order a packed lunch if you wish to buy a school dinner**). When the weather is nice enough to eat outdoors, children will have a picnic style lunch, adhering to social distancing on the school field or playground.

If weather does not permit children to eat outdoors, they will eat in their classroom. All tables will be cleaned with disinfectant before and after lunch.

Children will be responsible for their own packed lunches and tidying up their rubbish. Children who bring a packed lunch from home, will be expected to take their rubbish home with them. No other person in school will be expected to touch a child’s pack up. Parents, please be mindful of whether or not your child can open up packaging independently when making up their lunch, as we would like to keep contact to a minimum.

For children in EYFS and KS1, the free fruit previously provided by the government will not be delivered to school this term. Please provide your child with a healthy snack to have a break time.

Please note that school lunches will need to be booked and paid for through Parent Pay as usual (orders must be made in advance). Eligible children will be entitled to a Free School Meal (school pack up) — please email the School Office if you have any questions about this.

Your child is very welcome to bring in their own packed lunch if they would prefer. Please remember that we ask parents not to send in any nut products or fizzy drinks.



What will my child be doing in school?

During the school day, the children will complete a variety of activities to help them settle back into 'school life'. It is important that we strike a balance between a 'normal' day at school and understanding that the children have been out of the routine of the school day for some weeks now and may have some gaps in their knowledge.

We will complete a '**Bounce Back**' Session, each day, which has been written by the Trust's EPIC team and aims at supporting the children and staff with the transition back into the classroom. The main focus will be on wellbeing and mental health. The children will also have a daily 'assembly' via TEAMS. The children will also **resume PE, English, maths, phonics, spellings and guided reading**. Topic will be introduced following the completion of 'Bounce Back'.

Homework will be provided on the Teams platform.

PE

Each week, your child will complete a range of PE activities outside. These lessons will be socially distanced PE lessons, with limited equipment. Any equipment that is used will be appropriately cleaned between use and will be allocated to a specific year group for the term.

Wellbeing

The wellbeing of our children, staff and families is something that is hugely important to us as a school and ensuring that we are proactively addressing this is now more crucial than ever. Whilst we know that many of the children may be feeling very positive about returning to school, this might not be the case for all. The children have spent a lengthy period of time at home with their family and for many, they will have adjusted to this new way of learning and may feel very reluctant about coming back to school. Equally, they will be returning to a school which in order to adhere to safety guidance, is likely to look very different to the one they left at the end of March.



We want to assure you, that whilst the environment might look a little different, Woolden Hill will remain a warm and inviting place for all of the children. Our curriculum for the first few weeks of term will provide daily opportunities for discussions and activities centered around PSHE themes such as friendship, managing anxiety, building resilience and transition. All of these topics will be delivered in a sensitive and age-appropriate way.

To compliment this, EPIC Psychology and Wellbeing Services have developed a 6-week daily programme, 'Bounce Back' to support the staff, children and families with their transition back to school. The aim of the programme is to promote a secure base for all and it offers a range of parallel activities for both schools and families to explore. Further details for parents will be available on the school website over the coming weeks. Positive and trusting relationships, not only between staff and children, but also between staff and parents will be crucial during this transition phase, especially for those who are feeling a heightened sense of anxiety at this time. As always, we encourage you to get in touch with us if you have any concerns at all.

Behaviour

In line with government guidance we have updated our Behaviour Policy with annexes relating to Covid 19, these include: behaviour expectations around hand washing and social distancing, physical handling, exclusions and graduated response. Please visit our website for additional information support during the Covid 19 pandemic.

Remote Learning - Homework

As mentioned above, we will continue to provide homework via our online Teams platform for Years 2 – 6 and Tapestry for EYFS and Year 1. **If access to a device is difficult, then please speak to the School Office to discuss how we can support you.**

Attendance – taken from the Government Guidance

In March when the coronavirus (COVID-19) outbreak was increasing the government made it clear that no parent would be penalised or sanctioned for their child's attendance. Now the circumstances have changed and it is vital that all children return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Woolden Hill will continue to work with the Leicester City **Educational Welfare Officer** to support attendance management. Please see the attached **Attendance policy**.

Test and Trace

In accordance with Government guidance, a daily reminder will be sent to parents regarding attending school with COVID-19 symptoms. Temperature checks will not be used as a screening tool, but we ask that if you or your child displays any symptoms of COVID-19 you follow the government guidance on self-isolation and inform the school and be contact Public Health England Health Protection Team. Their advice is listed below.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Contact Us

	0116 2362154
	admin@dsatwooldenhill.org

Stay Safe Everyone!

Stay Safe Everyone!