

Woolden Hill

Reintegration Parent Booklet

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. Over the past few weeks, the senior leadership team have been planning to safely welcome some of our children back to school. Sadly, the circumstances in which the children will return to school will be very 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 10 weeks 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 in EYFS, Year 1 and Year 6 to walk into our classrooms from June 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.

We will therefore be taking the transition back to school quite slowly and reintegrating our children gradually. They will need to spend some time with the adult responsible for their bubble, understand the new systems, rules and routines; taking things one day at a time.

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 EYFS, Year 1, Year 6 and children of critical workers are reintegrated back to school following the following Government Guidance:

<https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

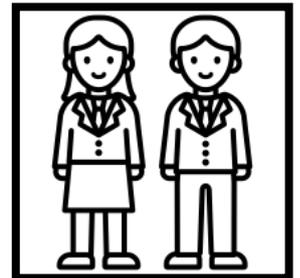
<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

What should my child wear to school?

All children are asked to wear their school uniform during their time at school. Children are expected to wear trainers, so that they can safely participate in physical activity.

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. Children will need a **sun hat and sun cream** in school (please send them to school with this already applied). **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

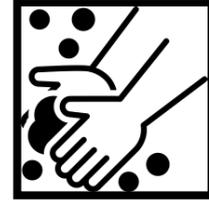
Should I provide my child with PPE?

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 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 2-metres 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.

Phased Return

	Keyworker/Vulnerable Children	EYFS	Year 1	Y6
Monday 1 st June 2020	✓			
Tuesday 2 nd June 2020	✓			
Wednesday 3 rd June 2020	✓			
Thursday 4 th June 2020	✓	✓		
Friday 5 th June 2020	✓	✓		
Review				
Week 2	Keyworker/Vulnerable Children	EYFS	Year 1	Year 6
Monday 8 th June 2020	✓	✓	✓	
Tuesday 9 th June 2020	✓	✓	✓	
Wednesday 10 th June 2020	✓	✓	✓	
Review				
Thursday 11 th June 2020	✓	✓	✓	✓
Friday 12 th June 2020	✓	✓	✓	✓

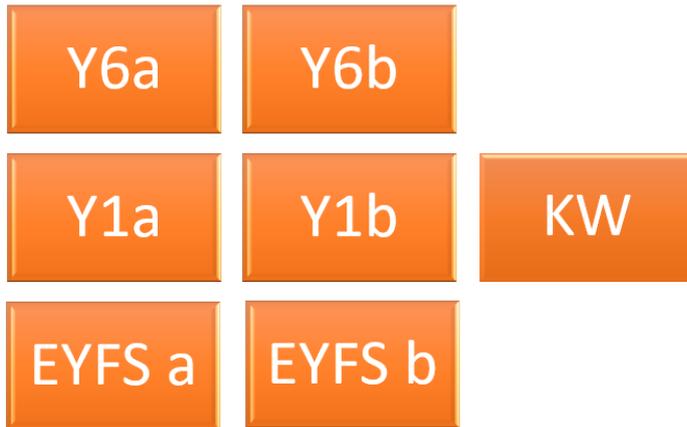
As we progress through the phased return we will continuously review the plans against government guidance and our own risk assessments, to ensure we are safe to proceed. We will reopen to each group only if as a school it is felt the safety of all the children can be met, following the government's guidelines and the schools risk assessment. Parents and staff will continually be informed throughout.



Groupings

We will be ensuring that our children only mix in a small, consistent group (bubble) and that this small group stays away from other people and bubbles within the school.

In order to keep the children and staff as safe as possible, we have split our year groups into the following bubbles. Pupil numbers will not exceed a maximum of 15, and only where the room is big enough.



KW = Key Worker Group

Who will be teaching my child?

Staff will be working in the following groups:

Key Worker group Bubble	EYFS a Bubble	EYFS b Bubble	Year 1a Bubble	Year 1b Bubble	Year 6a Bubble	Year 6b Bubble
Mrs Gillam Mrs Carter Mr Brown Miss Robinson Mrs Stocks	Miss Rumble Mrs Smith	Mrs Helps Miss Smith	Miss Payne Mrs Finney	Mrs Cooper Miss Lydell	Mr Chapple Mrs Toone	Mrs Mayes

Staff members will remain with the children in their group. The only exception to this will be the class teacher who will move between both bubbles to support the teaching and learning in each room. 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 allocated drop-off point (which will be signposted). An adult will be on the playground to greet your child in the morning, we ask that parents leave their child in the drop off point and then leave the playground, there is no place for parents to wait. Upon arrival and departure, children will be asked to wash their hands. To adhere to government guidance, we kindly ask that only **one parent drops-off and collects** your child from school.

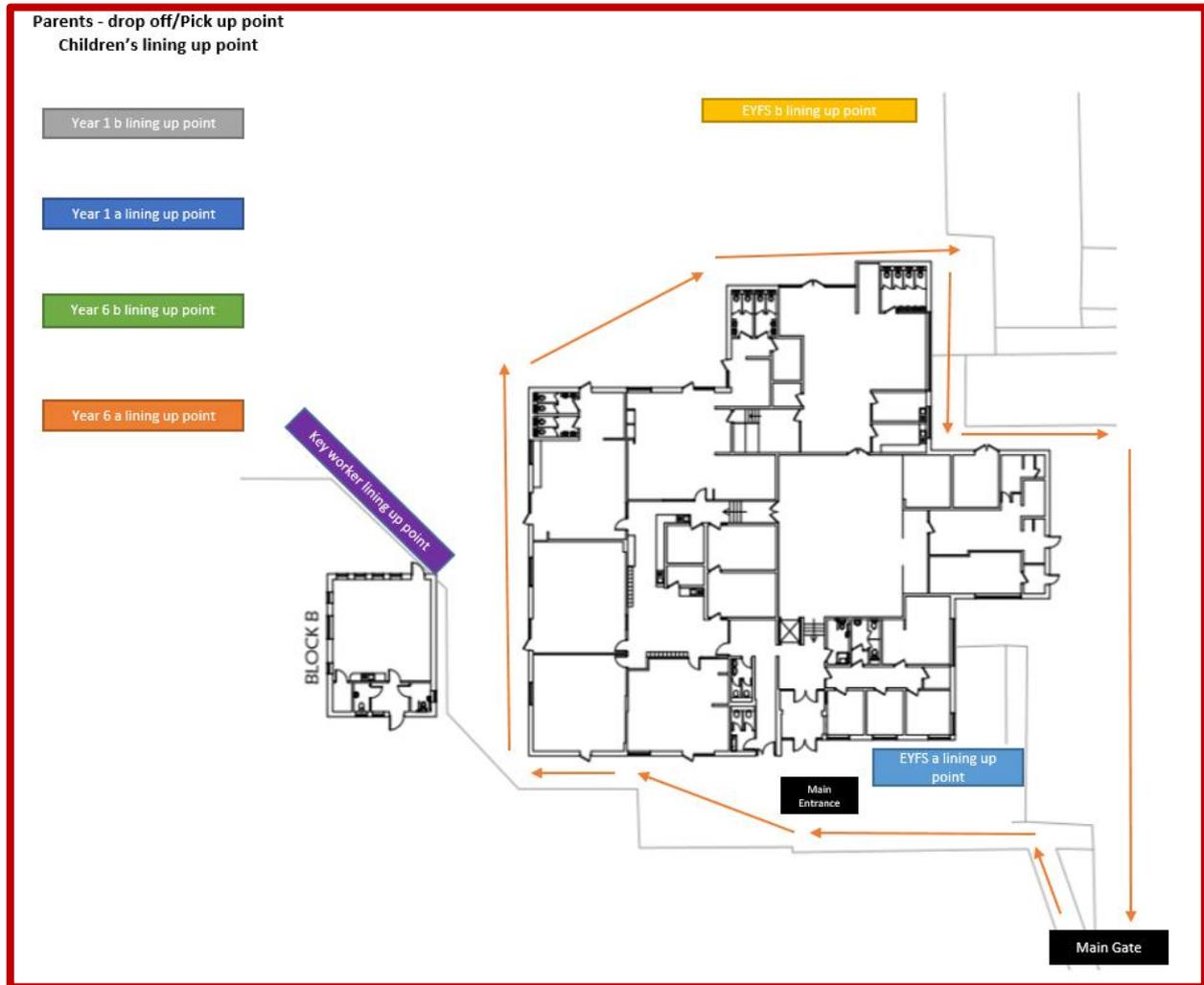
PLEASE BE PROMT: Any lateness may cause confusion and delay; as well as increase the risk of over-crowding the playground, thus increasing the risk of spreading the infection to others. If you are late for your designated drop-off or collection time, please do not enter the school grounds and call the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

Please note the staggered start and finish times.

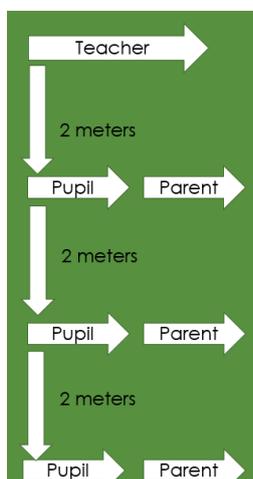
	Start Time		Finish Time	
Family (EYFS, Y1,Y6) drop off	8:40am	Arrive with one parent only. Line up 2m apart and line up in designated place.	3:00pm	Collection by 1 parent only. Children brought out to parents at the yellow reception gate.
EYFS a	8.50am	Arrive with one parent only. Line up 2m apart in front of reception on the yellow spots.	3.10pm	Collection by 1 parent only. Children brought out to parents at main reception.
EYFS b	8.50am	Arrive with one parent only. Line up 2m apart in the EYFS playground on the yellow spots	3.10pm	Collection by 1 parent only. Children brought out to parents in the EYFS playground.
Year 1 a	9.00am	Arrive with one parent only. Line up 2m apart on the lower playground at the signposted mark.	3.20pm	Collection by 1 parent only. Children brought out of their classroom to the playground to stand on their mark.
Year 1 b	9.00am	Arrive with one parent only. Line up 2m apart on the lower playground at the signposted mark.	3.20pm	Collection by 1 parent only. Children brought out of their classroom to the playground to stand on their mark.
Year 6 a	9.10am	Arrive independently where possible. Line up 2m apart on the upper playground at the signposted mark.	3.30pm	Leave independently where possible. For those being collected, the children will be waiting on their mark, which is signposted.
Year 6 b	9.10am	Arrive independently where possible. Line up 2m apart on the upper playground at the signposted mark.	3.30pm	Leave independently where possible. For those being collected, the children will be waiting on their mark, which is signposted.
KW Children (in Y2- Y5)	Dependent on WAC booking If WAC is not booked, then arrive at 9:10am	Arrive with one parent only. Enter the main gate and walk to the year 5 building, line up on the yellow spots. Wait 2m apart if necessary to enter the building.	By 4.30pm or based on WAC booking If WAC is not needed, then collect at 3:30pm)	Collection by 1 parent only. Children brought out of year 5 door.

Due to ensuring we can continue to meet the social distancing requirements, WAC will only be available to key worker and vulnerable children during this time. Extended care will not be available due to the need to deep clean the school ready for the next day.

Parent and child/children will arrive at the school at different times during the school drop off, as highlighted above. Parents and children will walk around the school in a clockwise direction, with a 2m distance between them, past the school office and into the gate on the left, as indicated on the map below.



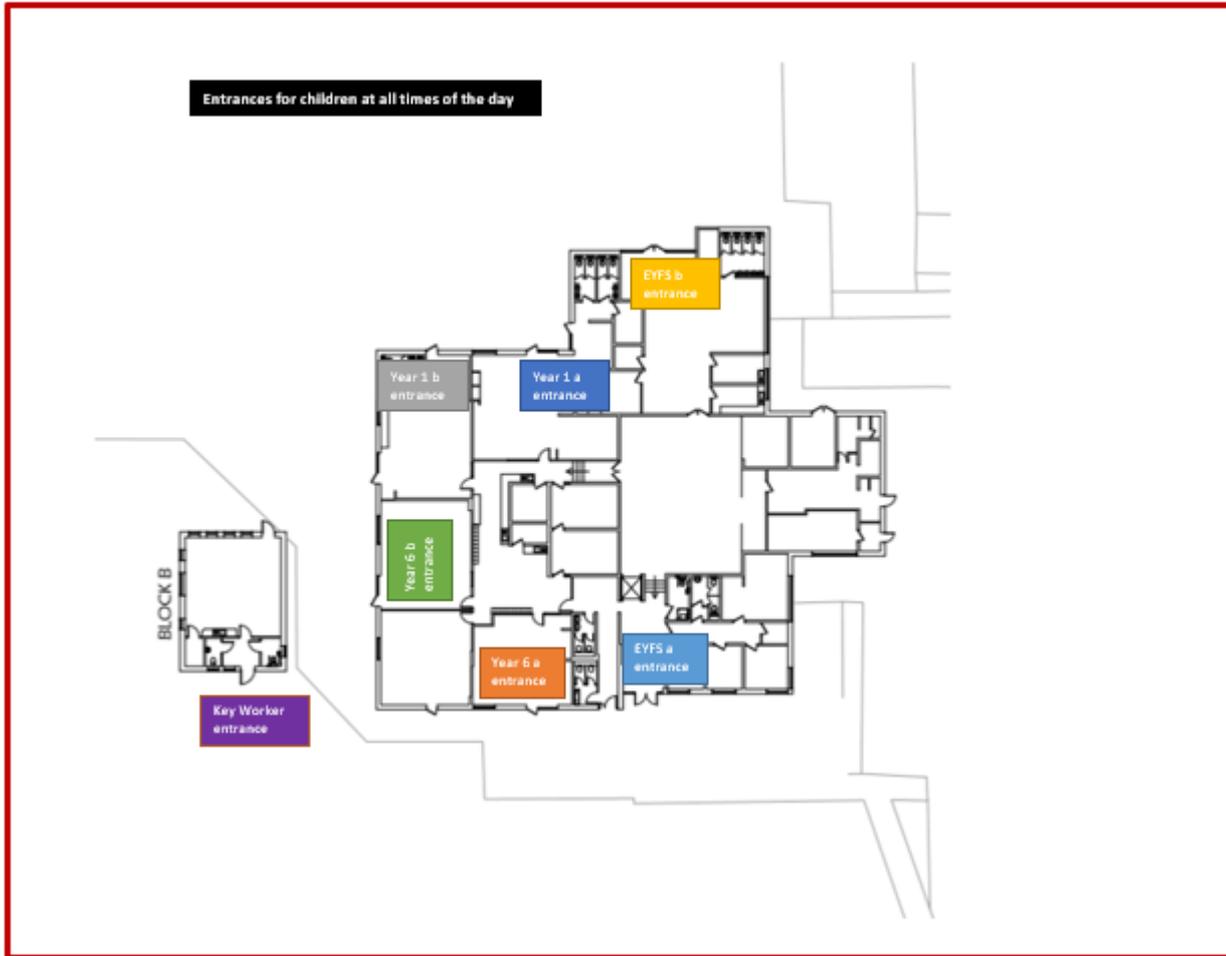
Some children will come sailing in each morning, I am sure; but we realise that for some children, separation from their parent in the school playground may be difficult. Sadly if this is the case, we cannot invite you into the building, but we will contact you later in the morning to let you know that 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.



An example of how to line up at the start and the end of the school day.



Entrances



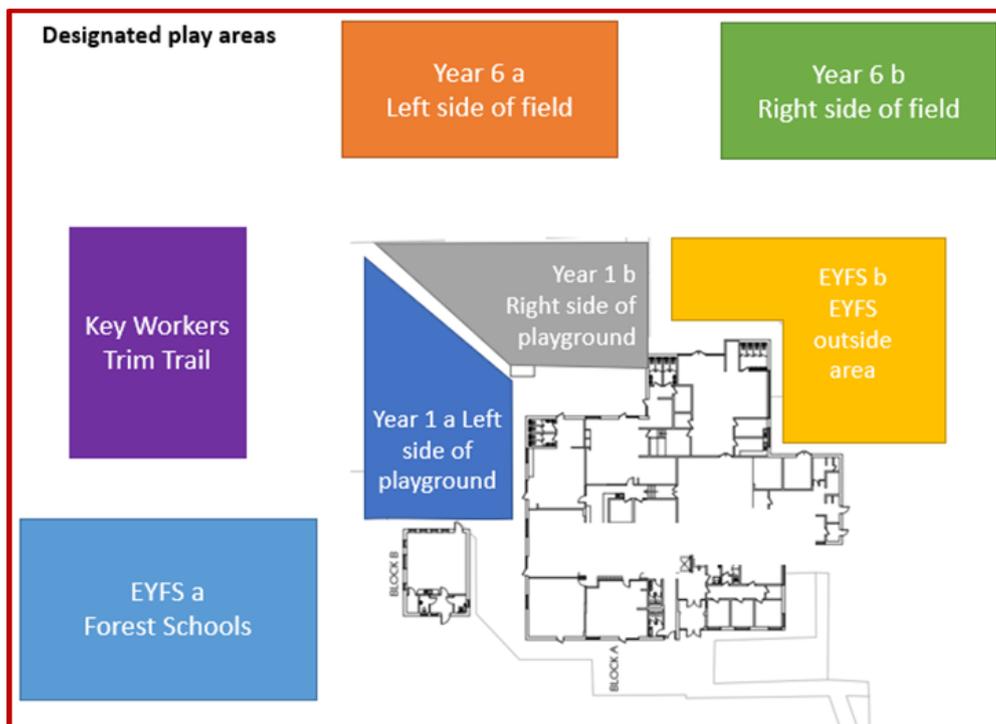
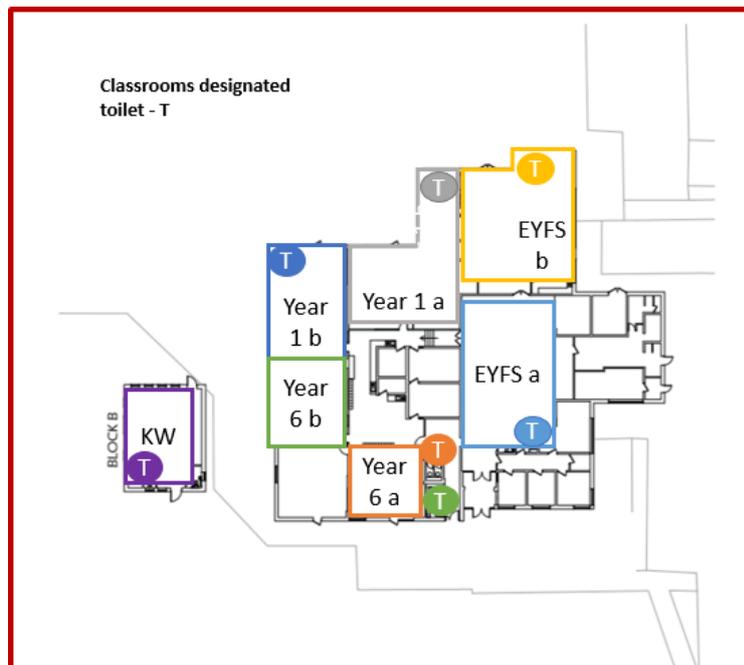
How do I contact the school?

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.



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 can be encouraged to socially distance.
- 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.
- All unnecessary furniture and resources will be moved from the classrooms.
- 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

Critical worker children and children in Year 1 and Year 6 will each have their own desk and two chairs. They will keep all of their belongings on their desk and chair—no coat pegs will be used. In EYFS the children will have a space to store their belongings that are distanced from each other and will have their own space in their class bases.

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 peers or staff. The children will keep all of their books and resources on their designated desk. Teachers will provide verbal feedback on any work 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). 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 start each day with a 'Bounce Back' Session, 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 phonics, spellings and guided reading.

The children in Years 2, 3, 4 and 5 will continue to have the online learning that they have throughout the lock- down via TEAMS. Children in those year groups will continue to have weekly contact with their teacher.

As children in EYFS, Year 1 and Year 6 are expected to be in school, the online learning that they had during lockdown will be limited, as the teachers will be focusing their attention on the learning that is taking place in the classroom. For those children not coming in to school, the learning online will consist of activities such as TTRS, BBC Bitesize and other online activities that can be accessed through the school website.

Outdoor Learning and PE

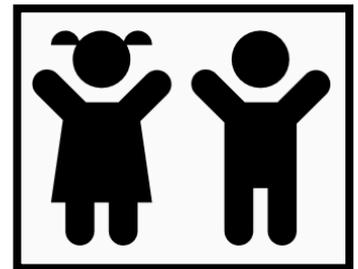
Where possible, the children will be spending a lot of time outdoors. We have been advised that this is a safer environment for the children and we are hopeful that the weather will be kind to us, so that we can make the most of this.

Please ensure that your child comes to school with a hat, a water bottle and sun cream already applied for the day (you may send more in, but your child will have to apply this themselves). As mentioned earlier, every child must have their own labelled water bottle, as the communal water fountains have been decommissioned during the Covid 19 pandemic.

Each week, your child will complete a range of PE activities outside. This lesson will be a socially distanced PE lesson, with limited or no equipment. Any equipment that is used will be appropriately cleaned between use

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 summer 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

As mentioned above, we will continue to provide the same remote learning for Year 2, Year 3, Year 4 and Year 5, as both the parents and children will be very familiar with it now.

For EYFS, Year 1 and Year 6, it will not be possible for teachers to be in school all day and support home learning in the same way that they have.

If access to a device is difficult, then please speak to the School Office to discuss how we can support you.

Contact Us

	0116 2362154
	admin@dsatwooldenhill.org

Stay Safe Everyone!

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