



Whole School Provision at Woodvale Primary Academy

Information and Guidance for Parents and Carers from September 2020

Introduction

- ▶ This guidance aims to inform parents and carers about the organisation and procedures that will be in place when Woodvale Primary Academy welcomes back all pupils in September 2020.
- ▶ It has been written in accordance with guidance from the DfE and Greenwood Academies Trust.
- ▶ It will be subject to change as the need arises and as circumstances change but we hope that it gives you an understanding of how our school will be working when we return after the summer break.



How are we keeping everyone in school safe?

- ▶ Carrying out a detailed risk assessment which has been approved by the Trust.
- ▶ Organising pupils into year group bubbles– this means that they will not be coming into close contact with pupils from other year groups.
- ▶ Introducing a staggered approach at key points of the school day.
- ▶ Ensuring that the school is cleaned regularly and thoroughly throughout the school day.
- ▶ Focussing on good hand and respiratory hygiene with pupils.

Does my child need to attend school?

- From September all pupils are required to attend school every day.
- The usual procedures for notifying the school of any absence will apply and a copy of our Attendance Policy will be sent to parents in September.
- No child or adult should come onto the school site if they are displaying any symptoms of coronavirus.
- If we believe that your child is showing symptoms of coronavirus, they will be removed from the classroom. You must come and collect your child immediately. They (and any siblings) may only return in line with government guidance.

What time will my child need to be at school?

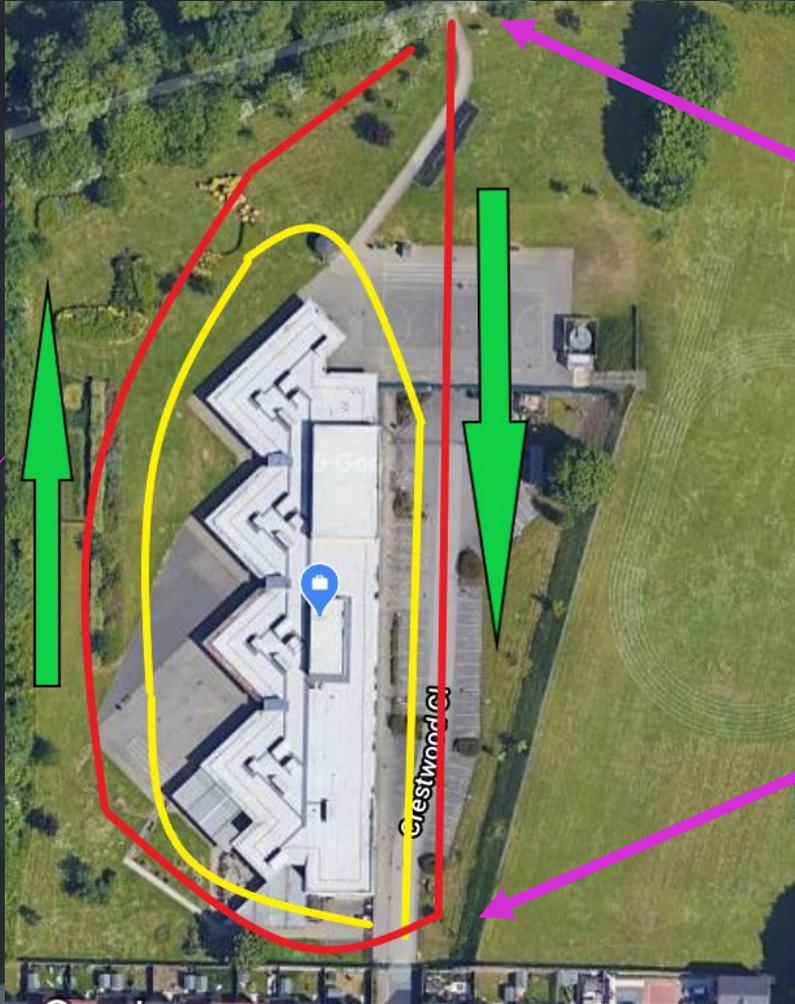
- ▶ We will be operating a staggered start and end to the school day.
- ▶ Pupils whose surname begins with A-H can arrive between 8:35 and 8:45. They can be collected between 3:05 and 3:15
- ▶ Pupils whose surname begins with I-Z can arrive between 8:50 and 9:00. they can be collected between 3:20 and 3:30.
- ▶ Where siblings have different surnames, we would ask parents and carers to email the school office to confirm which slot they will be using.
- ▶ The above applies to pupils in Y5 and Y6 who walk to school by themselves.



How will we enter and leave the school site?

- ▶ We will be operating a one way system around the school building as shown on the next slide.
- ▶ Both the front gate in Crestwood Close and the rear gate on the public footpath can be used to enter or leave the site.
- ▶ We ask that only one parent or carer brings your child to school and that you stay together in order to reduce the number of people on the school site at any one time.
- ▶ All parents and carers must observe social distancing guidance and floor markings whilst on the school site.
- ▶ School staff will be on hand to direct you.

Woodvale One Way System



- Parents who arrive via the footpath entrance will walk around the front of the school before entering the playground to drop off and collect. They can then continue around the back of the school and leave through the footpath gate.
- Parents who arrive through the main entrance in Crestwood Close will walk through the gate, past Nursery and Reception and onto the playground to drop off and collect. They will then walk around the front of the school before leaving through the main gate.



How will I drop my child off at their classroom?

- ▶ Entry to classrooms will be through the external classroom doors only where your child will be met by their class teacher.
- ▶ Pupils will not be admitted through the school office.
- ▶ We ask that if there is a queue to drop off your child that you observe social distancing guidelines. Markings on the floor will help with this.
- ▶ Please understand that in order to get pupils into school as smoothly and quickly as possible, it will not be possible to speak to your child's teacher at the start or end of the day.
- ▶ Because of the one way system, families with more than one child will need to drop off in age order - Nursery to Year 6.



How will I collect my child at the end of the day?

- ▶ Children will be collected from the external doors to the classroom.
- ▶ We ask that you respect social distancing and the markings around the school site.
- ▶ Due to the one way system, families with multiple children will need to collect the youngest sibling first.
- ▶ Class teachers will not be able to hold conversations with parents and carers at the end of the day.

What if my child is late to school?

- ▶ Both sets of gates will be locked at 9:15. After this time, your child is classed as late.
- ▶ Access to the school site after this time will be through the main entrance in Crestwood Close.
- ▶ Parents will then be let onto the site and will have to observe social distancing as they wait to enter through the main reception.
- ▶ Depending on the number of late pupils, you may have to wait as only one child can be admitted at a time.

What if I am late collecting my child?

- ▶ Whilst we understand that occasional lateness can sometimes be unavoidable, late collection of pupils has an unnecessary impact on school staff.
- ▶ Any children that have not been collected by 3:45 will be taken to the school hall where they will wait in their year group bubbles.
- ▶ Entrance to the school site after 3:45 will be via the main school entrance on Crestwood Close via the intercom.
- ▶ Parents will then be let onto the site and will have to observe social distancing as they wait to enter through the main reception.
- ▶ Depending on the number of pupils who are collected late, you may have to wait as only one child can be collected at a time.

How can I speak to school staff?

- ▶ If you wish to discuss a matter with your child's teacher or another member of staff then we ask that you either phone the school office or email. The member of staff will then be in touch to arrange a meeting which may be via telephone.
- ▶ We are unable to allow access to the school building to any parents or carers and only one adult is allowed in the airlock at any one time.
- ▶ The school office can be contacted on 01604 493771 or admin@woodvaleprimaryacademy.org

What should my child bring to school?

- ▶ Children should bring their book bag each day.
- ▶ PE kit is not needed – on the days pupils have PE they should come to school dressed in their PE kit. This is to reduce the movement around school caused by pupils getting changed.
- ▶ A packed lunch if bringing one from home – please ensure that your child is able to open the food they have been given.
- ▶ A snack for breaktime – we ask for a healthy snack to be brought in and do not allow chocolate, crisps or any product containing nuts.
- ▶ Please make sure your child has sufficient water to drink throughout the day as the water fountains in school will be out of use.
- ▶ We ask that parents are extra careful to ensure that their child has everything they need for the school day, including lunch, in order to prevent drop offs later in the day.

What should my child wear to school?

- ▶ We expect children to come to school in school uniform with the exception of PE days. You will be notified of these in September.
- ▶ At the start of the school year, ties should not be worn for pupils in Years 5 and 6
- ▶ We will be making the most of opportunities to learn outdoors so please ensure that your child is dressed appropriately for the weather, including footwear.

How will classrooms be organised?

- Children will be in year group bubbles – this means that they should not come in close contact with pupils from other bubbles.
- Tables will be arranged facing the front of the classroom. Our EYFS and Y1 classrooms will not have tables.
- Each child will have a dedicated labelled space at a table and will be expected to sit only in this space. EYFS and Y1 pupils will have set carpet spaces
- Children will be provided with essential equipment such as a pencil, ruler etc. This should not be shared with other pupils.
- Staff will be maintaining a distance from pupils and from each other.

How will breaktime be organised?

- ▶ Children will have staggered breaktimes to ensure that year group bubbles do not mix when outside.
- ▶ If it is wet break, pupils will stay in their classrooms.
- ▶ Staff from the year group bubbles will supervise breaktimes.

How will lunchtime be organised?

- ▶ Kingswood will continue to be the school's lunch provider and orders will be placed in the usual way. It is highly likely that they will be offering a reduced menu.
- ▶ Pupils will have staggered lunchtimes to allow for the required space between year group bubbles.
- ▶ Children eating sandwiches either from home or from Kingswood will eat these in the classroom.
- ▶ All hot meals will be served in the school hall but pupils will sit in year group bubbles. Where there are multiple bubbles in the hall, sufficient space will be placed between them.
- ▶ After eating, children will play outside with others from their year group bubble.

How will lunchtime be organised?

- ▶ Kingswood will continue to be the school's lunch provider and orders will be placed in the usual way. It is highly likely that they will be offering a reduced menu.
- ▶ Pupils will have staggered lunchtimes to allow for the required space between year group bubbles.
- ▶ Children eating sandwiches either from home or from Kingswood will eat these in the classroom.
- ▶ All hot meals will be served in the school hall but pupils will sit in year group bubbles. Where there are multiple bubbles in the hall, sufficient space will be placed between them.
- ▶ After eating, children will play outside with others from their year group bubble.

What will my child be learning in class?

- We will continue to teach a broad and balanced curriculum from the National Curriculum.
- Initially our focus will be on well-being and reintegration back into school. All children we need to be shown and taught our new procedures and expectations. However, normal lessons will be taught from the start, including assessments of where the children are starting on their return to school.
- We will be sending our Curriculum Newsletters early in the new school year via email so that you know what your child will be learning and can support at home.
- In EYFS and KS1, phonics will be taught as a whole class.
- SEND interventions will continue to take place
- We will be writing to parents about homework expectations in September.

What if my child needs medicine in school?

- If your child requires prescribed medicine or has an asthma inhaler or epipen then we will need you to complete a medical form – these can be found on the 'Parents' section of our website. This can be returned via email or placed in the letterbox next to the school reception door.
- We will be able to administer these medicines in school if we have a completed form returned.
- Where children can self-administer their medicine, we will record this.
- If a child cannot self administer their medicine then a first aider will assist.
- All asthma inhalers, epipens etc... should be brought to school on 3rd September when pupils return.



Can my child attend breakfast club/ after school club/ sports clubs?

- ▶ Breakfast Club, After School Club and sports clubs will not be starting in September.
- ▶ We are hoping for these to open as soon as possible once we are confident they can run with all guidelines followed.
- ▶ We will write to parents when they are starting.



What about assemblies, special events, trips etc...?

- ▶ Unfortunately, we will not be able to hold assemblies in the normal way.
- ▶ We will continue to hold our regular assemblies (including Celebration Assembly) but these will be via Microsoft Teams with pupils joining in from their classrooms. We will not be able to have parents or carers join us.
- ▶ We will continue to review this guidance but we will not be taking pupils swimming or on school trips when we return in September.



Can my child wear a face mask in school?

- ▶ In line with government guidance we ask that pupils do not wear face masks on the school site.
- ▶ There may be occasions where school staff have to wear PPE – for example when administering first aid or intimate care.
- ▶ This will consist of gloves, a mask, an apron and a visor.
- ▶ Please discuss this with your child so that they are not overtly alarmed.



How can I help my child before September?

- ▶ Please discuss what school is going to look like with your child before they return.
- ▶ Remind them of the importance of regular handwashing and 'Catch it, bin it, kill it' when coughing and sneezing.
- ▶ Encourage them to talk about how they are feeling about returning to school.
- ▶ We know that school is going to look different for everyone in September but the steps we have taken are to keep everyone safe. Please reassure your child.
- ▶ We will be sending out more information for children before they return in September.