



RICHARD WAKEFIELD C.E. PRIMARY ACADEMY

PRINCIPAL
Mr S Webster

Tel: (01283) 247535
Email: office.richardwakefield@deferrerstrust.com
Website: www.richardwakefieldschool.com

Burton Street
Tutbury
Burton upon Trent
DE13 9NR

3rd March 2021

Dear Parent or Carer

We hope that you and your families continue to be safe and well. We are truly looking forward to welcoming all of the children back into our classrooms after such a long time during this lockdown. I want to thank you all for your support during this third lockdown which has been the most challenging so far; it has been incredibly difficult for many families to manage home learning. The children have had to show tremendous resilience and we know that each and every one of them has done the best that they could.

Following the publishing of the Government advice on schools opening fully on Monday 8th March, I wanted to write to you to explain the current plans that we are putting in place for that to happen as safely as possible. With our risk assessments still in place (and being updated regularly), all arrangements in school will be kept largely the same. We have included all of the information below since it seems like a long time since we were all last in school together. As always, we will communicate any updates as often as is needed. These seem to happen on a regular basis and rarely do we find out before you do.

Illnesses

With schools reopening fully being the first stage of the pathway set out, it is important for all of us to recognise that the virus has not gone away. Whilst the infection rate has decreased, we must remain ever vigilant that the virus is still present in society and we must all do everything we can to minimise the risk of it spreading. You must ensure that if anyone in your household has COVID-19 symptoms, your child does NOT attend school. Any child or staff member who develops symptoms in the school day will be sent home immediately. You **must** follow the government guidance 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (link [here](#)). If anyone in your household, or your child, tests positive for COVID-19 you must inform us as soon as possible.

We are mindful that children will become ill for a variety of reasons. However, during the Autumn term it became apparent that some of the children who tested positive had not displayed any of the 'main' symptoms and we would encourage caution if your child feels unwell. The letter regarding the extended list of symptoms can be found [here](#). Please ensure that you follow usual practices regarding these. All illnesses must be reported to school and parents should follow NHS guidelines.

All of our staff are now participating in the voluntary lateral flow testing, testing themselves twice weekly to ensure no one who is asymptomatic can pass on the virus unknowingly.

Please follow the above carefully to keep **everyone** in our school community safe and reduce the risk of any classes having to close. Thank you.

Moving forward

Our aim is to support the children in returning to 'normal' as soon as possible. Our key focus initially will be on ensuring that all our pupils are able to;

- Show consistent and excellent learning behaviours across all aspects of their learning.
- Show compassion, empathy and friendship to everyone in all social situations.



The de Ferrers Trust

The above may take time but it is our key aspiration in the coming weeks.

We are aware of the many ways in which this situation that we have found ourselves in again has impacted upon everyone in our community and in particular, the children in our school. We will have a strong focus on the mental well-being of the children in their first days and will re-establish familiar school routines to enable the children to adjust to being back in school.

As a school, we have always seen every child as an individual, this has never been more important. Rest assured that we will work with you to achieve the best possible return for everyone.

If there is anything that you feel we need to know prior to your child's return to school, then please get in touch. Some parents have already been in touch to let us know about any recent events that may be playing on the minds of their child.

It is important that we look forward and not back.

The start of the day

We will continue with the system already in place from the Autumn term in order to facilitate as much social distancing as possible and allow adults to enter and exit the site as quickly as possible. Both gates at each entrance will be fully open to allow a one-way system in and out of the school playground and will be supervised wherever possible. We must insist that only one parent or carer comes onto our site and that you remind your children about social distancing whilst on site. We also ask that parents enter our site and leave as soon as they can to prevent groups gathering, we appreciate you may have younger children with you but can you please maintain social distancing measures as much as possible. If your child is happy to do so, children are welcome to come through the gates on their own and head straight into their classrooms to help us to minimise the number of people on site. This is in no way compulsory and we understand that it may be something that the older children are more comfortable doing.

Please do not congregate at either of the entrances in the area immediately outside of our school and also on the pathways home to show consideration to others. This request is in line with the current government guidance and for everyone's safety.

8:40am - KS2 to arrive

8:50am - KS1 children to arrive

9:00am - Reception children to arrive

If you arrive before your allotted time, you will be asked to queue at each gate.

If you have more than one child in school and they are in different groups, then please arrive at the time denoted by your eldest child. The doors will be open to receive your child. Please only use this if you have to in order to manage the numbers arriving at each time slot.

Entering the school buildings

Year 5 and 6 – On arrival, the children will enter via their usual door on the KS2 building. A member of staff will be there to direct them accordingly.

Miss Bussey's class (Y3) – On arrival the children will head towards the office and enter via the hall doors.

Miss Siner's class (Y3) and Year 4 will enter through the doors to the new classroom block off the Early Year's playground. Please could all adults remain outside the Early Years gate.

Year 1 and 2– On arrival, the children will enter via the ramp and their usual door into the KS1 building. A member of staff will be there to direct them accordingly.

Reception - On arrival, the children will enter via the coloured gate on the Reception playground. A member of staff will be there to direct them accordingly. Please could all adults remain outside the Early Years gate, you are welcome to stand on the grass if you wish to watch your child go through the door.



The de Ferrers Trust

Children will be asked to wash their hands immediately or given hand sanitiser as soon as they enter the building/classroom.

The end of the day

In order to facilitate as much social distancing as possible, both gates will again be open at both entrances at the end of the day. Departure times will be staggered.

3:00pm - Reception pupils to be collected

3:10pm - KS1 children to be collected

3:20pm - KS2 children to leave – Year 5 and 6 children can walk home on their own with permission. We have retained the lists from the Autumn term. If you wish to add/remove your child to/from the list, please contact the school for a permission form.

Please note that parents will not be allowed past certain marked points at each collection point. We will resume the zoned areas for each class to be collected from on the playgrounds. Please stand in the area allocated to your child's class and move forward to them once they are at the front of the line so that the children can avoid walking through all of the adults:

- Reception - Two lines to be formed on the Reception playground
- Key stage 1 - Three lines on the Key Stage 1 playground. Please join the back of the line and your child will be sent out to you once you move to the front.
- Year 3S /4 - Two lines on the Key Stage 1 playground once the Key Stage 1 parents have left.
- Year 3B /5 /6 - Wait on the Key stage 2 playground as normal.

We appreciate parents will be waiting to pick children up from different key stages but we ask that you maintain social distancing.

As with dropping off, please can only one adult collect pupils to reduce the numbers on site. Please make sure that all children with you, waiting for elder siblings, stay with you. Please do not let the children run round the playground unsupervised – staff will intervene if this happens. We would appreciate your support with this.

Office arrangements

Staff will not be available for messages to avoid queueing. Please ring the office with any messages that need to be passed on to allow all adults to enter and leave the site as quickly as possible. Likewise, we may ring you with any messages that we would previously have passed on at home time. To support parents with queries, we will be keeping the 'home support email' for classroom enquiries. The office will continue to be closed to all but urgent messages at the start and end of the day. Prescribed medicines can be dropped off and collected. Lunch money will be collected in class.

Coming to school and general points

Children should return to school in full uniform, however we understand that some of the children may have outgrown their uniform since December; if this is the case please match the uniform as closely as possible until the shops are more accessible. Footwear, especially, needs to be safe for school use. Our PTA do have some pre-loved uniform for sale that may be of help to you.

Please send your child in school uniform except on the day they are having their main PE lesson. We have done this to reduce bags in school. On their PE day, the children can come dressed in their PE kit with tracksuit/other clothes over the top to keep warm. Please note that PE lessons will be outside so they do need tops/joggers to stay warm.



The de Ferrers Trust

From 8th March the allocated PE days are:

Reception	-	Thursday
Year 1	-	Wednesday
Year 1/2	-	Wednesday
Year 2	-	Wednesday
Year 3S & Year 3B	-	Monday
Year 4	-	Friday
Year 5	-	Friday
Year 6	-	Tuesday

Please send your child to school with a **minimum** amount of belongings. If children could only bring a school book-bag or a drawstring PE bag as their school bag this will really help us as these will take up less room. Their belongings will be mainly kept at their desk. Children in Key Stage 2 may bring a pencil case if they already have one, this is not compulsory and all equipment will be provided at their tables. If the children do wish to bring a pencil case, we must insist that it is only one! The desk configuration does not allow much space for bulky pencil cases. Key Stage 1 children should not bring in pencil cases.

Children in Reception, Year 1 and Year 2 will receive free fruit and vegetable snacks for break-time under the government scheme. Children in Key Stage 2 are welcome to bring a healthy snack to eat at playtime, we recommend fruit, vegetables, cheese, crackers and cereal bars (avoid bars that contain nuts or that are completely covered in chocolate please). The children will not be allowed to eat crisps, chocolate bars or sweets as a break-time snack

There will be no assemblies in the hall until further notice. Class worship will be in place for all children. We will not be visiting church until the regulations allow us to.

Classroom arrangements

General:

- Seating plans will continue to have children side by side, facing the front, rather than in table groups as per the advice in the guidance. Many of our classrooms are quite small but every effort is still being made to organise the furniture carefully.
- Toilet visits will be controlled and managed carefully. Children are encouraged to go to the toilet during lessons to prevent large groups at the beginning of playtime and lunchtime.
- Regular handwashing and hand sanitising will be built into the day.

EYFS – The very nature of the setting and provision means that it is both impractical and unfair to have the children seated formally. EYFS staff are following the guidance provided to ensure that personal hygiene is at the forefront of all planning.

Playtimes

These will be staggered on a Key Stage basis with different areas of the playground used to spread the children out. A supervision plan will be in place to allow teaching staff a break. Children will use the indoor toilets allocated to their year group; the dining room toilets will be used by Class 3S and Year 4 during playtimes and dinnertimes.

Lunchtimes

These will be staggered on a Key Stage basis to prevent the crossover of large groups of children on our playground. The children will continue to use their allocated toilets in the main buildings to minimise the crossover of bubbles. This will also allow for the tables and chairs to be cleaned between each Key Stage group. To allow enough time for the groups of children to eat we will be starting dinnertime earlier for the younger children:



The de Ferrers Trust

Group	Lunchtime break	Allocated time in the dining room
EYFS	11:45 – 12:45	11:45 – 12:10
KS1	12:10 – 1:00	12:15 – 12:35
KS2	12:30 – 1:15	12:40 – 1:15

Once the children have finished their lunch, they will be allowed outside for playtime. The allocated time in the dining room has been set based upon the length of time we feel the children may need to eat their lunch. Since the Autumn term we now have more dinner staff available and new seating that enables us to clean every seat and table quickly after each child has finished their meal.

Cleaning in school

All of the toilets and high traffic areas will continue to be cleaned before midday, in addition to the usual thorough clean after school. Each classroom will have access to cleaning wipes should they be needed during lessons, as well as hand sanitiser, tissues and closed top bins.

After-school clubs

We will not be offering after-school clubs during the Spring term whilst there are still many restrictions on social interaction. We will re-evaluate in the Summer term and hopefully this will change. Newsletters will inform you of this.

Visits, visitors and volunteers

We are still limiting the number of people who visit our site and the visits that the children undertake. Our plan and risk assessment will allow the continued curriculum support from some agencies e.g. Burton Albion supporting PE lessons in Key Stage 1, as they did in the last academic year. Again, changes will be communicated via the newsletter.

Attendance

From 8th March attendance in school will be mandatory. This means the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil 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'.

For any children who remain under the care of a specialist health care professional, please get in contact to discuss their care before returning to school, if you have not already done so. Where children are not able to attend school as parents are following clinical and/or public health advice, again please keep us fully informed so that we can support you in any way we can.

Staffing

There are some adjustments to the staffing for the lead up to Easter. These are temporary and based on restricting staff movement between bubbles over the four weeks leading to up to Easter.

Year 1 - We are thrilled to announce that Mrs Jeffrey is pregnant (the key worker children who have been in school will have noticed!). Within our current risk assessments based on national guidance, Mrs Jeffrey will not be teaching in the classroom as per government guidance but will be working 'behind the scenes' until her maternity leave begins in the Summer term. Mrs Parakath will be teaching in the Year 1



The de Ferrers Trust

classroom for the remainder of the year, she has been working in school for the past two years with several classes; we are delighted to keep her as part of our team. Mrs Sheehan is currently not in school so Mrs Parakath will cover until her return.

Year 2 – Mr Webster will be teaching in the class on a Thursday afternoon and a Friday to help maintain the bubbles within school.

Year 4 – Until Mrs Larkin is able to return, Mrs Dormer will be teaching in Year 4 for the week including each Friday up till Easter (previously Mr Webster).

We appreciate that this is a long letter full of information. Please come back to us to with any questions. As we have said throughout these difficult times, the arrangements we are having to put in place are ones we never thought we would have to. These have to be adaptable and we have consistently reflected and adjusted where necessary to ensure the safety of everyone in school.

Thank you for your support and we look forward to hopefully moving back to some form of normality for everyone at Richard Wakefield C.E. Primary in the near future.

Thank you

Yours sincerely

S Webster

Mr S Webster
Principal



The de Ferrers Trust