



RICHARD WAKEFIELD C.E. PRIMARY ACADEMY

PRINCIPAL

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Dear Parent or Carer

As we move towards the end of the academic year we hope that you and your families continue to be safe and well. This has been the most challenging time I have ever known in all my years in teaching and firstly I would like to thank you all for your support and understanding during the last three months. My thanks must be extended to all the staff at our school; not just the teaching staff but also all the support staff, cleaners, lunchtime supervisors etc. who have all worked to ensure that the school has stayed open following government guidelines and enabled us to support our families. I am sure, looking back, that we may have done things differently or better but at all times all staff have done their best to do the right thing at the right time

Following the publishing of the Government advice on schools opening fully in September, 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. Clearly, during the time in between, guidance could change. We will communicate any updates as often as is needed.

The start of the day

In order to facilitate as much social distancing as possible both gates at each entrance will be fully open to allow a one-way system in and out of the school playground. Both gates will be manned wherever possible. To help us we would ask 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. Please do not congregate at either of the entrances or in the area immediately outside of our school to show consideration to others.

8.40am – KS2 to arrive

8.50am - KS1 children to arrive

9.00am - Reception children to arrive

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.

If you need to drop your child off earlier, please note the Breakfast and Teatime club that use our site are open from the start of September. Their contact number is: 07969 579 941

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 Mrs Scott 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 Year's gate, you are welcome to stand on the grass if you wish to watch your child go into the door.



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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 into the door.

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 again will 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 will send a Google form to obtain permission.

Please note that parents will not be allowed past certain marked points at each collection point. We are looking at ways of zoning areas for each class to be collected from on the playgrounds and we will send an update regarding this. We appreciate parents will be waiting to pick children up from different key stages but we ask that they maintain social distancing.

As with dropping off please can the minimum number of people collect pupils to reduce the numbers on site. Please make sure that all children with you, waiting for elder siblings, stay with you. Please don't let the children run round the playground unsupervised. 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 to pass on any messages that we may previously have been said at hometime. To support parents with queries we will be keeping the 'curriculum support email' from September.

The office will continue to be closed to all but urgent messages at the start and the 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

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. In September you will find out which day this is and the children can come in their PE kit with tracksuit/other clothes over to keep warm. Please note that PE lessons will be outside so they do need the tops/joggers to stay warm. PE lessons will commence from the week beginning Monday 7th September. Main PE lessons will be outside and not in the hall – if the weather is unfit they will be rearranged and you will be updated.

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. Within reason, children can bring their own pencil cases as this minimises equipment being shared.

We are hoping to offer break time snacks but are reviewing how this will work in practice in terms of both serving the children safely and enabling safe payment. The dining room is undergoing refurbishment; we will review the provision once this is completed.

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.



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Classroom arrangements

General:

- Seating plans will 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 being made to organise the furniture carefully.
- Toilet visits will be controlled and managed carefully.
- Regular handwashing 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 given 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 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. This will also allow for the room 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:

	Lunchtime break	Allocated time in the dining room
EYFS <i>Once the children have settled in we will bring the start time to 11.45</i>	11.30 – 12.30	11.30 – 12.10
KS1	12.10 – 1.00	12.20 – 12.40
KS2	12.30 – 1.15	12.50 – 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. Please support us with this; the times are set to allow cleaning between each sitting.

Cleaning in school

During the summer term the toilets and high traffic areas have been cleaned before midday, in addition to the usual thorough clean after school. This will continue in the Autumn term until we are directed otherwise by the government. 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

To allow us to adjust to the new organisation and guidelines set out by the government we will not be offering after-school clubs for the first half-term. The clubs will be resumed as soon as possible once we are sure they can be delivered in accordance to the rules. Thank you for your understanding.

Visits, visitors and volunteers

For the first half-term at least we will be 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.



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Attendance

From September attendance in school will be mandatory. This means from September, 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.'

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 in September, 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, they will not be penalised, again please keep us fully informed so that we can support you in any way we can.

Illnesses

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'. 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. Please ensure that you follow usual practices regarding these. All illnesses should be reported to school and parents should follow NHS guidelines.

Moving forward

Whilst we are aiming to return to normal as soon as possible we are very aware that this situation has impacted on us all, especially the children. The first part of the term will focus on ensuring that **all** the children are settled, feel safe and part of our school once again. We have already begun planning activities and lessons to achieve the above.

For some children, the return to school will be more of challenge than others. 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 start for everyone.

Thank you

Once again, thank you for all of your continued support during this time. Undoubtedly, there may be changes between now and September. We will keep in touch whenever we can over the break.

We hope you all have a lovely summer holiday and we look forward to welcoming you all back in September.

Yours sincerely

S Webster

Mr S Webster
Principal



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