



RICHARD WAKEFIELD C.E. PRIMARY ACADEMY

PRINCIPAL
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Dear Parent or Carer

Thank you to everyone who has been in touch via our various lines of communication. Nationally the level of opinion and comment has been very high for many weeks now. Below, we have tried to set out the proposed arrangements that we, as a school, will have in place for Monday June 1st when we may welcome back Reception, Year 1 and Year 6 children. These children will join us alongside our provision for key worker children, which has been in place from the start of this crisis.

Thank you to everyone who completed our survey. We have contacted many of you who were undecided to help organise next week. Please contact us as soon as you can to confirm if your intention is to send your child in.

For Reception, Year 1 and Year 6 children - If you have stated that your child will not be attending school and you change your mind you must contact school first before bringing your child to ensure that provision is available.

Key worker children – We will continue to offer provision, as we have done, for our Key worker children in the same way we have done for the last 10 weeks. From June 1st we are already aware that some additional children will be using this provision as their parents have already been in contact. If you are intending to start to send your child in please make contact with school first. You will also be asked to provide evidence of your key worker status as we have done with every one so far. From June 1st a weekly form will be sent to Key worker parents asking which days that a place is required to help us plan provision. We would appreciate your co-operation with this. Thank you.

As a school, we are acutely aware that the arrangements we put in place may be too much for some people and may not be enough for others. Following government guidance and clear advice from the de Ferrers Trust we have tried to put in place measures that ensure that the children are as safe as we can realistically keep them and relaxed enough to enjoy the time with us. Clearly, we have a duty of care to all staff as well to keep them safe too.

The de Ferrers Trust will continue to oversee all of our ongoing risk assessments, arrangements and plans to ensure that all reasonable steps and measures are being taken. These are designed to minimize risk – however we cannot eliminate the risk.

The plans and arrangements we have in place could clearly alter as new or updated guidance is given. We will continue to update you.

Please note that the proposal to extend school opening from June 1st was not ours. We have a duty to put in place arrangements to meet the guidance given. The staff here are working hard, not only to maintain an open school for key worker children and provide home learning but also to make the necessary preparations and arrangements to welcome back some year groups. Also please note that there will be nerves all round - yours, the children and most importantly our staff. Many of us too, have the same issues around balancing childcare, home learning and our jobs – I would ask you to please be considerate and understanding with all staff in the coming weeks.

Below we have set out the arrangements in place.



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The start of the day

In order to facilitate as much social distancing as possible both gates will be open and the start of the day will be staggered. Temporary markers will denote 2m spacings, but we would appreciate all pupils and adults being respectful of social distancing. To help us we would ask all parents and carers to remind their children about social distancing.

8.40 – 8.50am – Year 6 children and Key worker children from other years

8.50 – 9.00am – Year 1 children

9.00 – 9.15am – Reception children

Year 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.

Keyworker children – On arrival the children will head towards Mrs Scott and enter via the hall doors.

Year 1 – On arrival, the children will enter via their usual door on 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.

Hand sanitizer will be administered to all children as they enter the building/classroom.

Please note that parents will not be allowed past certain marked points at each drop-off point.

Parents who have children in different year groups can drop off all children at each door from the earliest time stated above.

The office will be closed unless prescribed medicines need handing in. Lunch money will be collected in class. Parents will be encouraged to ring and email with queries.

Class organisation

Based on the survey results the children will be grouped as set out below. However as not everyone replied to the survey and some responses were undecided there may have to be some flexibility.

Year group	Number of groups	Approximate group size	Rooms to be used	Staffing
Reception	2	Up to 15 children	The two classrooms adjacent to the early years playground and Early years block if needed.	Early years staff
Year 1	2	Up to 15 children	KS1 classrooms	KS1 staff
Year 6	2	Up to 15 children	Year 5 and 6 classrooms	Mr Fisher, Mrs Lowe, Mrs Bramley,
Key worker children	2	Up to 15 children	Year 3 classroom and Mrs Lowe's room	All other available staff

Coming to school

Please send your child in school uniform as much as you can. However this will be relaxed as we are not expecting parents to buy new items especially shoes. For the remainder of the year trainers are perfectly fine. If possible, please wash clothes worn in school as often as you can

Please send your child to school with a minimum amount of belongings. Their belongings will be kept at their desk.

Y6 can bring their own pencil cases as this minimises equipment being shared.

Initially please do not send PE kit in. We will update you further on this.

Lunch boxes and drinks bottles will be kept by children wherever possible.

Initially we are not going to offer break time snacks so please send your child in with something if possible. This will be reviewed during the first week once we see how playtimes work. We apologise for any inconvenience this may cause.



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Classroom arrangements

General –

- groups will be organised to keep children with their teachers or familiar teachers, with friends where possible (their friends may not be in), and numbers at a minimum.
- Toilet visits will be controlled and managed carefully.
- Regular handwashing will be built into the day ensuring that groups are kept apart.

EYFS – The children will spend some time each day sat at desks in the classrooms adjacent to the EYFS playground. We are using these rooms to allow each child their own desk with its own set of resources rather than their normal classroom with lots of tempting activities that they are not viable to use within the current guidelines. This will help us to minimise contact for activities such as phonics and maths. Your child will have their coat and water bottle on their own desk. The outside space has been split into two halves. Each group will have one half for a week, they will then swap for the following week so that the children have time with both sets of equipment and allow for cleaning inbetween.

Resources to be used will be ones that can be wiped after use eg no soft toys. Outside equipment will be the same.

Y1, Y6 and Keyworker. Each child will be provided with their own desk in class appropriately distanced from others. Children will have their own set of resources. Children will look after their belongings in the vicinity of their desks. We intend to have each group supervised in class by two or three adults who will only be with their children. However with so many part time staff, other working arrangements and staff absence this can only be an aspiration. At playtimes and dinnertimes the children will be supervised by another member of staff to allow the teachers a break to eat.

SLT are committed to ensuring that staff receive their PPA time to plan lessons for both in school learners and the children who will continue to be learning at home.

The learning to be done – June 1st

Year group	Curriculum
R	Mirror home learning as far as possible, EYFS planning and preparation for transition to Year 1
1	Mirror home learning as far as possible, Teach Maths topics not covered due to lockdown. Assess phonic levels against previous screening tests. Teacher's discretion.
6	Mirror home learning as far as possible, Teach Maths topics not covered due to lockdown. Writing preparation for end of year. Teacher's discretion. We are working with our primary and secondary partners to put in whatever transition activities and end of term activities we can. We are acutely aware of the importance of this work to all our Y6 children and have already been looking at ways to address the issues the current situation presents. As soon as we can provide an update we will.
Key worker and vulnerable	Home learning activities for their year group and other activities around PSHE, Arts and PE. As we have been doing
	We will include mental well-being activities for all of the children in school

Key to note that staff will need to maintain home learning for all other children in other year groups and where parents choose not to send their children in. Managing both arrangements will add extra pressure on staff.

Playtimes – June 1st

These will be staggered on a group by group basis and different areas of the playground used. A supervision plan will be in place to allow staff a break. Children will use the indoor toilets allocated to their year group and not the dining room toilets. This will be supervised by staff

Lunchtimes – June 1st

These will be staggered on a group by group basis and different areas of the playground or field used. A supervision plan will be in place to allow staff a break. Children will use the indoor toilets allocated to their year group and not



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the dining room toilets. **The school has decided that the caterers will only provide a picnic option to those children having school meals** – this is initially for the week beginning June 1st. This will be reviewed for weeks following. Children will also have the option of bringing in their own packed lunch. The removal of the hot dinner option minimises the impact of using the dining room which is an area where social distancing is difficult to manage.

Each group will eat their dinner in their outside allocated area or in their classroom if the weather forces us indoors. The option of using outside spaces will be considered as we always do. Some TA's and non-teaching SLT may be used to support this plan. Lunchtime allocations will be ensured.

The end of the day – June 1st

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

Temporary markers will denote 2m spacings, - To help us we would ask all parents and carers to remind their children about social distancing.

3.00pm – Reception children to be released from the grassed area opposite their playground. Please could parents stand on the grassed area away from the children to allow the staff to safely dismiss all of the children. We are doing this to reduce congestion at the gate at the end of the day and will review continually.

3.15pm – Year 1 children to be collected from the KS1 entrance. A member of staff will send your child to you once we see you on the yard continuing the end of day routine from the Autumn and Spring terms.

3.30pm – Year 6 children and Key worker children from other years. Key worker children can be collected at other times with advance notice. Key worker children will be dismissed from the door nearest to the office.

Year 6 can walk home as usual if they have permission. We will release the children with suitable spacing between them.

Parents who have children in different year groups can collect all children from the earliest time stated above.

Please note that parents will not be allowed pass certain marked points at each drop-off point. 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.

The office will be closed unless prescribed medicines need collecting.

I am sure that you will understand that the school will be offering no after school clubs for the foreseeable future. Sadly, all planned trips and events are also cancelled until further notice. For our Y6 children, who have already had so much cancelled, we are looking at what we can put in place with our secondary partners moving forward. As it stands, we can put in place nothing for certain and this also applies to the end of year activities for all the children that the Year 6 children also partake in and often lead. We will provide regular updates on what we may be able to put in place.

Cleaning in school

During the holidays our school was deep cleaned on Monday 25th May. Since then we have used only the minimum of rooms needed each of which have been cleaned thoroughly at the end of each day. In addition to our normal cleaning routine the toilets and high traffic areas will be cleaned before midday. Each classroom will be equipped with cleaning wipes should they be needed during lessons, hand sanitizer, tissues and closed top bins.

Outdoor learning

Adhering to the government suggestions, we will be looking for opportunities to deliver our learning outdoors as well as our normal playtime and dinnertimes outdoors. With this in mind we recommend that your child wears all day sun cream to school whilst the sunny weather continues. Please could you ensure that your child comes to school with a hat and a water bottle.

The situation has been termed unprecedented repeatedly. This means that the arrangements in place will have to be reviewed constantly and necessary adjustments made. Please keep an eye on both text messages and website updates.



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Finally, an important reminder. The Government has made it very clear that whilst attendance at school should be encouraged, the decision to send a child to school is ultimately one to be made by the parent or carer. As we have repeatedly stated, there will be no repercussions for any non-attendance.

This is a very long letter and appreciate your time in reading all the information.

Yours sincerely

S Webster

Mr S Webster
Principal



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