

20th May 2020

Dear Parents/Carers,

Thank you to all of you with nursery, reception, year 1 and year 6 children, who completed the survey to help us to make plans for the potential phased reopening of schools from 1st June. It is clear from the survey that the majority of you are planning on sending your children back, but had a number of questions and raised some concerns. As you can imagine the planning and organisation of the process is going to have to be very specific and regimented and we strongly need your help and support to make this happen to keep our communities safe.

Waycroft MAT schools will only be open all day Monday to Thursday and on a Friday morning to allow teachers to have their PPA time and support staff to carry out duties relating to the education, safety and welfare of your children. Children will have their lunch at home on a Friday.

The only exception to this is Waycroft start of the week nursery can attend all day Monday and Tuesday while end of the week nursery can attend all day Thursday and Friday. Wednesday is required for a deep clean of all resources and the teaching/play space before the next group coming on Thursday.

Drop off/Pick up

Details for your child that is school specific including times, groupings and drop off locations, will follow but the general principles are as follows:

- Children will be allocated an arrival time (10 minute slot) and a pick up time
- Only one parent to drop off and pick up (if siblings have to attend that is fine)
- You are encouraged to walk and not bring cars – please don't bring bikes and scooters as we cannot guarantee safe social distancing when storing items
- All KS2 children are to be dropped off at the school gate – there will be a member of staff there to take messages. These need to be brief to maintain social distancing. If you need more time with someone, please phone the school office and someone will phone you back during that day. Or let the member of staff on the gate know and they will pass this on.
- Early Years and Year 1 children will need to be dropped off quickly and parents are to spend no longer than 5 minutes on the school site – please do not stop to talk to friends and only enter the site during your arrival/pick up slot
- If children are feeling anxious, we will only use verbal encouragement to bring them in, therefore if your child will not settle and come into school, you may need to try again the following day.
- If you have an urgent, exceptional circumstance and must pass on important information to someone before your child arrives at school please phone at 8am or send an email to the school office or write a letter to the teacher.

Uniform

Due to the unusual circumstances and the recommendations that clothes should be washed frequently, please send your child in their school jumper/hoodie/cardigan, however we are happy for children to wear:

- A t-shirt – this must have sleeves and not leave their tummies exposed
- Comfortable trousers that are suitable for sport/outdoor activities such as leggings (with a longer top to protect modesty) or jogging bottoms or appropriate shorts
- Trainers
- Coat as needed

Teaching bubbles

Children will be allocated a teaching bubble and that will be their teaching group for the foreseeable future. DfE guidance is very clear that children should not be mixing beyond small groups and to help children and staff safety, we have planned to ensure contact with as few staff and children as possible. These groups have been set by school and will not be negotiated or changed. These bubbles are a maximum of 15 and are year group specific.

For EYFS and Year 1

- Teaching spaces will be cleared of any clutter and resources that are not to be used that day.
- Toys, puzzles and equipment will be cleaned at the end of each day. High use toys will also be wiped down at appropriate times in the day.
- Tables and activities will be separated to encourage children to play/learn in their own space alongside their peers. We will try to redirect activities that they are doing 'together' to safe alternatives. For example if two children want to make a train track, we can put a few pieces together and set the children off in different directions so the train can go from the table to the bookcase rather than a circle.
- These children will find social distancing very hard – we will encourage them to play in spaces but parents must understand this cannot be guaranteed.
- Children cannot bring anything other than a lunchbox and water bottle to school – NO TOYS OR BAG OR PE KIT

For Year 6

- Children will be given their own table space and equipment. They will use their maths book and English book for English and topic.
- Children must not bring anything to school other than their lunch box, reading book and a water bottle – NO BAG OR PE KIT
- Children will work at their own tables using technology as much as they can to avoid the passing of books between staff and children. This could be typing rather than writing and using quizzes and forms in Google Classroom. Teachers will wash hands before and after marking children's books.
- All children must be picked up from school unless we have spoken to you – a member of staff will call later this week to confirm this. This is a privilege. You have to guarantee that your child will walk straight home following social distancing rules within the community. This will not be allowed moving forwards, if we receive complaints from the community. Please don't send your child with a mobile phone unless it is essential. If you need your child to bring one, let the staff member know on the phone. Again, this is a privilege that will be removed if rules are not kept to. Children need to hand this in to the adult leading their bubble each day.
- We will not be able to do our usual end of year celebrations. There will be no disco, signing uniform t-shirts, autograph books or leavers' assemblies etc, however we will do transition and celebration things that are safe at this time and arrange an event for later in the year when it is safe. Further details to follow!

All year groups

- All rooms will be decluttered to aid cleaning
- Excess furniture will be removed and stored elsewhere
- Lesson specific equipment will be cleaned before other bubbles use the equipment
- Children must bring their own water bottle – school dinner cups are not appropriate for hygiene reasons at this time
- Shared areas won't be used to widen corridors to aid social distancing
- Break and lunchtimes will be staggered and allocated outdoor spaces for each bubble will be given – children will not be able to mix with children in other bubbles

- Toilet areas will be monitored to ensure they are not over crowded
- Children will wash hands on arrival, before eating and after lunch.
- Children will use hand sanitiser before leaving their bubble and on entering their bubble at any other time including break times.
- There will be no assemblies
- No sports day or events on site

Lunches

We are asking all children to come to school with a home packed lunch. **WE WILL NOT BE PROVIDING LUNCHES.** Children will have a shorter lunch break within their teaching bubbles and they will have an allocated set of equipment for break and lunchtimes that will be wiped down daily. This is to allow the kitchen staff to support children within their bubbles to reduce children and staff having contact with a high number of children.

If you are in receipt of free school meals due to being in particular benefits, you have vouchers that go up to the 15th June – we will review this system depending on government guidelines at this point.

First aid/intimate care

If your child needs help and support due to an accident/injury, we will help them. We are providing hand sanitiser, gloves, aprons and masks for staff to use as is appropriate for the occasion. A scratched finger can be wiped with staff wearing gloves but an upset, young child with a nose bleed would need more PPE. Staff will use their discretion.

Education provision

Staff will be planning for your children in nursey, reception, year 1 and year 6 in line with the educational guidance for their age groups with a focus on revising skills in maths and English, PSED/PSHE/wellbeing and topic related work.

Home learning will still be available online for those who are shielding, self-isolating or are in years 2, 3, 4 and 5. As schools reopen, you may find the adult commenting on your child's work and learning changes, depending on individual school circumstances. This is a very anxious time for staff, as well as families, and schools have a duty to look after the staff and to manage their work – life balance. Where teachers are in school teaching smaller groups, they will have less capacity to reply to message quickly.

Attendance

If anyone in your household is unwell or experiencing any coronavirus symptoms **DO NOT** send your child to school. Stay at home, follow government guidelines and let us know, so we can carry out a dynamic risk assessment for your child's teaching bubble. If a child has a migraine, we will continue as normal, but if a child has Covid19 symptoms in the bubble, we will let you know.

You will **NOT** be fined for not bringing your child to school. If you are choosing to keep your child at home you need to let us know as normal safeguarding procedures will be in place and we will be carrying out daily calls for any child not in school for all children in nursery, reception, year 1 and year 6, if we have not heard from you. Please keep us informed as we need all staff in school and not having to make unnecessary safeguarding home visits.

What are we doing to ensure health and safety standards are as rigorous as possible?

- Staff have been briefed in the week beginning 18th May
- Any meetings with school staff are by appointment only
- Additional cleaning items, PPE equipment and hand sanitiser has been sourced
- Teaching bubbles will be cleaned daily
- Tables and high traffic areas in teaching bubbles will also been cleaned around the middle of the day
- Corridors, light switches, bathrooms, banisters etc will be cleaned more frequently
- PPE available for staff for intimate care and first aid
- Tissues will be available in each room
- Bins with tissues will be emptied more regularly
- Enforcing government guidelines on self-isolation
- We will ask staff with symptoms to access testing at the earliest opportunity if needed

- Open and honest communication within staff and families
- No visitors to school unless by appointment and essential to the children's provision or the safe running of the building
- No volunteers working in schools

Please note: you are sending your child to school at your own risk. We will do everything we can to keep children and staff safe but this also relies on you maintaining social distancing and following government guidelines outside of school. The school cannot be responsible for people's actions and behaviours outside of school. If you do not follow the rules on site, we will be reminding you of the expectations. Please don't put school staff in this difficult position and this could result in us having to change our provision which would be detrimental to your child.

Question and Answers

- **Will my child be with their class teacher?**

This cannot be guaranteed as each teacher cannot be in a bubble with any more than 15 children. They will be with an adult they know well. These groups have been set by school and will not be negotiated or changed. Please note that in the event of staff absence or training there may be some adult changes to the bubble.

- **Who will be setting the work for my child?**

The class teachers will be setting the work and monitoring the progress of the children in their class.

- **Will there be breakfast and after school provision?**

No. Due to higher levels of cleaning and social distancing required, this is not possible.

- **Can my child bring their pencil case?**

No

- **Can my child bring a toy or anything to share or show from home?**

No

- **Will my child get homework?**

No. They can continue to read, practise tables (Times Tables Rock Stars) and anything that you want to do with them at home at your discretion. The children will be tired as this is a significant change to their normal school life.

- **Can you guarantee social distancing at all times?**

No. We will do our best to encourage children to stay apart within their groups but they are children and they will not be told off and punished for getting this wrong, unless it is a deliberate act. Please speak to your child about this before returning them to school. If your child cannot social distance, please consider the impact of this on others before bringing them to school.

- **Can my child wear a face mask?**

No. Scientists have said that it increases the risks if not used responsibly and we cannot expect children to manage this all day safely not fiddling with it or putting it down when eating and talking.

- **Can my Nursery, Reception, Year 1 or Year 6 child attend part time?**

No. We cannot accommodate children coming part time as teaching bubbles have limited spaces and can't be changed daily. Lessons will build on each other as in any normal week so full time attendance is expected unless the child is unwell, you have to isolate for a period or you have an appointment/emergency. This is in line with DfE expectations that school is open to your children, so they are of the opinion they should attend.

- **When will my Year 2-5 children be able to attend?**

We cannot answer this question at this time. We need to see how the plans work for children attending in the first wave, consider government guidelines as they are released and make plans that suit our school site and staffing levels.

- **I am a key worker and my Y2/3/4/5 child needs to come back to school – what do I do?**

If this is required, please contact us via email so your child can be added to a teaching bubble with at least a weeks' notice. With groups being a maximum size of 15 in a space, we cannot keep adding groups when we get to capacity. We therefore cannot guarantee places as the term goes on. Evidence of key worker status will be required in line with the government critical workers list.

- **I originally said no to the survey, I have changed my mind and can my child now attend?**

If you have changed your mind, you need to write to us with a weeks' notice, so we can look to see whether there are available spaces in teaching bubbles or see whether we can allocate a teaching space and staffing to create a new bubble. This cannot be guaranteed.

- **I said yes but I am still not sure – will my child's space be kept?**

We cannot allocate spaces for children 'just in case' so if a child has not attended for a week, we will reallocate the space if there is a need. If your child isn't attending in the short term due to family isolation or an accepted absence, your child's place in the bubble will be kept.

School specific information will be shared with you as it is created. Please bear with us. Supporting staff and completely reorganising our schools with little notice just before a half term is incredibly challenging and time consuming in these already uncertain times. Staff cannot work any harder and following social distancing rules means we cannot have too many onsite at one time until additional safety measures are in place. Please also remember that schools will only open if this is still the recommendation of the government, and the local authority and school feels they can manage this as safely as we can.

Yours faithfully,



Lisa Craig
Head of School



Tracy French
Executive Headteacher



Andrew Bowden
Chair of Trustees