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Dear Parents/Carers,

We are looking forward to welcoming your children back to school next week on Thursday 3rd September. I hope you and your children have had a refreshing break over the summer and are ready to get back into the swing of things.

Before the summer break, I sent out an information letter, which included further details on opening to all year groups in September based upon the government guidance available at the time. Essentially, most of our planning and risk assessments remain the same, however there are a few changes as some regulations have changed over the summer, e.g. self-isolation periods etc.

To ensure everyone is ready for the new term ahead, I have included the previous (**slightly amended**) information for your reference below outlining the changes we have made in school to ensure we are keeping our school community safe.

As previously mentioned, we are now able to open our school care clubs from Monday to Friday 8.00-5.00pm. If you wish for your child to be booked into clubs you must inform the school as soon as possible to reserve your space. Places will be capped at 15 for each session and will be on a first come basis. Please email admin@woore.shropshire.sch.uk or head@woore.shropshire.sch.uk or phone the school office from 3rd September. Only children who have pre-booked regular weekly slots will be permitted to attend the school clubs, children will not be accepted on an ad-hoc basis.

As part of our procedures we have revised our previous risk assessment for opening on June 1st and added updated guidance to ensure we are doing the very best to keep your children safe.

To minimise the risk of congestion and parents/bubbles mixing at the start and end of the school day, we will be staggering the start and finish times for each class bubble. The timetable is set out below. Parents must ensure they stick to these times and if they are late, they will need to wait until all other groups have gone through. Parents must follow the one-way system in and out of school. Initially we will be widening the pathway past the school hall by parking further back. This will be coned off.

Aim high ... because everything is possible!



	Nursery	Class 1	Class 2	Class 3
Start of the day	8.45am	8.45am	8.55am	9.05am
End of the day	3.15pm	2.45pm	2.55pm	3.05pm

It is essential that parents/carers dropping off and picking up follow the social distancing measures, do not congregate to chat and come alone (only one parent/carer to drop off/pick up).

Maintaining a safe school environment

I would like to take this opportunity to inform you of the preventative measures the school has put in place in order to minimise the spread of infection. As per the advice from the government, the following actions for infection control will be in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before/after eating any food, including snacks
 - Before leaving school
- Hand sanitiser dispensers/ washing stations in each class base and in corridor/reception area
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away (lidded bins in each base)
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- If a child becomes unwell, we will immediately isolate them in a separate room/outside accompanied by a member of staff until parent collect. Collection must be made as soon as possible.
- Staff/pupils must self-isolate for 14 days if they develop symptoms of coronavirus and arrangements must be made for a test to be taken as soon as possible. If a positive COVID-19 result has been confirmed, at least 10 days in isolation is required. Family members must also self-isolate for a period of 14 days from the onset of their child's symptoms.
- Class 'bubbles' with social distancing wherever possible
- Forward facing seats for children in years 1-6, two children side by side



- Modified procedures to enable social distancing such as staggering school lunches
- Modified timetable to enable outdoor learning as much as possible
- Modified safety processes such as the fire procedures, site lockdown and first aid
- Social distancing tape on flooring to move around school safely
- Most soft furnishings and toys have been removed/minimised from classrooms, as requested by government.
- Pupils from Y1 TO Y6 will have their own pencil cases provided
- Some staff may be wearing face coverings/visors/gloves and will always wear full PPE when looking after a child with coronavirus symptoms, supporting with intimate care or administering first aid.

Important Information for Parents/children

- Parents **must not** enter the school grounds if they are displaying any of the **symptoms of COVID-19**. If they are displaying symptoms or any of the family they live with are displaying symptoms they **must inform the school immediately** and self-isolate for 14 days. **A test must be taken** and the school informed of the result as soon as possible. If a positive result is received the parent/child must self-isolate for at least 10 days.
- **Car parking in school will not be permitted**, please park at the Falcon or Victory Hall.
- One way system in place for entry and exit to/from the playground
- Only **one parent** will be permitted to drop off or pick up their children.
- Wherever possible, the same parent or carer should drop off or pick up their children.
- Children will go straight into school when the gates open to their specific class for a temperature check and hand washing.
- Parents **should not congregate** on school premises or at the school gate.
- Children should be brought to the rear of the school and **wait at the distanced cones** near their class doors.
- Parents must adhere to the set drop off and pick up times for their child's year group. They will not be let in with parents of other year groups. However, siblings may be dropped off at the same time.
- Bags, outer clothing, water bottles and lunch boxes can be brought to school. Only reading books/diary/P.E kits/Forest school kits may be brought in bags. **No pencil cases/other items permitted**
- Packed lunches can be brought in a suitable bag and food must be easily opened by the pupils themselves.
- Face coverings worn to school must be taken off and either disposed of or placed in a plastic bag before entry. It is optional for pupils to use a clean face covering on entry to school.
- Children should bring their reading books to school with their reading diary every day. Books will be changed as required. Books coming from home will be kept aside for 1 week before returning them to the main book selection.



Parents have also been sign-posted to the use of ebooks to enable them to read at home with their children.

- Water bottles **must** be brought to school and should be taken home daily to be washed thoroughly. They can be re-filled at school when required.
- Children **must come into school each day wearing school uniform**, regular cleaning of uniforms is considered good practice.
- **Parents must not come into the classrooms**. Any correspondence must be at a safe distance or via Class Dojo or phone. Please keep in touch between the hours of 8.00am and 5.00pm. Correspondence outside of these hours may not be responded to until the following day unless of an urgent nature.
- If children are reluctant to leave their parents, staff will not be able to help with this. Parents must take them onto the field to talk to the children and try to encourage them to come in on their own.
- **Only one parent may enter the reception area** at any one time. All discussions with the administrator must take place through the glass screen.
- **Payments for dinner money and clubs etc should be made on 'School Money'**. Payments must be at least weekly in advance for dinners and a half term in advance for clubs. Club payments will be set up once you have informed the office or myself of your requirements.
- **Club collection**- Parents must inform the reception when they have arrived to collect their child, if the office is unmanned, please ring the bell and wait outside if more than one parent in the reception area. The after school staff will be informed and your child will be brought out to you.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection (e.g. practice 2m social distancing).

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of ten days. Symptoms include a high temperature or a new, continuous cough or have a loss or change in their normal sense of taste or smell. Please follow the government guidance <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, please contact the school on 01630 647373 at the earliest opportunity.

Arrangements for break times and lunchtimes

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times in order to keep our social



bubbles separate. Our intention is for children to stay within their class bubbles and practice social distancing during these breaks, however we cannot guarantee that this will always be the case.

Children will be provided with a hot daily meal by Mrs Underwood if they are in receipt of free school meals or are in reception/year 1/year 2 or if they have paid for a school meal. The meal provided will be a **set** hot meal with no choices for the pupils (revised 'summer' menu available to parents on the school website under 'Information for Parents'). If children prefer, they can bring their own packed lunch. Lunches will be eaten within the children's class base or in the school hall (weekly class rotation) in their class bubbles, following appropriate handwashing and cleaning of the class areas. Classroom/dinner tables and high touch areas will be cleaned before eating.

Attendance

School attendance will be mandatory from the beginning of the autumn term, therefore the usual rules for attendance will apply, including:

- Parent's 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.

It is important that you make contact with the school before 9.00am if your child will be absent and each subsequent day of their absence, giving clear reasons for their absence. We now have to closely monitor every absence, particularly if a child becomes unwell or if they have to self-isolate.

School Payments

In July, parents will have received a letter about the new payments system with instructions for use and downloading the app. From September, all payments to school other than milk must be made online through the app.

We are looking forward to seeing all the children again and hopefully putting some normality back into all of our lives. With the measures we will have in place, we won't quite be back to normal, however the children will soon adapt to the new circumstances.

If you have any further queries regarding September, then please do let me know via email or give Marni or Rachel a ring in the office upon return.

Yours sincerely,



Mrs M Ward
Headteacher

