



Willow Lane Community Primary School

Willow Lane
Lancaster
LA1 5PR

Telephone 01524 65880
E-mail head@willow.lancs.sch.uk
Website: www.willow.lancs.sch.uk
Headteacher: Mel MacKinnon

Dear mums, dads and carers,

RE: September 2020

You will be aware that all children are expected to return to school from September and you will have many questions about what this will look like. Hopefully your questions will be answered by the following. Decisions have been made in the best interests (including both health and educational) of children, staff and the community and the government guidance has been followed.

What do I do if anyone in my household feels unwell?

- **If, your child or anyone in your household feels ill then do not attend school.**
- This rule is the same for school staff and visitors.
- Inform school if you or anyone in your household is unwell with symptoms of Covid 19 and engage with the testing procedures. School can advise on how to do this.

When will children return to school?

- The governors have agreed to moving the October INSET day to Wednesday 2nd September to allow for additional staff training in new procedures.
- Children will attend school from **Thursday 3rd September.**

What do children need to bring?

- Very little. Children will need to bring a coat, their book bag and their packed lunch (if bringing their own).
- Children will wear school uniform.
- On PE days, children will come to school wearing their PE Kit (they can wear track suit etc too) and stay in this kit all day.

How do I drop off my child?

- We recommend that children walk or cycle to school where possible and keep use of public transport to a minimum.
- Drop offs will be staggered to reduce gatherings at the school gates. (08:50 – Y5 & Y6, 08:55 – Y4 & Y3, 09:00 – Y2, 09:05 – Y1, 09:10 – Reception)
- Families with siblings can drop off children together eg children in Y5 and Y3 would be dropped off at 08:50.
- One parent to drop off children (younger children in buggies etc allowed).
- Parent and children queue at social distance on red path up to main entrance then walk in to the school grounds.



- Parents leave via the gate by the willow tree and children walk around the school to their classroom.
- School staff will be at gates and around the school to help children find the right place promptly.
- As soon as children enter the building they will wash their hands.

How do I collect my child?

- Collection will be staggered. (3:00 – Y5 & Y6, 3:05 – Y4 & Y3, 3:10 – Y2, 3:15 – Y1, 3:20 – Reception)
- Sticking to these times will assist in making this a smooth and safe transition.
- Parents will queue along the red path, enter the school grounds and leave with their children via the willow tree gate.

Is this the same for children starting Red Class?

- Children in Red Class will be following these expectations however for the first two weeks they will have a different timetable (week 1 either mornings or afternoons and week 2 all in until 1:30pm). This information will be shared separately.

What will it look like in my child's classroom?

- All children will be in their class and this will also be referred to as a 'bubble'.
- The children will be taught by their teacher and teaching assistants. They will also be taught by PPA teachers. Adults will social distance from each other and avoid close face to face contact with children.
- The children will stay with their class throughout the day and contact is minimised (eg through no assemblies in the hall and staggered lunch) with other bubbles.
- Classrooms are well ventilated with every class having a door to the outside.
- Children will not be socially distancing within a bubble. The government recognises that this is not possible with primary aged children.
- Children from Year 1 to Year 6 will sit at tables facing forwards and have their own stationery.
- Reception children will have some of their own resources (eg whiteboards and pens) and there will be fixed numbers of children allowed in different areas (eg craft table, role play, outside kitchen etc).
- Equipment and resources can be shared within the bubble. These will be cleaned as needed.
- Resources which are shared between bubbles will be kept to the minimum. These will be cleaned thoroughly between use or put aside for 72 hours before use by a different bubble.

What about reading books?

- Reading is a vital part of children's education and reading at home is key to this.
- Classrooms will have their own selection of books. Children will bring these books home and to school in their book bags.
- When books have been finished, they will be wiped and put aside for 72 hours before being used again.

What will my child be learning?

- Over the course of the year, children will be taught the full range of subjects.



- In the Autumn Term, school will be addressing gaps in learning and coverage which has not been taught due to the lockdown. Whilst this will include an emphasis in English and Maths, other subjects will continue to be taught. Teachers will skilfully assess where children are at in order to teach what needs to be taught.
- Having ensured the previous year's coverage, teachers will move on to new learning as soon as possible.
- Specific activities and lessons will link to children's wellbeing. Until the children return, teachers will not be able to plan what their class need in this regard but we are well supported by the Life Education resources.
- Reception Class will follow the EYFS expectations.
- RHE (Relationships and Health Education) becomes compulsory from September 2020 and all schools now need to be teaching it by Summer 2021.
- PE will be taught outdoors wherever possible and other subjects will take advantage of being outdoors too.
- SEND children will continue to be supported by specialists including visiting professionals.
- In the event of a localised lockdown or the closure of a bubble, children will have access to 'remote learning'. In our school this will be a combination of online learning (Seesaw) and physical resources. Children will be taught how to use these at the start of term.

What about class trips?

- Residential (overnight) trips are not allowed at this stage. We had hoped to offer the cancelled Tower Wood trip but unfortunately can't.
- Day trips are allowed under the guidance.
- Every class will be going on a day trip (1 class per day) to Borwick Hall in September. They will go by coach (cleaned thoroughly before use) and the bubble will stay together throughout the day. They will be involved in team building and outdoor activities

How are bubbles of children kept apart?

- Staggered drop off and collections with staff ensuring children minimise movement around the school.
- Staggered playtimes (KS2 together and KS1/EY together) with 4 marked areas outside which children stay in.
- No communal assemblies/events at this time. Assemblies will be held in classrooms via interactive whiteboard screens.
- Children will have a designated toilet for their class. All our toilets are cubicles so these can be used by both boys and girls. One child will be allowed to the toilet at any one time.
- Bubbles may pass briefly in corridors, outside etc.

What happens at lunchtime and playtimes?

- Lunchtimes will be staggered. KS1/EY will have lunch 12:00-12:30 and play afterwards using the 4 marked areas. KS2 will have play followed by lunch.
- Lunch will be **packed lunch** for all children from the start of term. Lancashire catering will provide a range of packed lunch options over the week for Free School Meal children and anyone wishing to buy a school meal.
- We are keen to use the dining hall for hot meals as soon as possible however need to make sure that our core business of having all children in and learning is working first.
- Teaching staff will clean tables before lunch.



- Each class will have a member of Welfare Staff attached to it. Welfare will be with children in their area as well as clean the tables and regularly touched surfaces (eg chairs, door handles) after eating.
- Each bubble has separate equipment to use at play and lunchtimes.

How is the school being kept clean and hygiene being maintained?

- The school has an enhanced cleaning routine. This includes additional cleaning in the middle of the day.
- There are cleaning caddies in all classrooms which staff have been trained in.
- Each classroom has cleaning products (eg Milton tablets and buckets) for cleaning class resources.
- As a school **'We wash, we do...'** This includes both handwashing (KS1 and EY classrooms have their own sinks whilst there are sinks outside the KS2 classrooms) and use of hand gel.
- Staff and visitors are all following hygiene routines and expectations.

Can I come in to school?

- Visitors (including parents) **cannot come into the school building without an appointment.**
- All visitors will be informed by office staff of our hygiene procedures and be expected to follow these.
- All payments will need to be made online or over the phone.

Will there be WOOSH and After School Clubs?

- **Not at the start of term.**
- We are keen to start these as soon as possible however need to make sure that our core business of having all children in and learning is working first.

What happens if someone displays symptoms of Covid 19?

- If an adult or child displays symptoms in school then they will be sent home.
- Children displaying symptoms will be moved to the first aid room to await collection and the trained member of staff with them will wear disposable PPE (including mask, gloves, apron and goggles).
- 999 will be called in case of an emergency.
- All areas that have been used will be cleaned following government guidance.
- Those with symptoms will have to isolate for 7 days from the start of symptoms.
- Members of the household will have to isolate for 14 days.
- Children/staff get tested via NHS UK or NHS 119 telephone call.
- If staff/children test negative then they can return when feeling better. Proof of a negative result will need to be seen.
- If staff/children test positive then see below.
- Details and outcomes will be recorded of any incidents.

What happens if someone tests positive for Covid 19?

- Following a positive test, school will be contact by a contact tracer. We ask that you also inform school of the outcome.
- School will work with the contact tracer to identify 'direct and close contacts'. These are likely to be classmates and staff in the class.



- These contacts will be advised to self-isolate for 14 days (starting from the last day they were in contact) and this bubble will not be open for this period of time.
- Unless advised to do otherwise, other bubbles will remain open.
- Household members do not need to self-isolate unless they develop symptoms.
- School will be provided with a standard letter to share with all contacts.
- Contacts will not be tested unless they develop symptoms.
- Details and outcomes will be recorded of any incidents. School will inform and work with the Local Authority.

What can I do to prepare my child for school?

- Continue to support your children with good hygiene ('catch it, bin it, kill it' and regular handwashing for 20 seconds).
- Share books and encourage reading. It's the best way to help children develop vocabulary as well as a wonderful activity.
- Talk to your children about anything and everything. This helps children to learn new vocabulary and ideas from across a range of subjects.
- Listen to your child's anxieties and talk to school staff at the start of term if you need any help.
- Rest and relax. Ensure your children are well rested before the start of term. It has been an anxious time for all across the country and if you are able to relax and have some kind of holiday this will be beneficial to all in the household.

Reading this may calm your anxieties or add to them. To help reassure you, there are currently over 60 children in school under the key worker and vulnerable children criteria. They are following the above expectations and are both happy and learning.

It is important to remember that children can be very resilient and understanding of new expectations. They are used to staff asking things of them and our staff are experienced, professional and sensitive in how they interact with children. We also have an established and effective pastoral support in school for any children struggling. For our youngest children, this is their first experience of school and therefore they haven't got differences to compare it too either.

From all the staff at school, may I wish you a healthy and relaxing Summer and we look forward to seeing you all in September.

Mel MacKinnon

Mel MacKinnon
HEADTEACHER

