



Willow Lane Community Primary School

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Dear mums, dads and carers,

RE: Letter 2 - September 2020

I hope that this finds you and yours well. For many of you and your children, the return to school will be an exciting and looked forward to time. For some of you, it may be an anxious time following so long off school and navigating the challenging world we now find ourselves living in. For all of you, I hope that this letter (alongside the previously shared September 2020 letter) helps to answer questions and put your mind more at ease. Some of the questions and answers below are repeated from the previous letter and some are new.

The government and Lancashire are producing ongoing information for parents. This includes a specific government webpage for parents at <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

Our preparations for a safe reopening have been completed in line with the government guidance and will include training for all staff on Tuesday 1st September. Much of our approach follows the good and safe practice we have been using since March. Our aim is to add further provision, eg cooked lunches, breakfast clubs and after school activities, over the term once current expectations are embedded.

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?

- Children will attend school from **Thursday 3rd September.**

Do I have to send my child back to school?

- Due to the low rate of disease among school aged children, the government states that it is safe for all children (other than those with a statutory reason eg self-isolation or test and trace) to return to school.
- All children are must be in school from 3rd September and our usual Attendance Policy and procedures will be adhered to.



- If you have anxieties about your child returning, please contact the school.

What do children need to bring to school?

- 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.

Does my child need a face covering for school?

- At this time, PHE do not recommend the use of face masks in school. You will be aware that changes are taking place in Scotland and being discussed in England. At this stage, these discussions are about Secondary Schools not Primary Schools.
- If parents or children wish to wear a face covering for drop off/collection they may. The face covering will be the parents' responsibility with parents taking them home at drop off to ensure they are cleaned etc.
- Children and staff will not be wearing face coverings in school.

How will children safely get to and from school?

- Most of our children walk to school and having staggered drop offs and collection times will mean that there are fewer adults gathering at the school gates.
- Some children drive to school. Please can we remind parents not to drop off/collect in the staff car park as this poses a risk to children and families queuing.
- Some families travel on public transport. Please remember that anyone over 11 has to wear a face covering on public transport. We would also recommend carrying your own hand gel and tissues (for catch it, bin it, kill it).
- Public transport is likely to be busy. We recommend queuing at social distance and allowing additional time to get to school.
- Further government guidance can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport>

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 has been 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.
- Resources such as reading books will be sent home. These will be managed by staff to ensure they are cleaned between each child.

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 10 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 contacted 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).
- Listen to your child's anxieties and talk to school staff at the start of term if you need any help.

I hope that the above, alongside the previous September letter, answers many of your queries about children returning to school. Our staff are looking forward to having all children back in school. They worked tirelessly between March and July to ensure that school was safe and enjoyable for the children in (around 1/3 of the school) but one thing was shared by everyone. We wanted everyone back in! Working with and educating children is what our staff are brilliant at and whilst the curriculum and routines will look a different to start with, your children will have a fun and productive time on their return.

From all the staff at our school, we look forward to seeing you next week!

Mel MacKinnon

Mel MacKinnon
HEADTEACHER

