

2<sup>nd</sup> July 2020

Dear Parent/Carers,

**Re: School Reopening (Reception, Year 1, Year 6, Key Worker & Vulnerable Children)**

We would firstly like to thank you for your patience with regards to our response to the recent government announcement about school's reopening. As I am sure you are aware, the government has advised a phased return starting with certain year groups.

We are pleased to share that we are now in a position to welcome expand the current amount of children we have on site. **If you have received this letter and agreed your child will be attending via a telephone conversation with school, you will be expected to bring your child to school from Monday 6<sup>th</sup> July 2020.** School will be open to you from **Mondays – Thursdays only. On Fridays, school will be closed to all pupils** while we undertake a **deep clean** and teachers plan for both online and in-school learning.

In order to ensure the safety of pupils, families and staff, we have made many changes in school which are reflected in our risk assessment. For the children who are returning, school will look and feel very different. This letter will explain the changes which you should share with your children before they return to school.

Click [here](#) to watch the video we have made for you to share with your children before they return. This video includes as many pictures as we can to show the look and feel of school. The video is based on our risk assessment and detailed operation plan for staff. We hope this is a helpful way for parents and children to know our changes in advance of the school re-opening.











**What will a school day be like for the children?**

- Children will stay in 'bubbles' (groups) of **no more than 10 children and two adults**. Each 'bubble' has been given a new name which they will use till the end of the year.
- Children **must stay with their bubbles at all times**. There will be **no mixing of groups** in order to minimise cross contamination.
- If anyone in the 'bubble' (children or teachers) start to experience COVID symptoms, **the whole bubble will need to isolate for 14 days and will therefore not be able to return to school**.
- There will be **safety zones** marked across the school for children to stay in while they move around the building. These are marked with **2m social distancing in place**.
- There will be lots of **hand-washing** after every activity, break and lunchtimes.
- Lessons will be based on wellbeing, literacy, transition to high school (year 6 only), PE, creative projects and wherever possible, learning outdoors.
- **Children do not need to wear uniform to school**. They are allowed to attend in **casual and comfortable clothing and shoes, but must wear a clean set of clothes every day**.
- **Packed lunches need to be brought in to school** and school dinners will be served in disposable packaging. All lunches will be eaten in the classroom or as a picnic outside, weather permitting.
- **Children must bring their own water bottle to school** which is clearly labelled with their name. Water fountains are out of use.



- **No school bags** or equipment are needed in school. All equipment will be provided.
- Equipment and **resources will not be shared between children.**
- Children who are showing any sign of symptoms will sit in an **isolation medical room** and you will be contacted to **collect them straight away.**
- Playtimes and lunchtimes will be staggered and children in each 'bubble' will go out together.
- There will be daily reinforcement of our '**staying safe**' rules which children will need to abide by at all times to ensure the safety of all. **If children are unable to follow these, they will need to continue the rest of their learning for this academic year at home.**
- There will be a weekly opportunity for pupils to have a '**virtual**' circle-time session with their teacher and class. **This will be done via Google Classroom.** Dates and times will be provided nearer the time.

### Timings for the school day

Year Group	Bubble Name	Teachers	Start Time	End Time	Entrance
Reception	Robins 	Mrs Soutinho Supported by Mrs Ahmed	8.30am	2.00pm	Enter via the <b>front school entrance by reception</b> & line up next to your new bubble name. Parents/Carers will not be allowed in to the school gate.
	Owls 	Mrs Gostelow/ Mrs Ash			
Year 1	Starlings 	Mr Jones Supported by Ms McConnell	8.30am	2.00pm	Enter by <b>the main school gate (near the train station)</b> & line up by your new bubble name. Parents/Carers will not be allowed in to the school gate.
	Woodpeckers 	Miss Chatrath & Mrs Hamid			
Year 6	Kingfishers 	Mrs Kanval	8.20am	1.50pm	Enter by <b>the main school gate (near the train station)</b> & line up by your new bubble name. Parents/Carers will not be allowed in to the school gate.
	Nightingales 	Mr Newsome			
Children of Key Workers & Vulnerable	Hummingbirds 	Miss Moxom Supported by Ms O'Dea	8.20am	1.50pm	Enter via the <b>front school entrance by reception</b> & line up next to your new bubble name. Parents/Carers will not be allowed in to the school gate.
	Sparrows 	Mrs Mascall Supported by Ms Campbell			
Mixed Year Group	Bramblings 	Mrs Sherbourne & Ms Sheedy	8.35am	2.05pm	Enter by <b>the main school gate (near the train station)</b> & line up by your new bubble name. Parents/Carers will not be allowed in to the school gate.
Mixed Year Group	Redwings 	Ms Page & Mr Savage	8.35am	2.05pm	Enter by <b>the main school gate (near the train station)</b> & line up by your new bubble name. Parents/Carers will not be allowed in to the school gate.

**You will be notified with the name of your child's bubble later on today via text message.**

We understand that some of you may have children with different start/end times and may want to drop/collect at the same time. Unfortunately, **we are unable to cater for this requirement**, due to health & safety guidance. In this case, you will need to wait outside of the school gates until it is your child's turn to go in.

**To collect children at the end of the day, you will need to wait outside the same gates as drop-off in the morning.** Children will line up outside and teachers will send children out as soon as their adult can be seen. **It is vital that you adhere to government social distancing guidelines outside the school premises.**

#### What will be different for me as a Parent/Carer?

- To help minimise the spread of COVID, parents/carers **will not be allowed in to the school site without an appointment.**
- Please email [office@woodlands.ealing.sch.uk](mailto:office@woodlands.ealing.sch.uk) or text our **school messaging service on 0203 389 9069** to book an appointment.
- All visitors will need to **follow social distancing guidelines** which are in place across the school.
- Any parents/carers who come on to the school site via an appointment, will need to **use the hand-sanitiser dispensers before they enter and on their way out.**
- **Get ready for school each day with everything children need.** Avoid popping into the school office with forgotten items e.g. packed lunches.
- Children will need to **arrive to school on time.** Teachers will collect their 'bubble' in the morning and go straight in so that the next group can arrive. **To minimise risk, we are unable to receive late children. Any late children will be sent back home.**
- **Children must be collected on time.** There is **no after school care operating.** You will need to wait outside your allocated drop-off gate.
- At drop-off and collection, please go straight home or to work. **Avoid mixing with other parents.**
- Understand that **all of our usual events and trips are cancelled** because bubbles cannot be joined or mixed.
- Know that **only core schooling is open.** No wrap around childcare, specialist clubs, instrumental music lessons etc. because we cannot mix pupils and/or staff between different bubbles.
- Spare clothing belonging to the school will no longer be available to Reception children, should they get messy or wet. **Please can you send a change of clothes which can be left in school.** Any soiled clothing will be sent home in a bag as per our personal care policy.
- During the hours of **2.15 – 3.30pm (after school), teachers will be supporting children who are home learning.** Your children can also continue to work with the home learning resources that are available to them if they wish to do so.
- **If your child or anyone in your household is displaying COVID symptoms, you will need to isolate for 14 days and let the school know of this ASAP. Your child will not be allowed to come to school. Please do not put yourselves and others at risk.**

All of our new routines and arrangements are in place to keep children, staff and parents as safe as possible. All of our plans are taken from the latest government expectations for schools.

Click [here](#) to read Public Health letter to Parents/Carers from Ealing Local Authority.

#### How can I prepare my child for returning to school?

**Please ensure your child knows what bubble they are in and where they will need to enter school from.**

We will go through all of the new routines and arrangements with pupils when they return, just like we do in the first few weeks of a new school year. Please do **talk to your children about these changes before they return** so that they are prepared. They may well be anxious and it is vital that they understand why such arrangements are in place.

Here is a lovely story to show children before they come back to school. It explains everyone's different experiences during COVID and is called 'In It Together'. [Click here to watch.](#)

Barnardos Charity have also published some useful resources. [Click here for resources.](#)

The image below features our new school 'Satefy Rules'. We have **6 key rules that will be reinforced daily** in order to ensure everyone's safety:

The infographic consists of six panels, each with an icon and a rule. The top row has three panels: 1. A circle containing five people icons with the text 'STAY IN YOUR BUBBLE TO KEEP OUT OF TROUBLE.' 2. Two people icons with speech bubbles and the text 'STAY 2 METRES APART, BUT USE KIND WORDS TO FEEL TOGETHER.' 3. A hand being washed under a faucet with a soap suds icon and the text 'WASH YOUR HANDS FOR 20 SECONDS WE SAY, TO KEEP THE GERMS AWAY!'. The middle section contains the text 'WE KNOW THINGS WILL BE DIFFERENT WHEN YOU COME BACK TO...' followed by the 'Woodlands Academy' logo. Below that is the text 'BUT JUST REMEMBER THESE SIMPLE RULES, TO STAY SAFE AT SCHOOL.' The bottom row has three panels: 4. A person icon next to a pencil case and the text 'KEEP RESOURCES TO YOURSELF, FOR THE GOOD OF YOUR HEALTH!' 5. A person icon standing on a path and another in a bin, with the text 'STICK TO YOUR ZONES, SO TEACHERS DON'T MOAN!' 6. A person icon coughing into their elbow and the text 'IF YOU'RE GOING TO COUGH OR SNEEZE, TAKE A TISSUE PLEASE.'

STAY IN YOUR BUBBLE TO KEEP OUT OF TROUBLE.

STAY 2 METRES APART, BUT USE KIND WORDS TO FEEL TOGETHER.

WASH YOUR HANDS FOR 20 SECONDS WE SAY, TO KEEP THE GERMS AWAY!

WE KNOW THINGS WILL BE DIFFERENT WHEN YOU COME BACK TO...

Woodlands Academy

BUT JUST REMEMBER THESE SIMPLE RULES, TO STAY SAFE AT SCHOOL.

KEEP RESOURCES TO YOURSELF, FOR THE GOOD OF YOUR HEALTH!

STICK TO YOUR ZONES, SO TEACHERS DON'T MOAN!

IF YOU'RE GOING TO COUGH OR SNEEZE, TAKE A TISSUE PLEASE.

A reminder of government COVID guidance:

The poster is from the NHS and HM Government. It features a large, detailed illustration of a coronavirus particle on the right side. The text is as follows: 'Coronavirus Isolate your household Stay at home'. Below this, it says 'If you or anyone in your household has a high temperature or a new and continuous cough – even if it's mild'. There are four bullet points: 1. 'Everyone in your household must stay at home for 14 days and keep away from others.' 2. 'DO NOT go to your GP or hospital.' 3. 'Go to NHS.UK to check your symptoms and follow the specialist medical advice. Only call NHS 111 if you can't get online or your symptoms worsen.' 4. 'Protect older people and those with existing health conditions by avoiding contact.' At the bottom, it says 'Find out how to isolate your household at nhs.uk/coronavirus' and includes a 'CORONAVIRUS PROTECT YOURSELF OTHERS & THE NHS' logo.

HM Government NHS

**Coronavirus**  
**Isolate your household**  
**Stay at home**

If you or anyone in your household has a high temperature or a new and continuous cough – even if it's mild

- Everyone in your household must stay at home for 14 days and keep away from others.
- DO NOT go to your GP or hospital.
- Go to NHS.UK to check your symptoms and follow the specialist medical advice. Only call NHS 111 if you can't get online or your symptoms worsen.
- Protect older people and those with existing health conditions by avoiding contact.

Find out how to isolate your household at [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

CORONAVIRUS  
PROTECT YOURSELF OTHERS & THE NHS

This letter is not the kind of letter that we would usually send to you so apologies for the list of do's and don'ts, but we hope this letter may have answered some of your questions about how we will keep children safe.

Of course the government's plans are conditional so are subject to change at any point. Please stay safe and we will be in touch if these arrangements change.

In the meantime, if you have any questions for us, please contact us via the previously mentioned email address and text messaging number.

Thank you for your continued support.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'HR', with a long horizontal flourish extending to the right.

Harinder Rana  
Headteacher