

Head Teacher: Ms Harinder Rana

Together We Achieve

Tuesday 1<sup>st</sup> September 2020

Dear Parents/Carers,

### Welcome Back!

I hope you and your family are well and you enjoyed your summer break.

All the staff at Woodlands have been busy preparing for your children's return on Thursday 3<sup>rd</sup> September. Nursery pupils will be starting slightly later and Mrs Sherborne has been in touch with parents to let them know when they will be joining us.

We had such a successful response to all the changes that had to be made to our school routines in the Summer Term, a great big thank you to all our parents and pupils for their wonderful support.

Now that we are beginning a new academic year and there is a requirement that all pupils attend regularly, we hope that all our parents will be as supportive and follow all the guidelines on Social Distancing and the new school rules to keep everyone safe.

We have very clear plans in place to reduce the risk of infection in school. This includes regular hand washing and disinfection with hand gel, maintaining year group bubbles, increased frequency of cleaning throughout the school, reduced movement around the school and a one way system for classes.

It is our aim is to ensure all our pupils settle back quickly and comfortably into the school routine. To support this, the first half of the autumn term will focus on re-establishing relationships, nurture, getting used to school expectations and strengthening our learning muscles. After half term, the curriculum will be broadened to ensure full teaching and learning of the curriculum and the opportunity to catch up from last year.

It is vital that everyone stays well and follows the guidelines to continue to maintain good health and attendance.

### Things to note

#### ***What if I feel unwell?***

If anyone in your household feels unwell or exhibits COVID symptoms (continuous cough, high temperature, headache, loss or change of smell or taste) they MUST not come to school and follow the Stay at Home guidance. They must get tested and follow the guidance if the test is positive. If the result is negative, you may come back to school.

#### ***How do I report an absence?***

If your child is going to be absent due to illness, please telephone the school office as soon as possible.



Leave a message and someone from the office will call back. State clearly the reason for the absence, if you are unsure that your child will be away for an additional day, you must telephone the office on the next day of absence. Attendance will continue to be monitored very closely this term to ensure full entitlement to learning. If a pupil is forced to self-isolate due to COVID, they will be marked with an X code in the register, this means “attendance prohibited by any legislation relating to transmission of COVID-19.” This will not impact on a pupil’s attendance statistics. Any other absence will be registered as before and monitored as mentioned above.

### ***Do we need to wear uniform?***

We expect our pupils to return to school in full school uniform from Thursday 3<sup>rd</sup> September. No jewellery is permitted. On the days pupils have PE, they can come to school in Woodlands PE kit, no logos, fashion trainers or patterned track suits. Teachers will inform parents and pupils of their timetables this week. Ensure all items of clothing are NAMED as we will not have a lost property box due to the risk of transmission.

No school bags or other belongings are required.

If your child is having packed lunch, they need to bring their lunch bag, clearly labelled with their name.

Water bottles are permitted, again clearly labelled with the pupil’s name.

Children are not required to wear face coverings in school, due to the much lower risk of catching Covid.

Year 6 pupils will be able to buy their ties from school on the first day back.

### ***Who is in my bubble?***

Your class teacher, class mates and support staff make up your bubble. Year groups will not mix for playtimes or lunchtimes. Lunch will be eaten in classes. Break times will be staggered. Toilets will be used by all year groups will additional cleaning during the day. Regular reminders will be provided to ensure good levels of hygiene to keep everyone safe. Children will not be permitted to leave their class without permission, please ensure you and your child know the new rules that were brought in to keep everyone safe.

There will be no collective worship or whole school assemblies until the guidance changes.

### ***What if I have a medical need?***

If there are any changes to your child’s medical needs, please ensure Ms Hasker or Mrs Hamid are made aware of this as soon as possible. The best way to do this is via the school office. Asthma inhalers must be brought into school on the first day back to school this week, clearly labelled with your child’s name and class.

### ***Visitors to school?***

No parents may be permitted to come on to the school site or school building without an appointment. All communication must be by email, text or telephone.

ALL VISITORS, including PARENTS MUST sanitise / wash their hands on entry and wear a face mask.



### **What can be brought to school?**

ONLY the following may be transferred between school and home:

- ✓ Coats
- ✓ Packed lunches
- ✓ Reusable water bottle

We are still minimising the sharing of equipment and resources. All children will be provided with their own set of equipment for their learning.

### **How will homework be set?**

All homework will be set via Google Classroom. Your class teacher will help with this from Thursday.

### **What time do I start and finish?**

Year group	Start time	End time	Entrance
Early Years	8:30am	2:30pm	Through EY gate near office
Year 1	8:30am	2:30pm	Main gate
Year 2	8:40am	2:40pm	Main gate
Year 3	8:40am	2:40pm	Through office
Year 4	8:50am	2:50pm	Through office
Year 5	8:50am	2:50pm	Main gate
Year 6	9:00am	3:00pm	Main gate

Please ensure your child is on time.

Do not bring a bike or scooter to school.

All children must be accompanied by an adult. Only Year 5 and Year 6 pupils with written permission from parents can walk to and from school.

Ensure you follow good Social Distancing guidance when waiting to drop off or collect your child. It is vital that all pupils are ON TIME so that drop off goes smoothly. Parents are reminded to be on time for collection.

Gates will be locked promptly at 9:10am. Any late pupils must contact the school office and not come into the building unless permitted. Please be on time.

Following these guidelines will reduce the risk to everyone.

At the end of the day, do not congregate near the school perimeter, maintain social distancing and make your way home straight away.

School gates will be locked at 3:10pm.

### **Can I have a packed lunch?**

Children may bring their own packed lunches. These will remain in class. Lunch will be eaten in class. School lunches will be provided by Harrisons as before and delivered to pupils in classrooms. You are required to pay in advance for your child's school lunch.

In order to ensure health and safety, lunch time will be staggered for all pupils.



**What if I need support?**

2020 has been a very challenging year for everyone. We have endeavoured to support our community throughout this very difficult time. We are here for you and if you would like support and your circumstances have changed, please do not hesitate to contact the school office to arrange an appointment with me or a member of the leadership team. Our teachers are also here to assist with your child's learning at all times, again call the school office to request a telephone appointment with your child's classteacher.

We have missed seeing our pupils and look forward to seeing everyone on Thursday 3<sup>rd</sup> September.

If there the information above hasn't answered any questions you may have, please call the school office and we are happy to help.

Thank you for your continued support.

Yours Sincerely



Harinder Rana  
Headteacher

