

Head Teacher: Mrs Sonia Magan

Together We Achieve

2nd September 2021

Dear Parents & Carers,



Re: Back To School Information

Welcome back to all our families and a warm welcome to all our new families. We hope that you have had an enjoyable break over the summer and that the children are looking forward to their return to school. School staff have been busy preparing the school site and classrooms for the children's return and we are all excited for a fantastic year ahead!

I wrote to you at the end of last term with details of start and end times for the day. This letter will explain how the logistics of the school day will work as we return to a new 'normal'.

After a year and a half of lockdowns and restrictions at school, we have had to make adaptations to ensure school can be as safe as it possibly can. We are all aware that the Covid virus is one we will have to live with for a very long time and all our changes have been put in to ensure we are trying our best to prevent further outbreaks as much as we possibly can.

Start of the Day

- We will be returning to a soft-start in the mornings.
- **The gates will open at 8.30am and close at 8.45am. Please ensure you are on time.**
- Children can arrive at any point during this period and go straight into their classes where teachers will provide early morning work tasks.
- Nursery and Reception pupils can be brought to their classroom door by their parents. They should enter through the pedestrian gate by the school office.
- Y1, Y2, Y3, Y4, Y5 & Y6 will enter through the playground gate near the train station.
- **Pupils who arrive at school after the gates have been closed will need to enter the school through the school office.**
- If your child is attending afternoon Nursery sessions only, you should bring them to the school office for 12pm, where Miss Ash will collect them.

End of the Day

- Morning Nursery pupils will be collected from their classroom at 11:30am.
- Children in Nursery and Reception will be collected from their classrooms at 3pm.
- Pupils in **Years 1, 2 and 3 will be collected from the doors near to their classrooms at 3pm. There are signs at each door indicating which year group is collected from each door.**
- Pupils in **Years 4, 5 and 6 will be collected at 3:10pm. Year 4 will be collected from the door near the Year 3 classroom, Year 5 from the door near the Year 1 classroom and Year 6 from the door near the Year 2 classroom. All doors have signs indicating which classes will be dismissed from there.**
- When collecting your child, **please wait for the teacher to see you and call the child to dismiss them. Our priority is to make sure each child is dismissed safely. If another parent or family member is collecting your child, please ensure the School Office have been notified by 2pm on the day. If school is not aware of any change, we will not send your child home until we have spoken to you for confirmation. The person collecting your child will then have to wait until this is done.**



SCHOOL MEMBER



Key Information

- Our risk assessment has been updated and will soon be available on our school website for you to view.
- All clubs can now be booked through the app. If you would like your child to attend the after school club or breakfast club, you can now book this on the app, which will prompt you to pay for all sessions in advance. Please ask at the School Office for more information.
- Information about additional sports clubs will be sent out next week.
- A reminder of our school uniform details. **Black school shoes must be worn at all times except during PE:** <https://www.woodlands.ealing.sch.uk/about-us/school-uniform/>
- **On PE days, your child must come to school in their PE kit.** Your child's class teacher will share their PE days with them in school next week.
- Year 6 will be swimming this term. They will be attending Northolt Pool every Wednesday morning, travelling by public transport.
- **If your child has any new medical needs, please can you share this information with the School Office as soon as possible. Any child who has Asthma needs to have their inhalers in school regardless of how often they are used.**
- If your child has medical needs which we are already aware of, we will be sending home a copy of their care plan next week. Please note any changes on this copy and return it to Ms Hasker via the school office.
- At Woodlands we offer healthy and balanced hot school lunches. Menus will be sent out as soon as possible. **As a healthy school, we do not allow unhealthy items in packed lunches. All hot school lunches are balanced and healthy.** More information on school lunches and packed lunches will be provided at our upcoming Parent Curriculum Meetings.
- **If your child is in Reception, Year 1 & Year 2, they are entitled to a free school lunch every day. We would like to encourage everyone to take up this great offer. You do not have to do anything to access this entitlement.**
- New library - we are in the process of adding all our books to our new online library system. We hope to send books home in the next few weeks with information on how books will be borrowed and returned from the school library.
- School equipment - children will be provided with their own resources to use at school. Each child has their own 'sack' on their chair where they can keep their resources neatly organised. This also helps reduce covid transmission. **Children do not need to bring pencil cases or anything extra into school. These will be sent home if brought in.**

Parents/Visitors on site

- In the mornings, parents will be unable to talk to their child's class teacher as they will be in class teaching the children during the soft start.
- Parents will need to say goodbye at the gate so that we are able to safely manage the children coming into their classes. This is the same process that we had pre-covid.
- **At the end of the day, parents will be able to talk to their child's class teacher should they need to do so, but we kindly request that you wait until all the children are dismissed safely before approaching the teacher.** There will be markings on the floor by the class collection point doors. **Please ensure you respect these markings.**
- As always, if you have any questions for your child's teacher, please email on:
 - nursery@woodlands.ealing.sch.uk
 - reception@woodlands.ealing.sch.uk
 - year1@woodlands.ealing.sch.uk
 - year2@woodlands.ealing.sch.uk
 - year3@woodlands.ealing.sch.uk
 - year4@woodlands.ealing.sch.uk
 - year5@woodlands.ealing.sch.uk
 - year6@woodlands.ealing.sch.uk

If you would like to make an appointment with your child's class teacher, you can also contact the

office to ask for a phone appointment and the teacher will be able to call you back at a convenient time.

- We are pleased to say we will be starting to hold some events/parent sessions on site. **We kindly request that all parents & visitors on site wear a face mask and stay socially distanced in order to reduce virus transmission and protect our vulnerable children and staff members.**

We are planning to hold curriculum meetings for each year group in a few weeks time. This is an opportunity for you to meet your child's teacher, learn about the topics they will be covering this year and familiarise yourself with the expectations and routines for their year group. Texts will be sent on behalf of each year group, informing you of the time and date. Each one will be held on a different day so those with multiple children in the school have the opportunity to attend each session.

As always, we will continue to adapt our provision to meet the needs of our children and school. It may take some time to get used to the new routines and procedures so please bear with us while we settle into the new school year.

We look forward to seeing you on time on **Monday 6th September from 8.30am** and hope that you enjoy the rest of your break.

Yours Sincerely,



Sonia Magan
Headteacher & Digital Lead