

Dear Parents and Carers

Firstly, I would like to take this opportunity to thank all of the parents and carers for the support you have given the school during this difficult time. We are now working through our plans to reopen the school to more children.

We are now in a position to begin welcoming your child back into school. It is envisaged that unless there are changes in government policy or significant changes to our staffing position, **your child's start date will be Tuesday 2nd June 2020**. We will only contact you now if this changes. If you do not hear from the school again, we look forward to welcoming you back on this date.

I understand that many parents and carers may feel anxious about their child returning to school. Below you will find more information about how the school day will be organised so that you can make an informed decision about whether you send your child to school. Please be advised that you are encouraged by the government to send your child to school, but it is not compulsory to do so.

There will not be any fines issued due to non-attendance.

Who can now attend school and from when?

- Alongside those children who have already been attending school since the school partially closed on 20th March 2020, the DfE guidance sets out that schools can now expand provision to children in Nursery, Reception, Year 1 and Year 6. We will be doing this in a phased way, bringing back a year group at a time when we feel we can do so in a safe manner.
- Siblings in Nursery, Reception and Year 6 as well as Years 2,3,4 and 5 are unable to return to school at this time.
- Children cannot attend if they, or a family member they live with, have symptoms of Covid-19. You must inform the school via email enquiries@newstead.outwood.com if this is the case. It is essential that you inform us of any positive confirmation of Covid-19.
- Any children who are 'extremely clinically vulnerable' should not attend school.
- If someone in your household is 'extremely clinically vulnerable' (shielded). The DfE guidance states that pupils should only attend if stringent social distancing can be adhered to. This means that the child is able to understand and follow those instructions. It is acknowledged by the DfE that social distancing of 2m will not be possible at all times in primary schools.

Class Organisation

- Children will be organised to be located in a teaching space with up to 15 children from their year group. Your child has been assigned to Group 5. This group will be working in the Year 4 classroom. The children will be with the same group of children throughout the whole week. They will not mix with other children in the school.

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)
Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF

CONFIDENTIALITY NOTICE: This letter, including any attachments, is for the sole use of the intended recipient(s) and may contain privileged information.
Any unauthorised review, use, disclosure or distribution is prohibited.

If you are not the intended recipient, please contact the Outwood Grange Academies Trust and destroy all copies of the original letter.

- The intention is that they will be with the same teacher all week.
- Whilst primary schools will not be able to operate with 2m social distancing at all times, the classrooms have been set up to promote this wherever possible. Equally at social times, children will be able to play together but will be taught about the importance of limiting physical contact. Children will have breaks throughout the day and the outdoors will be used as much as possible.
- Our behaviour policy has been adapted slightly to ensure that at C4 & C5, children do not move to another area of the school but instead spend time working just outside of their classroom. This is essential to ensure that there is minimal movement throughout the school.
- Our behaviour policy messages of 'Be Safe, Be Responsible and Be Respectful' will be used positively to reinforce the essential safety and hygiene measures that we will promote within the school e.g. handwashing, limited movement and minimising mixing of groups.

Cleaning/Health and Safety

- Our cleaning schedule has increased to ensure more regular and deeper cleaning as well as some cleaning throughout the school day.
- Children will wash their hands as they enter school in the morning and from break times. As always, they will be required to wash their hands after visiting the toilet and before eating their lunch.
- All soft furnishings and cushions will be removed from the classrooms.
- We will always try to maintain safe distancing in school but please be aware this will be challenging, especially with our younger children. This is recognised in the government guidance to schools and it is more important that we implement the hierarchy of hygiene controls.
- There is no expectation that staff will routinely wear face coverings. However, staff may wear PPE in very specific circumstances
- Please also note that, especially with our younger children, it is possible that a member of our staff may have to comfort your child if they become distressed.
- If your child comes to school in a face mask then this will need to be disposed of (if disposable) on entry or sealed in a plastic bag if it is a reusable mask.

Lunchtime

- School lunches will be a 'grab bag' consisting of cold items - a drink, snack and a sandwich. These can be purchased in the usual manner using ParentPay.
- Free school meals will also be grab bags and will be provided to all children who qualify for these. This includes universal free school meals for children in Reception - Year 2.
- If you do not wish for your child to have a school meal, they will need to be provided with a packed lunch.

What will children need to bring/wear?

- Your child should wear our school uniform as normal. We ask that you wash your child's uniform following each day in school. If as a result, you are unable to meet our usual uniform requirements please contact the school via email.

- Black school shoes should be worn. If your child's shoes no longer fit and you have been unable to purchase new ones due to the limited opening of shops, please let the school know.
- Compliance with our existing school uniform policy is required in relation to jewellery. There should be **no earrings on return to school**.
- Your child will be provided with their own stationary. They do not need any other equipment and therefore no bags should be brought into school.
- We will encourage physical activity throughout the day but the children will not require a PE kit at this time.
- Please provide your child with a bottle that they can use for water throughout the day. This will need to be taken home and brought back each day.
- As usual, a coat and (where necessary) sunhat/cap should be brought to school.
- On particularly sunny days, please apply sun cream to your child's skin **before** they come to school.

The start/end of the day

- In order to reduce the number of people at the school gates we have staggered start times:
 - **Your child will start school at: 8.45am**
 - **Your child will need to be picked up from school at: 3.00pm**
 - **PLEASE NOTE:** In order to accommodate the arrangements needed in school to open to more children (cleaning; planning; continued staff training in relation to operations; preparation and resources for children not in school) we will be closed to children (except those of key workers) on Friday afternoons. On Fridays, your child will need to be collected at 12.30pm. They will eat their lunch in school before they are collected.
- It is important that only one adult accompanies your child at drop off and collection times.
- When dropping off your child please enter school via the pedestrian gate on Cow Lane. Remember to keep socially distant (2m apart from others) at all times. Follow the one-way signs to the lining up point where you can line up, on the 2m markings, with your child until their teacher collects them. Once your child has been taken into school follow the one-way system and exit via the car park gate (the car park will be closed to vehicles during this time). There will be staff around the site to support and direct if needed.
- When collecting your child please enter school via the pedestrian gate on Cow Lane. Remember to keep socially distant (2m apart from others) at all times. Follow the one-way signs to the lining up point where you can line up, on the 2m markings, to wait for your child. The children will send children in turn and one at a time to maintain social distancing. Once your child has been collected follow the one-way system and exit via the car park gate (the car park will be closed to vehicles during this time). There will be staff around the site to support and direct if needed.
- If you have more than one child attending at different start and end times, please contact us by email and we will do our best to suggest an alternative arrangement for you.

Access to the school

- The school will only be accepting visitors by prearrangement. This includes parents and carers. You should not come to the school office in the first instance but should make contact by phone or email.
- If you do need to visit the school it is essential that you let us know in advance and gain agreement of the school.

Attendance

- Now that the school is open to your child we strongly encourage that your child attends. We will follow our normal protocol for following up on non-attendance although there will be no fines issued at this time in line with government guidance.
- We will contact you each week to discuss any non-attendance.
- If your child does not attend the school when it is open to them then our Outwood Online Primary Academy (www.phl.outwood.com) will signpost you to appropriate resources from the Oak National Academy and the BBC. It is important to note that we are unable to provide a personalised suite of materials for the year groups that the school is open to.

Next Steps

I appreciate that making a decision about your child returning to school may be difficult for you but I also hope that the information set out in this letter provides you with the clarity that you will need in relation to how the school will operate when you choose for your child to return. If you decide not to send your child back to school straight away, you may decide at a later date that you would like them to return.

Before your child returns to school, we need to ensure that all of your contact details are up-to-date. Please use the following electronic form to submit your details.

<https://forms.gle/jg4a7dwNTgs2p538A>. These will only be used for the purpose of updating your child's records on our school information system.

The return to school is subject to the government's confirmation and assessment that our own risk assessment deems us ready to open. If our plan has to change we will confirm this with you, otherwise we look forward to welcoming your child back on Tuesday 2nd June 2020.

Thank you again for your continued support and cooperation at this difficult time.

Yours faithfully,



Mrs L Corbett

Principal