

St Wilfrid's Church of England Primary Academy

Headteacher: Mr Stuart Colothan

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Thursday 21st May 2020

Re: Phased reopening of School

Dear Parents/Carers,

In organising for a phased reopening of school, we have put the wellbeing and safety of our children, staff and wider community at the centre of all our planning. Learning Together Trust Directors and Leaders have made the decision to follow advice from Wigan Council to commence a phased reopening of school from **Monday 8th June**, where we will be inviting children from **Reception and Year 1** to return to school. Children in **Nursery and Year 6** will be welcomed back to St. Wilfrid's on **Monday 15th June**. School will be open for 4.5 days per week, allowing an additional half day, on a Friday afternoon for a deeper clean. Detailed risk assessments have been produced and agreed by Trust Directors following Government guidance and advice from Wigan LA.

We therefore require you to adhere to the following:

- Your child **must not** attend school if they or a family member of their household has COVID-19 symptoms (high temperature, cough or loss of taste or smell).
- Only one parent to accompany your child to school – no other parent can bring or collect your child from school.
- We **cannot** offer Kidz Klub provision due to staffing and DfE guidance on children remaining in smaller groups.
- Your child must wear clean school uniform each day.
- You **must not** enter school (unless a pre-arranged appointment has been made). Instead, please email or phone the school office for any enquiries.
- Children should not use any playground equipment at the start or end of the day.
- You must not gather at entrances, gates or doors and please maintain social distancing at all times, including with teachers and staff at drop off/pick up points.
- Walk to school where this is possible.
- Please be considerate to members of the local community when parking.

What your child needs to bring to School:

- All medication must be returned to school if this has been taken home during the school closure.
- A suitable outdoor coat (As it gets warmer, please apply sun cream to your child and provide a sun hat).
- A water bottle with your child's name on to remain in school each week (for water only).
- A morning snack (toast or fruit).
- A packed lunch, unless your child is on school dinners – Grab bags will be provided for all children on school dinners and children will be given an option of sandwich filling.
- Please note, children will be doing physical activity each day, but **will not** be required to bring their PE kit back to school. There will be no swimming lessons, clubs including after school clubs or instrumental lessons during the rest of the Summer Term.

What we will do:

The Government recognises that social distancing of 2 metres in Primary Schools cannot be maintained and so they have advised the following control measures that we will follow:

- Regular handwashing throughout the day.
- Promote good respiratory hygiene.



Learning Together Trust

Executive Headteacher: Mrs Janet Kneale



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- Organise children into groups of up to 15 (We have made the decision to organise the children into groups of 8 – 12). Children may not be with their normal class teacher in their normal classroom and they may be with children from other classes within their year group.
- The children and staff will remain in their groups and the children will not mix with other groups in school.
- Space will be maintained between desks and seats and children will be provided with their own stationery and resources (Children should not bring bags or pencil cases to school).
- Items will be removed from classrooms, including soft furnishings and items such as toys that are hard to clean.
- Children will have their own group playtimes at staggered times.
- Children will have lunch in their classrooms in their groups (Monday – Friday)
- Regular use of outdoor space throughout the day.
- Clear rules and routines will be established with children to maintain safety when moving around school and using toilets.
- Classrooms will be well ventilated, through opening doors and windows.
- If a child becomes unwell, we will ensure that they are safely isolated until they are collected by a parent.
- We will ensure that frequently touched surfaces are cleaned throughout the day.
- We will not be sending reading or exercise books home. Year 6 children do not need to bring planners into school.
- We will display signage and markings to encourage social distancing – please respect and follow these.

Drop off and collection times:

To adhere to social distancing on our grounds, the start and end of the school day will be staggered to prevent large groups being together. If your child has a sibling also attending school, please wait in a safe place until their start time. Nursery, Reception and Year 1 children will use the classroom doors to enter and exit. Year 6 children will use their normal door by the swimming pool.

Children will be organised into groups A, B and C for drop off and pick up and will follow the timetable:

Group	Drop off time:	Pick up time (Mon-Thurs):	Pick up time (Fri only):
A	8.30 – 8.40am	3.00 – 3.10pm	12.30 – 12.40pm
B	8.40 – 8.50am	3.10 – 3.20pm	12.40 – 12.50pm
C	8.50 – 9.00am	3.20 – 3.30pm	12.50 – 1.00pm

It is essential that your child does not arrive early or late for their start time to minimise risk of them mixing with other groups of children. If your child arrives after 9am, please do not take them to the school office. Instead, use the intercom at the school gate to alert the office and we will make arrangements for your child to be accompanied safely to their group classroom.

Attendance and Remote Learning:

Although the Government are encouraging children in eligible year groups to return to school, we understand that you may choose to keep your child at home. There will be no judgement or consequence for this choice, and you **will not** be fined for making this decision. We also understand that there may be children who are clinically vulnerable or may live with someone who is clinically extremely vulnerable and will not be attending school. Therefore, we will continue to provide daily home learning through Purple Mash for children in **ALL** year groups. The children attending school will continue to access the same remote learning set by their class teacher, whilst they are in school, supported by the staff responsible for their group.

'Key Worker' Children:

During the week commencing **Monday 1st June**, we will continue to offer emergency childcare to children whose parents' work is critical to the COVID-19 response, prior to our phased reopening of school on Monday 8th June.

To register please email the school office enquiries@saintwilfrids.wigan.sch.uk by 12noon on **Friday 22nd May**.

For the week commencing **Monday 8th June**, when we welcome back **Reception and Year 1 children**, we will offer emergency childcare provision for eligible 'key worker' children only in all other year groups. If you are eligible and require a place from Monday 8th June, please email the school office by Monday 1st June to register and further information will be provided.

For the week commencing **Monday 15th June**, when we additionally welcome back **Nursery and Year 6 children**, we will offer emergency childcare provision for eligible 'key worker' children only in Year 2, 3, 4 and 5. Please register with the school office as above.

Finally, thank you to the parents and carers of Nursery, Reception, Year 1 and Year 6 children, for giving us an indication of whether your child will be returning to school. This has helped us in our initial planning. If you have indicated '**unsure**', and you are now in a position to make a more informed decision, having read the information in this letter, please email the school office by **12noon on Friday 22nd May** to confirm your decision (If you have indicated yes or no, please do not email again). We will be contacting parents who have indicated **yes** during the week commencing Monday 1st June, by email, to confirm your child's smaller class group, teacher, classroom and drop off/pick up time.

Thank you so much for your support and understanding during, what has been, a very challenging time for us all.

Yours sincerely,

Mr. S. Colothan, Headteacher