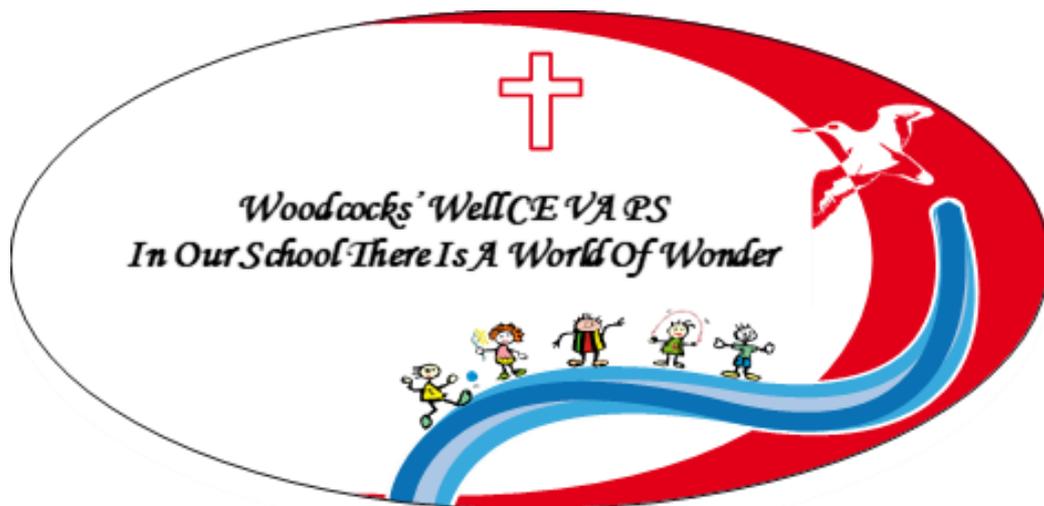


Woodcock's Well CE (VA) Primary School

# Coming to school during Lockdown



January 2021

Dear Parents and Carers,

As we are all aware we are in a National Lockdown.

The KEY MESSAGE to come out of meetings that I have had with professionals this week is: No one is safe, stay at home, this wave of the virus is serious and tripling the number of people in hospital.

School closures are not taken lightly. The Department for Education released guidance on Thursday 7<sup>th</sup> January 2021. It stated: Limiting attendance is about supporting the reduction of the overall number of social contacts in our communities. We have resisted restrictions on attendance at schools since the first lockdown but, in the face of the rapidly rising numbers of cases across the country and intense pressure on the NHS, we now need to use every lever at our disposal to reduce all our social contacts wherever possible.

Woodcock's Well is open to vulnerable children and children of parents whose work is critical to the coronavirus (COVID-19) and EU transition response. The DFE updated the following section on Friday 8<sup>th</sup> January 2021 to state: Children with at least one parent or carer who is a critical worker can go to school or college if required, **but parents and carers should keep their children at home if they can.**

The safest place for your child is at home.

This booklet should explain the procedures happening in school. After reading this advice, if you have any further questions about school attendance then please email me directly:

[head@woodcockswell.cheshire.sch.uk](mailto:head@woodcockswell.cheshire.sch.uk)

Stay safe,

Mrs S. Beckett  
Headteacher

## What control measures are in place?

### Prevention

- Contact will be minimised with individuals who are unwell by ensuring that any children or staff who have Coronavirus symptoms, or who have someone in their house who does, does not attend school. We are asking that parents support us in this measure by not sending their child in to school if they are unwell.
- Cleaning hands thoroughly and more often than usual by washing with soap and running water or using hand sanitiser. We also have E45 moisturising cream for children to use.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Enhanced cleaning, including frequently touched surfaces often.
- Minimising contact with children between class bubbles wherever possible.
- Staff wearing PPE when dealing with any instances of first aid or illness of children.

### Response to any infection

- School will engage with the NHS Test and Trace process.
- Confirmed cases of Coronavirus will be managed amongst the school community - We will contain any outbreak by following local health protection team advice.

## What will the school day look like?

Social distancing measures will need to be adopted by all parents and carers. When onsite, we request that all adults wear a face covering. The rolling start to the beginning and end of the school day will continue.

### Dropping children off at the start of the day

Children will be allowed to be dropped off between 8:45am-9:00am via the parents' car park, where a member of staff will be there to greet them.

### Collecting children at the end of the day

3pm - Acorns will be dismissed as well as older siblings - Collect from the parent car park area.

3:10pm - Olive and Willow Class will be dismissed as well as older siblings - Collect from the front of school.

3:15pm - Maple and Oak class will be dismissed - Collect from the parent car park area.

Only 1 parent or responsible adult will be able to drop off and collect children daily. This will reduce the number of adults on site at one time. Parents should not gather at the school gates and must socially distance when waiting to collect your child/children.

Please do not come to the classroom doors. The class teacher will send your child/children to you. This will minimise the risk of children and adults mixing at the classroom door.

Please leave the site promptly after collection. Please do not allow your child/children to play with or on the equipment outside of school times.

Any messages for teachers need to be sent via Class Dojo/email or message left via the school office. Staff will respond to messages as soon as they possible can.

## Children entering/leaving the classroom

Children will continue to follow the same procedures. On entry to the school, they will take their coat off and wash their hands before sitting down to start the school day.

## What does my child need to bring to school?

Children need to bring to school a variety of equipment in their bag each day. Some children already have equipment in school. The following list should provide a checklist for parents each day.

- **Stationery** - Clear, plastic pencil case containing pencil, green/purple pen, 15cm ruler, rubber, sharpener, coloured pencils, glue, scissors. It is important that the pencil case is made from plastic and not fabric in order to prevent infection. Please contact school if you are unable to provide this equipment.
- **Water bottle** - This should be filled with clean, fresh water every day. There will be no access to the water fountains during the school day.
- **Packed lunch and healthy snack** - Hot school meals are on offer and can be ordered through the online payment system.
- **Appropriate clothes and equipment for the weather** - It is ESSENTIAL that children are prepared for the weather such as snow boots, hats, gloves.
- **Reading books** - These can still be transported between home and school. Please ensure handwashing takes place at home once books have been handled.

Having all of this equipment will reduce the risk of sharing resources and limit possible transmission of any viruses. Checking equipment will form part of the morning routine. Parents can help their child by asking questions like, "Do you have.....?"

Children are not allowed to wear any jewellery, including a watch. The reason for not wearing a watch is due to the need to wash wrists, which will be frequent during the school day. Children with pierced ears must only wear studs. They must not bring in any toys from home.

**ALL EQUIPMENT NEEDS TO BE CLEARLY LABELLED WITH YOUR CHILD'S NAME TO AVOID MIXING BELONGINGS.**

## What does my child need to wear?

Children will not need to wear school uniform from Monday 11<sup>th</sup> January. We would like children to wear clothes suitable for PE; including trainers.

## **Who will be teaching my child?**

Children will be taught by their class teacher for the majority of the day. We are fortunate to have additional, qualified, adults who may work with your child in a small group in or out of the classroom. Teachers are entitled to PPA time and this will be covered by qualified, skilled staff who are already employed by school. Guidance states that adults can move between classrooms and groups of pupils as long as hygiene measures are followed.

## **How will my child change their reading book?**

Reading books can continue to go home. Children will be able to select two books from our new reading area. Staff will facilitate changing the books when necessary and only one class at a time will be using the reading area. Children will wash their hands once they have left the reading area. By choosing two books this will reduce the number of times your child will need to visit the reading area. Children and Adults must wash hands after touching reading books at school and home.

## **What happens at break time?**

### **Morning break**

Children will still have a 15-minute morning break. They will be able to order snack from the kitchen or eat the healthy snack provided by home. Free fruit will be available from September for children in Key Stage 1. Each class has a designated area, and their own equipment, to use a breaktimes.

### **Lunch time**

School meals will be available to order and payments must be made through payment system in advance. Children in Reception, Year 1 and Year 2 will still receive a Universal Free School Meal.

All children will eat together in their classrooms. They will wipe their own tables down before and after they eat. Those children who have ordered a school dinner will have it delivered to class. Once all children have eaten, they will go out to play in their designated area.

## **What will my child's classroom look like?**

### **Acorn**

Acorn class will be set up with designated learning areas. There will be a limited number of children allowed in each area. They will be taught to place 'used' toys in a box for cleaning or clean the items themselves. There will be a teacher table where guided learning will take place. The adults will either be above the child's face or side on to the child to reduce the possible transmission of germs. Staff working in close proximity to the children will wear a face visor. Ventilation is key. The windows and doors will be open throughout the day and outdoor learning will be encouraged.

## Olive, Willow, Maple and Oak

Classes will sit in rows facing the front. They will be 2m from the teacher's area so as to maintain social distancing between the adult/child as much as possible. Where social distancing is not possible, adults will either be above the child's face or side on to the child to reduce the possible transmission of germs. Staff working in close proximity to the children will wear a face visor.

In the classes where their numbers have been reduced, children will sit on their own tables.

Staff will aim to not spend more than 15 minutes in close proximity to a child. Ventilation is key; windows will be open throughout the day and outdoor learning will be encouraged.

## What will my child be learning at school?

Children working at home or school will follow the same timetable as stated in the Remote Learning Plan.

Planning for a Class at Woodcocks Well CE (VA) Primary School					
W/C 11.01.21	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:30	Joe Wicks P.E				
9:30 – 10:30	Lesson 1 – Maths				
10:30-10:45	Break				
10:45 – 11:00	Reading for pleasure				
11:00 – 12:00	Lesson 2 – English				
12:00-1:00	lunch				
1:00 – 1:30 -	Spelling	Spelling	Spelling	Spelling	Spelling
1:30 – 2:45	Lesson 3 Topic	Lesson 3 R.E	Lesson 3 Topic	Lesson 3 Science	Lesson 3 Topic
2:45 – 3:00	Collective worship				

## What happens if my child is not at school during lockdown?

Remote learning will be set for your child via Class Dojo. The work set will be the same as in school and follow our Remote Learning Plan.

## Will my child still have to complete statutory tests?

The Government have announced that all statutory testing will not take place in 2020/2021 academic year.

## Will my child need PPE?

The current guidance states that PPE is not recommended in a school setting, other than for staff dealing with children that require first aid or become ill whilst at school.

## **What if my child needs first aid or intimate care?**

Any member of staff dealing with first aid MUST wear PPE when dealing with body fluids, blood, sick etc. There are fully trained first aiders on site.

If a pupil becomes ill, see the section below for full details.

## **Will my child go on an educational visit or a residential?**

During the National Lockdown there will be no educational visits or residentials. Swimming for pupils will be postponed until it is deemed safe to reinstate.

## **Will my child take part in whole school activities?**

Following the Government guidance, we will not be mixing classes unless our numbers reduce significantly. At this point we would create bubbles. Collective Worship will be held as a whole school using our Digital Learning Platform - Google Meet.

## **Will my child be sharing equipment?**

Equipment sharing will be minimised as much as possible. Children are required to bring into school their own pencil cases etc as described on page 3.

Where IT equipment is used, it will be thoroughly sanitised before another class uses it. This also applies to any art and science equipment. Any P.E. equipment will also be thoroughly cleaned in between each class' use. Books and games will be shared amongst pupils in their own class bubble. Where equipment cannot be cleaned it will be quarantined for 72 hours.

## **What will happen with cleaning and hygiene at school?**

Where possible, children will be encouraged to help clean classrooms on a regular basis. This is following the guidance given. We have an enhanced cleaning regime in place and each area has a PPE box so that adults can clean the space as required.

## **What if my child becomes ill at school?**

If children are poorly, they will be sent home. If anyone becomes unwell with a new, continuous cough or a high temperature in school, they will be sent home and advised to follow the *COVID-19: guidance for households with possible Coronavirus infection*.

If a child is awaiting collection, they will be moved, if possible, to the isolation area where they can be isolated. The area will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child, while they await collection, if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in

which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of Coronavirus in a setting?' on the next page).

Staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell before returning to their class. The affected area will be sanitised to reduce the risk of passing the infection on to other people.

**IT IS ESSENTIAL THAT WE HAVE 2 UP TO DATE CONTACT NUMBERS FOR EVERY PUPIL THAT IS ATTENDING SCHOOL. PARENTS MUST HAVE ACCESS TO THEIR METHOD OF CONTACT (MOBILE ETC) DURING THE SCHOOL DAY.**

**Parents must inform us immediately of any results of a test so that school can put the necessary measures into place.**

## **What happens if there is a confirmed case of coronavirus in school?**

When a child or staff member develops symptoms compatible with Coronavirus, they should be sent home and advised to book a test. Their fellow household members should self-isolate until the results of the test are known.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their class will be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

**School MUST be informed of any outcomes of a COVID test.**

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure - perhaps the whole school.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting should not be necessary.

## **Will my child be eligible for testing?**

All pupils and staff are eligible for testing. The Government has made some home test kits available to all schools in September for those parents who have difficulties getting to a test centre. Please speak to us if you need a home test kit. Tests can be booked following this link <https://www.gov.uk/get-coronavirus-test> .

## **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers showing symptoms. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. If a member of staff was to test positive, parents would be informed and classes may have to be closed.

## **Will I be able to volunteer in school?**

Unfortunately, we will not be welcoming volunteers in school during the restrictive measures. We will review this and hope to welcome our extended community back in Summer Term. All volunteers will still need to be fully checked following DBS processes before they are able to come in and work with pupils.