

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 open the school to more children.

Although you have been using the childcare provision regularly over the last 10 weeks, we now need to make some changes to how we operate in order to accommodate the increased number of children who will be accessing the site. From Tuesday June 2nd we will begin to open the school wider and as a result we will be operating a more formal school day that we have as a childcare facility. Below you will find more information about how the school day will be organised. 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.

Please take note of the section on school meals. From 1st June, we will only be providing meals for children who are entitled to a free school meal. You will have the option to either pay for a school lunch or bring a packed lunch.

### **Who can now attend school and from when?**

- Alongside those children who have already been attending school since the school partially closed on 20<sup>th</sup> 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.
- Children cannot attend if they, or a family member they live with, have symptoms of Covid-19. You must inform the school via email [equiries@newstead.outwood.com](mailto:equiries@newstead.outwood.com) 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. Your child has been assigned to Childcare Group 9. This group will be working in the Year 5 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.
- 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.

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.

- 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 breaktimes. 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: 8.30am**
  - **Your child will need to be picked up from school at: 3.15pm**
  - **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.
- 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**

- 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](http://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**

As soon as possible, 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.

All of these changes will take place from Tuesday 2nd June. You will notice more children and parents on site as we begin a phased return.

You no longer need to book a childcare place as you have now been allocated a permanent place in your child's identified group.

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

Yours faithfully,

A handwritten signature in black ink that reads "Mrs L Corbett". The signature is written in a cursive style with a large initial 'L'.

Mrs L Corbett

Associate Principal