

1<sup>st</sup> March 2021

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. The recent partial school closure has challenged us all and the staff appreciate all that you have done to support your child's learning during this time.

Following the Government announcement last week and their subsequent guidance for schools, I am pleased to be able to confirm that we are looking forward to welcoming **all children** back from Monday 8th March.

I understand that many parents and carers may feel anxious about their child returning to school following this period of partial closure. Below you will find more information about how the school day will be organised and the changes that we need to make in order to operate within the government guidance.

The academy risk assessment is available on our website and is very similar to that which was in place when the school closed on 4th January. It is important for you to note that from Monday 8th March, **we recommend that all adults wear face coverings when coming onto the site** (unless medically exempt). This includes when children are being dropped off and picked up. We also need you to support us in ensuring that groups of parents and carers **do not congregate together either on school grounds or at the gates**. Our staff who are on duty at these key times will be reinforcing these messages.

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

- All children who are on the school roll are able to attend the school from Monday 8th March 2021.
- Children cannot attend if they, or a family member they live with, have symptoms of Covid-19 or where a positive test has been confirmed. You should follow the advice for self isolation and only send your child back to school at the end of this period.. You must inform the school via email [enquiries@newstead.outwood.com](mailto:enquiries@newstead.outwood.com) if this is the case. It is essential that you inform us of any positive confirmation of Covid-19.
- If you are concerned about your child's health and the implications for their return then please discuss this with both the school and your child's healthcare professionals. Only children who are on the shielded patient list (confirmed by NHS letter) should remain at home.

### Class Organisation

- Children will work in class 'bubbles'. They will spend the majority of the time working solely with this group. The only exception to this will be when they are part of wider year group bubbles for the purposes of specialised teaching and intervention.
- A number of hygiene controls are in place across the school to ensure the safety of children. These controls include measures such as children being seated at desks facing forwards. Social distancing is not enforced in the same way as it is in wider public circulation but a sense of distancing and **awareness of personal space will be promoted wherever 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

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- At social times, children will be able to play together (with other children from their class bubble) 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.

### **Cleaning/Health and Safety**

- Our cleaning schedule continues 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.
- Staff will continue to be offered access to the twice weekly lateral flow testing programme.
- Adults and visitors in school will wear face coverings in communal areas and in places where 2m distance between adults cannot be maintained.

### **Lunchtime**

- Our school meals service will be available from Monday. This is a return to the hot menu offer. In order to help us plan for this, if you will be booking a school meal for your child, please complete the form so that we can have a sense of indicative numbers. <https://forms.gle/DyCNATGLiRMELnRz6>
- Free school meals will also be available 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 feel that you now qualify for a free school meal, please contact the school who will inform you of the application process.
- 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. Full school uniform expectations remain including black school shoes. Trainers and boots are not part of our uniform.
- 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 school bags should be kept to a minimum size.
- A PE kit will be required on the days when your child is scheduled to have a PE lesson.
- 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 sunscreen 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:

Year	Morning Drop Off Time	After School Collection Time
Nursery	9.00am	12.00 noon
Reception	08.35am	15.00pm
Year 1	08.40am	15.05pm
Year 2	08.45am	15.10pm
Year 3	08.50am	15.15pm
Year 4	8.55am	15.20pm
Year 5	9.00am	15.25pm
Year 6	8.30am	14.55pm

- It is important that **only one adult** accompanies your child at drop off and collection times.
- There is no car access to the academy for parents to drop off and collect their children. Please can I remind parents to be extra vigilant and be respectful of their parking on neighbouring streets and to make sure driveways are not blocked etc. **Parents must not park on the yellow zig zag markings outside of school.**
- If you have more than one child attending at different start and end times, please bring your children for the earliest start time and collect at the latest finish time.
- It is important that you stick to these times as they are in place to support social distancing arrangements. If people deviate from these, the site will become more congested and social distancing between adults will be more difficult. Please help us with this by respecting the allocated times.**

**Access to the school** Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)  
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- We 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.
- We will review this position throughout the remainder of the school year as government guidance is updated.
- In the morning, the entry point is the pedestrian gate and the bottom field gate and then exit through the car park as usual. At home time, you will only be able to enter through the pedestrian gate but can exit via either the car park or the bottom field gate.
- We will be operating a one way system. It is important that you do not remain on the site longer than you need to in order to ensure that groups do not congregate and compromise social distancing arrangements.
- Nursery will continue to use the nursery entrance as usual.

### **Attendance**

- The Government has confirmed that attendance at school is statutory and parents/carers have a legal duty to ensure that their child attends. We will follow our normal protocol for following up on non attendance.
- If you wish to discuss attendance with the school, please contact us so that we can work together to meet this requirement.

We are excited about welcoming your child back to school. The reopening of schools is an important start in the government's route map to the lifting of wider restrictions. It is important that we all recognise that we are still in a pandemic and we must therefore adhere to the guidelines and work together to ensure a safe and confident return.

Yours faithfully,



Lindsey Corbett  
Associate Principal