



WORTHAM PRIMARY SCHOOL
Bury Road, Wortham, Diss, Norfolk, IP22 1PX
Headteacher: Mrs C Flatman

Dear Parents and Carers,

13.07.2020

The government has released guidance for all schools to help and assist them in planning for all children to return to school, full time, from September. We have read and used this guidance to create a plan that will welcome all of our children back to Wortham Primary from Thursday 3rd September. We feel very fortunate that our procedures to date have allowed us to welcome back children from all of our cohorts and in doing so we feel very prepared for this next step.

Current guidance has instructed schools to work in bubbles of no more than fifteen children. From September circumstances will be different. The prevalence of coronavirus has decreased and our NHS Test and Trace system is up and running. As a result, schools can now extend their bubbles to a full class of children. Returning to school is vital for children's education and wellbeing; time out of school is detrimental for children's cognitive and academic development and the impact can affect both current levels of learning and children's future ability to learn. We are working hard as a staff to think about ways of supporting all of our children to return to school full time and will work with you as parents, to support you with any concerns that you may have. We have devised a robust risk assessment that ensures that the safety of all children and staff on site is our highest priority. We have identified the risks and have put procedures in place to minimise these.

Our staffing structure for next year will be as follows.

Class	Teacher responsible	Support Staff
Bumblebees (Yr. R-1)	Miss T Stevenson (Mon-Wed) Mrs C Cartledge (Thurs-Fri)	Mrs R Garrard Mrs N Widdeson
Hedgehogs (Yr. 2-3)	Mrs H Clarke (Mon-Wed) Mrs M Erith (Thurs-Fri)	Mrs A Yaxley
Barn Owls (Yr. 4-5)	Mr B Varela	Mrs F Bloye
Otters (Yr. 6)	Miss R Chenery	

To ensure the safety of all parents, staff and children at Wortham Primary school we will have to continue to make changes to our daily routines and our schedule. It is extremely important that we all follow these changes to minimise the risks and to enable staff to put in place the national guidance that we have included in our risk assessment. Again, I will include the changes in the following bullet points for your convenience:

- In order to minimise the number of parents in the school car park at any time we have scheduled arrival and collection times for each group of children. It is essential that these times are adhered to. If you are running late and cannot make the time allotted for you and your child, please do not arrive at the building until **9.10am**. Do not arrive during another class time slot.

The arrival and collection times are as follows for each group of children.

Yr. group	Arrival time	Collection Time	Gate
Yr. 2/3	8.40am-8.50am	2.50pm-3pm	Main school gate
Yr. 6	8.40am-8.50am	2.50pm-3pm	Front office gate
Yr. 4/5	8.50am-9am	3.00-3.10pm	Main school gate
Yr. 1	8.50am-9am	3.00-3.10pm	Bumblebee gate
Reception	9am-9.10am	3.10pm	Bumblebee gate

- These will be our new times for the foreseeable future. We ask that you work hard to support us with these times. Thank you in advance. Only **one** parent from each household will be required to bring and collect the children from school. We do not want parents to congregate at the front of the school. We ask that you drop and collect your child and then leave the premises in a swift and safe manner. The guidance is clear, gathering at the school gate or other is not allowed. I'm sure that you can all appreciate that this is for your safety as well as the safety of the children and the staff.
- **Arrival times:** The children from each class will be dropped off and collected as clearly stated above. This enables us to timetable hand washing on entry to the school building. You can escort your child to the coned perimeter and they will independently walk into the school where they will be greeted by a member of staff. We ask that you return to your car as swiftly and safely as possible and exit the car park. We ask that cars drive slowly and wait patiently for all children to be dropped off safely at drop off and collection times. Staff will be at the gate to greet the children. Parents are **not** permitted to enter the school premises. This is also clear in the guidance. This includes visiting the school office. If a parent needs to speak to a member of staff then they need to, in the first instance, email or telephone their child's class teacher. I am sure that you can appreciate that we need to minimise the number of adults within the school building in order to follow the clear expectations of our risk assessment. This is very different to how we work normally. We are a very open school, yet the guidance makes it clear that this cannot take place. If a parent has a concern or a question we ask that you telephone the school so that a member of staff can support you with any questions or concerns that you may have.
- **Collection times:** Again, these will be our times for the foreseeable future. The same gates are used for collection that are being used for arrivals. Please do not arrive any earlier than the times allotted as this will cause congestion to the school premises. Staff will be on time and children will be at the gates ready for collection. If you are parked safely staff will release one child at a time. We ask that all parents remain in their car until your child is first in the queue. We will wait for you to arrive at the coned perimeter and we will safely hand over your child so that you can both return to your car to leave swiftly and safely.
- For some children they will not have been at school since 23rd March. We recognise that this may cause some added anxiety for these children. We are planning on how we can support those children that will need extra help with adjusting to the normality of school life. If a child is struggling in the morning with some anxiety, we normally as a staff scoop them up or take them by the hand and stay with them to reassure them and settle them into the school day. I am sure that you can appreciate that this will not be able to take place. Your child will have to independently walk into school from the marked safe distance outside the gate into the school playground. Staff can try to support you and your child by talking and encouraging them, but we will not be able to walk out and take them by the hand. We will also have a duty to return to the children who will be waiting inside the school building. This is very difficult for us. It goes against how we work and how we practice. However, we must follow the guidance that we have been given. It is for everyone's safety and I do hope that you appreciate that we will

find this very difficult. Please talk to your child and prepare them for this. To our new parents joining us in September, a warm welcome to all of you and to your children. We look forward to working closely with you all. To help ensure that the transition for your child is a positive one we have made additional arrangements and will contact you shortly to communicate these to you.

- We ask that your child arrives to school with a book bag or a **small** school bag on the first day. They will all need a water bottle for drinks throughout the day. This bag will be used to transport reading books and homework books. The children should not bring any items from home including pencil cases, tissues, cuddly toys, lip balms, show and tell items or toys.
- The expectation is that children attend school in their school uniform. We ask that you wash your children's clothing each day.
- The children will need to bring their PE kits into school on the first day of term. This will be returned at the end of the half term for washing and again at the end of term. Please ensure that all items of clothing are clearly named.
- **Lunches:** All of those children in receipt of free school meals or universal free school meals will receive a packed lunch each day. This is to minimise movement around the building. We are currently working with Fran, our school cook, to see if we can extend this to a reduced menu offering a hot option once we have returned. Further information regarding this will be sent out to you all in September. **No hot meals** will be available when the children return on the 3rd, 4th September. The school packed lunches will be available for children in receipt of free school meals, Yr. R, Yr.1 and Yr. 2 as well as anyone who would like to purchase one. Please log on to school money as soon as it is convenient to state if you would like a **school packed lunch** or if you are **bringing own packed lunch** for your child.
- Break times will be staggered each morning to secure the safety for each class/bubble within school. We have zoned our playground, forest school area and field area to avoid any groups from mixing with others at any time. We are very fortunate to have so much space to spread the children out and to do this successfully. The children will eat their lunch with their own class/bubble group. We have spread the picnic benches out around the school safely to avoid groups from mixing with each other and we have timetabled for staff to oversee the playtimes at break and lunch. We will be enforcing social distancing where possible.
- The children will be working in their own classrooms within school. The classes will not be mixing with other groups throughout the school day. We plan to have the windows in each class open throughout the day to improve ventilation. You may wish to ensure that your child wears a vest and has their school jumper/cardigan with them at all times. As stated above, the break times and lunchtimes are staggered to avoid groups from being together at any time. Staff will ensure that this is enforced. Each child has been allocated their own resources to use and work with. As a result they will not need their own pencil cases; this includes children in KS2 who normally would have had this option.
- Assemblies will not take place in larger groups. Each bubble/class will have their assembly at the end of day in the safety of their own class setting.
- As stated earlier in this letter, parents are not permitted to enter the school building. If you have a concern, then please email, or telephone the school. If a parent needs to speak to a classroom teacher personally we can offer a telephone call in the first instance.
- There will be **no swimming** for any year groups in the autumn term. We will inform you if and when the guidance changes on this.
- **After school clubs:** We are planning for these to return in the second half of the autumn term. We will write to you and look forward to sharing our plans as to how this will work nearer the time.

We appreciate that there is a lot of information included in this letter. We hope that it answers any questions that you may have but if there is anything you would like explained further then please do get in touch.

We are incredibly excited about seeing all of our children back with us from September. We feel very fortunate to have opened for all those children that had requested a place and that school has continued to be a very happy and exciting place to be for those children.

I would like to thank all of the parent community for their hard work and commitment to working positively with all staff to ensure that all of our children continued to develop and make progress. It has been a valiant effort and we are incredibly grateful for your support.

It has been an extraordinary time, yet I feel we can all be very proud of Wortham Primary school and the part that it has played throughout.

Yours sincerely,

Claire Flatman
Headteacher.