



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

Dear Parents and Carers,

22.06. 2020

On Monday 29<sup>th</sup> June we will welcome back those children that have requested a place from Yrs. 2,3,4 and 5. This will be in addition to the children from Reception, Yr. 1, Yr. 6 and the children of our key worker families. As explained in an earlier letter, the children will be returning in their house groups as this will keep siblings together and minimise the risk for our parents having to travel to the school on multiple days throughout the week.

Some of our parents have not requested a place for a return to school and I would like to take this opportunity to let you know that we will continue to plan and support you all as your children continue to learn from home. The teaching staff have been making regular phone calls as well as sending weekly emails. Moving forward it is going to be more difficult for them to continue to do this. They will be in school teaching so please email during the school day if there is anything that you need.

The school has once again referred to the national guidance and we have revisited our risk assessment before we welcome back the children from the other year groups. At the end of next week, we will begin to prepare the school for the bubbles that will return on the 29<sup>th</sup> June. The maximum bubble size is fifteen, for now all of our bubbles are smaller than this number. However, if a bubble reaches this limit we will have to refuse any further requests for the safety of all our children and staff.

Safety for everyone is our main priority. To ensure that we are doing everything that we possibly can we have had to make changes to our daily routine and to our schedule. It is essential that everyone reads the following information carefully and follows the guidance clearly to minimise the risk for everyone involved.

- In order to minimise the number of parents in the school car park at any-time we have created a plan of arrival and collection times for the groups/bubbles of children returning. It is very important that these times are adhered to and that they are followed by all parents. Children from different bubbles cannot mix with other children. This has been designed to avoid this from happening. If you are running late, please do not arrive at the building until **9.15am**. Do not arrive during another class time slot.

Class	Arrival Time	Collection time	Gate
Key stage one key worker children	8.45am-8.55am	3.00pm-3.10pm	Bumblebee gate
Key stage two key worker children	8.35am-8.45am	3.10pm-3.20pm	Bumblebee gate
Bumblebee class	8.55am-9.05am	2.50pm-3.00pm	Bumblebee gate
Hedgehog class	8.55am-9.05am	2.50pm-3.00pm	Main school gate
Barn Owl Class	8.45am-8.55am	3.00pm-3.10pm	Main school gate



Yr. 6	8.35am-8.45am	3.10pm-3.20pm	Main school gate
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We ask those parents who have been bringing their children to school since the 1<sup>st</sup> June to continue to work hard to support us with these times. We ask those new parents joining us from next Monday to support us also and to ensure that you and your children arrive to school during your allotted times. Thank you in advance for this. 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 building, we ask that you drop your child and collect your child and then leave the premises in a swift and safe manner. I am sure that you can all appreciate that this is for your safety as well as the safety of the children and the staff. If you have more than one child and their arrival times are different, then we ask you to wait safely in your car until it is your child's time to arrive at school. This is to avoid children from different bubbles mixing with one another. If you are walking your child/children to school and you arrive a minute or two earlier, we ask that you stand back from the school gates and follow the socially distance guidance at all times if other parents are waiting.

*The following instructions are taken from the letter that was sent out to you all just before our return on the 1<sup>st</sup> June. Our procedures have been very successful and as a result they will stay the same. **Please read this guidance very carefully.** Minor adjustments have been made.*

- The children in Reception/Yr. 1 and the children from **both** key worker groups will be dropped off and collected at the gate to Bumblebee class playground. All other children will use the main school gate. This enables us to timetable hand washing on entry to the school building. Cars can drive up to the gate and each parent can get out of their car to open the door for their child. You can escort your child to the coned perimeter and your child will independently walk into the school building 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 each morning. We believe that this is achievable because of the numbers of children we are expecting and the adjustments that we have made to the arrival and collection times. Staff will be at the gate to greet the children. Parents are **not** permitted to enter the school premises. This includes visiting the school office. 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- These will work differently. 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 on 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 swiftly and safely.
- Once your child has been collected we will repeat this process for the next child in the line. We ask that you are vigilant and work with us to make this process as smooth and quick as possible. Please remember if you have any questions about how the school day has been for your child do ring or email the school office and a member of staff will support you with this.
- 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 talk to them and try to support you and your child by encouraging them, but we will not be able to walk out and take them by the hand. This is not how we would normally practice, however we must follow the guidance that we have been given. It is for everyone's safety. Please talk to your child and prepare them for this.

- We ask that your child arrives to school with a water bottle and a packed lunch only if required. If the weather is fine, we ask that you apply sun cream before the children arrive at school. We will inform the children when they will be having their P.E and they can come to school dressed in their kits on these days. The children should not bring any items from home including pencil cases, tissues, cuddly toys, lip balms, show and tell items or toys. Reading books will not be sent home, staff have devised a system to hear the children read safely at school. **All belongings for the children currently attending school will be sent home on Friday 26<sup>th</sup> June just before our new bubbles form on the 29<sup>th</sup> June.** The new books that have been ordered for your child/children will remain at school for the children in our key worker groups and will remain at home for Yrs. 2,3,4 and 5.
- We ask that you wash your children's clothing each day. We would prefer that they do wear their school uniform yet understand if they cannot because they are being washed and dried. Therefore, if their uniforms are being washed they are allowed to wear alternative clean clothing.
- All of those children in receipt of free school meals or universal free school meals will receive a packed lunch each day. Hot meals continue to be unavailable. We have opted for this choice as it minimises the movement around the building and it ensures that all children remain in their bubble at all times. This is working well. As a result, it is likely that it will remain like this for some time to come. The school packed lunches will be available for children in receipt of free school meals, (however if you are currently in receipt of the government vouchers you will have to provide your child with a school lunch), 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. It has been adapted to suit these two criteria. We ask that you do this before your child arrives for school on Monday 29<sup>th</sup> June.
- Break times will be staggered each morning to secure the safety for each group/bubble within school. We have zoned our playground, forest school area and field area to avoid any groups from interacting with others at any time. We will also use the area at the front of the school building. We are so 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 to avoid groups from interacting with each other and we have timetabled 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 areas within school. These individual groups will not be mixing with other groups throughout the school day. 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.
- Assemblies will not take place in larger groups. Each bubble/class will have their class 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 or zoom meeting.

The planning and preparation for this has been made possible due to the efforts of all staff and governors at Wortham Primary school. I thank them for their continued efforts, positivity and hard work. I thank all of our children and parents for all that they are doing also. Things are very different for now, yet I feel we are managing well in what is a very extraordinary time.

If you have any additional questions that have not been answered in this letter then please do not hesitate in getting in touch.

To all our families- keep safe and stay well.

Yours sincerely,

Claire Flatman  
Headteacher.