

Dear Parents and Carers,

Following the PM's announcement last night, I can confirm that the school is ready to re-open as follows:

Saplings, Reception, Year 1, Year 6, key worker pupils and vulnerable groups are expected to return to school next week, from 1<sup>st</sup> June 2020 and this will be managed as follows:

Year 6, key worker pupils and vulnerable groups will return first on Monday 1<sup>st</sup> June 2020.

Saplings, Reception and Year 1 will return to school on Tuesday 2<sup>nd</sup> June 2020.

This is to ensure that everyone can return to school safely and we believe this will be managed more effectively if we have the older children in for a day first, to establish their new routines and then have the younger children in from the Tuesday, to allow us to focus very specifically on establishing safe new routines with them too. We have completed a very detailed risk assessment of this plan with Directors of the Community Academies Trust and they have agreed that this is the best approach for our school. How will this be managed?

Safely, carefully and cautiously. We have followed the government's guidelines in the formulation of our re-opening plan and we have written to you, last week and this week to provide specific details affecting your child. You will have been informed which group they are working in, who their group leader is and have been advised of staggered start and finish times that we would ask you to follow explicitly, to retain the integrity and safety of our new routines.

If you have a child or children in the groups returning to school next week, then please read these instructions carefully to ensure you have a clear understanding of these expectations. We are all going to be very dependent on each other in the days and weeks ahead so it is vitally important that we understand and stick to these expectations.

Reminders of key information:

- If your child is ill or showing any signs or symptoms they must not come to school. If they present any symptoms during the school day you will be contacted immediately and asked to take them home. We have been informed that testing will be available for all children and family members if anyone presents any symptoms.
- You must follow the staggered start times and end times for your children's groups. They have been sent to you this week but double-check to ensure you are clear of these routines.
- Social distancing of 2M should be followed at all times. Please do not congregate by the school gates or create 'bottle necks' that make this difficult to observe. Please discuss this with your children and show them what 2M looks like if they don't already know!

- The school will be closed to all pupils, including key workers and vulnerable pupils every Wednesday afternoon to allow for the school to be deep cleaned. The Directors of the Community Academies Trust have instructed all their schools to put [www.woodloes.com](http://www.woodloes.com) this in place from 1<sup>st</sup> June. There will be cleaning during the day, at the end of every day and a deep clean on Wednesday afternoon to ensure we maintain the highest safety standards.
- Face masks and any other PPE are not to be worn in school as we are strictly following the government guidance. Any pupils wearing face masks to school will be asked to remove them and put them in a bag that they must bring with them for this specific purpose. We appreciate that the use of face masks is a hot topic but we will be strictly adhering to the government guidelines.
- Parents should not come on to the school premises, unless they are dropping off or collecting their children from the agreed areas and should communicate with school over the phone or by email. We know this is counter-intuitive and goes against everything we would normally encourage but we hope you understand why this is going to be so important for us during the weeks ahead.
- Hand washing and good personal hygiene are critical to the strategy for reducing infection so please discuss this with your children so they understand and can follow these expectations. A bit of practise over the weekend might be useful.
- School uniform will be expected if possible, but the policy will be relaxed to ensure that children can wear clean clothes daily to maintain high standards of personal hygiene. We also recognise that the children might have grown out of their uniform and we don't expect everyone to rush out and replace it before the end of term.
- Teaching staff will continue to provide online learning for pupils who are not in the priority groups and for those pupils who choose not to return. Please be aware that there may be some modifications to this as almost all of our staff will also be working with groups in school.
- Schools and families will not be held accountable for attendance figures and we recognise that some families will feel more confident about returning their children to school than others. We understand that some of you might not return straight away but we do hope to see more of our children before the end of term.
- There will be no hot dinner service and Deli-bags will be available if required for children in Reception/KS1/FSM eligible Year 6 children who attend school. For those eligible for FSM from these groups - who do not attend – deli-bags can be ordered, as per the letter already sent.
- There will be no wraparound care available (OSCAR) until further notice.
- Key worker's children will need to be booked into sessions using the online booking form available on the website. It is imperative that this is used to ensure we have the staff available to manage this group. Please ensure you complete a form for each child (even if they have siblings) and include each child's name.

- Exemplary behaviour will be expected at all times. An addendum to our school policy is attached to this letter (below) and it is expected that everyone will adhere to this to maintain a safe environment.
- We will be unable to administer any medication during the school day (with the exception of Epi-pens if required). If your child requires any medication then this will need to be given at home before and after school.

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- All children must arrive with the necessary equipment for the school day (named water bottle and healthy snack) and packed lunch if required. No toys or stationery items are allowed. There will be no facility for these items to be dropped off late in school.

This might seem like a long list but it is intended to be a helpful reminder to provide you with reassurance that we can re-open the school safely, according to the government's guidelines. We will continue to be vigilant and maintain the safest environment possible but we are also looking forward to seeing more of our children returning to school and taking some tentative steps back to normality... whatever that might be!

In the meantime, I hope you and your family continue to stay safe and well and we look forward to seeing more of you very soon.

Yours sincerely,



Andy Mitchell (Head Teacher)

## Behaviour Policy Addendum - June 2020

### Introduction

We recognise the unique challenges that present themselves in returning to school, following such a lengthy period of absence. We understand that pupils will need time to settle back into our systems and to establish themselves in a routine again. For many it will feel strange being back in school, for others it will be exciting, and some may feel an increased sense of anxiety or nervousness. For these pupils, there will be additional pastoral care and support available to help them at this time.

### Our Expectations

Our expectations of the highest standard of pupil behaviour have not changed. However, in order to continue to provide a safe learning environment for all pupils and staff during the Covid-19 pandemic, we have needed to make some additions and changes to our routines and behaviour expectations, to ensure that the safety of pupils and staff is taken seriously by all.

This document is an addendum to our existing behaviour policy and should be considered alongside the main policy. This addendum seeks to ensure that all pupils fully understand the importance of keeping themselves, their peers, their families and our staff safe. We believe that pupils respond best in an environment where they understand the rules and where staff are in a position to explain the new routines clearly.

All staff will follow the procedures detailed in our risk assessments to ensure the highest level of safety. We also expect our pupils to adhere to the behaviour expectations outlined below, which are based on government guidance, and we seek parental support in reiterating these important safety messages with their children.

## Social Distancing

We will follow the government guidance on social distancing. All members of our school community will be expected to respect the social distancing measures put in place by the school. Where social distancing areas are marked out in classrooms and around school, these should be followed without exception. This applies at the start and end of the day, breaks and lunchtimes as well as during lesson times.

In classrooms, pupils must follow the instructions from staff at all times, particularly regarding seating instructions, movement around the room and entries and exits to and from the room.

## Unsafe Behaviours

Teachers will explicitly teach the behaviours they want to see and will clarify the new routines that will support this. Pupils will explicitly be told the consequences for behaviour that threatens the safety of others such as malicious or deliberate acts of transmission (e.g. spitting, deliberate coughing without covering mouths and refusal to wash hands).

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Any such behaviour which wilfully undermines the safety measures that the school has put in place or which risks staff or pupil safety will not be tolerated. If such incidents occur, they will be treated as serious behavioural incidents and may result in exclusion from school. Examples of such behaviours include:

- Deliberately ignoring the social distancing measures put in place for the protection of all;
- Any incident of spitting on school grounds, including at another pupil or member of staff;
- Deliberately coughing at another pupil or member of staff or pretending to do so;
- Behaviour or language that is intended to cause alarm or distress to staff or pupils about the current situation.

## Movement around School

All adults and pupils will be expected to move around the school site following specified instructions, including adhering to one-way systems and socially distanced queuing and not entering areas which are out of bounds.

## Social Areas and Social Times

Designated areas for social times may change as the opening of the school gradually widens to include more pupils. Pupils will always receive clear instructions on where they may and may not go. Pupils will be expected to respect these boundaries at all times.

## Behaviour and Home Learning

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Pupils who remain at home also continue to be subject to the behaviour expectations outlined in our Behaviour Policy. Any online communication should be polite and respectful to all. Inappropriate communication may receive a warning or in extreme cases a ban from the site.

Online bullying will not be tolerated and will be dealt with in line with our Anti Bullying and Behaviour Policies.

## Conclusion

We very much want our pupils' return to school to be a positive experience and to reassure pupils, staff and parents that we are doing everything in our power to make that return as safe as possible for all. Staff are keen to re-engage with pupils and to help them move forward beyond this difficult time. Praise and positivity are crucial and will continue to underpin all aspects of behaviour management moving forwards. Clearly, safety is at the forefront of everyone's minds at this time more than ever and it is imperative that our approach to managing behaviour continues to prioritise this.