



Thursday, 28 May 2020

School Opening – Year 6 Children

Dear Parent/Guardian,

At Northwood we will be welcoming children back to school as part of a phased return, which means children in different year groups will have different start dates. I am writing this letter to give you some more details about what school will look like for your child if you choose to send them back to school and hopefully answer any questions you may have so you can be sure that we are taking all steps possible to keep both children and staff safe.

What will be different for everyone?

- The times of the school day will change to make sure we can control the number of people on the school site and help adults and children stick to social distancing guidelines more easily.
- School will only be open to the children of Key Workers/ Vulnerable children on a Wednesday – it will be closed for other children to enable the school to be thoroughly cleaned.
- Only **one** adult will be allowed to enter the school grounds per family.
- The school gate on Pendleton Road will be an exit only gate.
- Parents will not be able to access the school office without an appointment. If you need to speak to someone in the office or a member of staff you must phone to make an appointment.
- Parents must inform the school office if children are being picked up before the end of the school day as parents will not be allowed into the building without an appointment.
- The classroom your child usually goes to and the adult they normally work with may be different.
- Children must not bring bags (including PE bags) or toys to school. We want to minimise the amount of things moving between home and school to help us keep things as clean and hygienic as possible.
- Children must bring a water bottle to school with them every day and take it home to be washed every night. There will be no access to cups in the classroom so if your child does not bring their water bottle they will not be able to access a drink in the classroom. If this bottle is filled before the children come to school, please only fill the bottle with normal water rather than flavoured water or fizzy drinks.
- To minimise the number of things moving between home and school your child will not be given a reading book to bring home. You will be given links to online book resources. Please ring the office if this will be a problem and we will work with you to overcome any barriers. Your children will still have access to books whilst they are in school.
- Your child's play time and lunch time will change to make sure we have enough outdoor space for everyone to safely use. The teachers will plan lessons which make the most of the outside space so they will be spending less time in their classrooms.
- Children must come to school in clean clothes that have been washed every day. You can choose to send your child in school uniform or sportswear. All clothing must be appropriate for school activities and be safe – so no high heels and no jewellery (except stud earrings).
- Children must arrive at school around the time stated as their start time. If children arrive after their class has gone into school they will be classed as late and this will be the only time they may enter school through the front office. It is vital that your child does not come to school too early to help us control the people on site and you must leave the school grounds once your child has been directed to their appropriate adult who will escort them to their classroom at the appropriate time.
- There will only be Breakfast Club for children in the Rainbow Group (as they have been accessing this whilst school has been partially closed). There will be no after school provision.

The remainder of this letter details specific information you will need to know about school depending on which year group your child is in. If you have more than one child at Northwood, you will receive a letter for each of them as the details of their school day may be different.



When will school be open for my child to return to school?

Year 6 children will return to school on Monday 15th June. As school is closed to most children on a Wednesday, they will attend school every Monday, Tuesday, Thursday and Friday. The times for Year 6 are 8:45am start and 2:30pm finish.

What will happen when my child arrives at school?

Entrance to the school grounds will be via the main school gates (St Paul's Terrace). To minimise the number of people on the school site only **one** adult will be able to come onto the school site per family. Children and parents will turn right and walk to the school yard along the path to the first gate where their child will enter the yard as they normally would. Parents will then walk along the fence line and exit the school via the Service Yard road onto Pendleton Road. There will be a member of staff at the gate waiting to let you out. This is a one way system and so you will not be able to exit using the St Paul's Terrace gate.

On the yard, staff will be waiting for their group with markers on the ground at an appropriate distance. When children enter the yard they will stand on the next available marker in front of their teacher. The teacher will escort the children into the building. Year 6 will enter the building up the external stairs as they normally would.

What should my child wear for school?

Government guidelines state that children and staff must wear clothes that are clean every day that have been washed in a washing machine. We recognise that not everyone has the facilities to do this and also that some children may have grown out of their uniforms and it may not be possible to replace these at this time. For these reasons children will be able to wear school uniform or sportswear. Children will be spending time outside so it is important that any non-uniform clothes they come to school in are appropriate and you don't mind them coming home dirty. It is important that children do not come to school wearing jewellery, this is from a safety point of view but also because germs can live on these surfaces and may not be cleaned regularly. Children should also not wear fake nails or nail varnish – this is to minimise the areas germs can get trapped and to enable children to check their hands are clean, especially if they have been outside.

How will Year 6 be organised?

The year group will be split into three groups and each group will have up to 15 children in it. Each group of children will have two adults working with them.

What should my child bring to school?

Your child should bring their coat, a water bottle and a packed lunch (if they are not having a school dinner). Children should not bring any bags into school. All children's belongings will be kept under their desk throughout the day. If your child needs to bring a mobile phone to school (for example, for safety reasons if they are walking home alone) then this will be placed in a sealed plastic bag when they arrive in the classroom and will be stored in a locked drawer for the day. When your child leaves school they will take their phone still in the sealed bag and dispose of the bag in a bin.

What will happen when it is time to pick up my child?

When picking up your child you will follow the one way system, entering and exiting the school grounds through the appropriate gate. Your child will be waiting on the school yard for you. The adult will send your child to you, please do not walk onto the playground or crowd around the gate. We ask that when leaving the school grounds you maintain social distancing. If your child is walking home alone they will be able to leave the school grounds without you, but they will need to follow the one way system so please consider this when you are considering whether it is safe for them to walk home on their own. If you have other children to pick up from the main school yard you can either collect the children at the same collection time or return to school at the appropriate time to collect other children. If you want to collect children at the same time this must be agreed through a phone call to the school office who will advise you on pick up points.

How will break times and lunch times look?



Our aim is to limit the amount of adults each child comes in to contact with, although at lunch times and break times this may be more challenging. The adults that work with your child will stay with them throughout the day, however additional members of staff will be assisting at lunch time for example.

Break times have been staggered so only two groups are outside at once using different zones of the school grounds. Year 6 children will not have an official afternoon break due to the shortening of the school day, however teachers may incorporate a break in their afternoon outdoor learning time. Each group will have their own box of equipment they can use and this will be cleaned after each use. The adults who work with that group will supervise break times and will carry a first aid kit with them in case of any accidents. This first aid kit stays with that group at all times.

If your child has a packed lunch they will eat it in the classroom (appropriate cleaning products for tables will be in classrooms) with one member of staff. Children who will be having a school dinner will go to the dinner hall with the other member of staff and will sit in a specified area (cleaned between sittings). Once seated at their table the children's meals will be served to them. Once a child has finished their meal their tray will be removed for them. This will minimise movement in the hall and ensure children remain a certain distance apart. Once the children in each group have finished their lunch, they will go to a designated zone of the outdoor space. At the end of lunch break the children will return to their classrooms before beginning their afternoon lessons – either indoor or outdoor.

What will learning look like?

We recognise the need for limiting social interaction and physical contact but also appreciate the need for children to engage with the world around them in order to learn. The classrooms being used for Year 6 children have been adapted so there are no soft furnishing (which are difficult to clean) and no unnecessary furniture. It is impossible to keep children at a 2 metre distance from one another at all times, but we have organised tables in the classroom so each child has their own table where their belongings can be kept and where they can sit to do their work. We will limit any shared resources and ensure that all equipment used by children is cleaned thoroughly throughout the day and resources are well managed. Resources will not be shared between groups until the following day when they have been appropriately cleaned. Our teachers will be creative about the learning opportunities they create for children to ensure they have the best environment to learn in, whilst minimising the risks to children and staff.

What will happen if a child or member of staff has COVID-19 symptoms?

We follow DFE and Public Health guidance at all times and will comply with the latest updates regarding dealing with this situation. Our priority if this were to happen would be to ensure the safety of the children and staff in school. We have procedures in place in school if this were to happen and parents would be kept informed and updated with the latest advice. Please make sure school has your most up to date contact numbers in case of an emergency.

What will Home Learning look like if I choose not to send my child back to school?

The teachers who are in school with the children will be very busy preparing lessons and learning opportunities for the children who are attending school and so will not be able to create the Home Learning Activities they have been previously sending home. Instead, links to online learning will be sent home. For children in Years 2, 3, 4 and 5 the home learning offer will not change and they will still receive the activities as they have been. Teachers will still be ringing home on a fortnightly basis to speak to families whose children are not attending school.

What can I do before my child returns to school?

- Check Facebook for videos which will show you and your child what things will look like both in and out of the school.
- Talk to your child about what will look and feel different when they return to school.



I hope the details in this letter have helped you to visualise what school will look like and you appreciate why we are having to make some of the changes we have. Procedures will be under constant review to ensure we are operating in line with the latest guidance and to ensure the safety of children and staff. If you have more questions then please do email school at admin@northwoodprimary.org.uk or phone school on (01325)267222. Please be aware that the office staff may not be able to answer your questions and so will pass all questions onto me or other senior staff. I will communicate all answers to parents at an appropriate time.

Thank you for your continued support and patience during this unprecedented time. You will receive a phone call from school over the coming days to ask whether you will be choosing to send your child back to school or not. Please be aware that if you do not feel it is the right time to send your child back to school and change your mind, your child will not be able to return to school until the following Monday at the earliest.

We are so looking forward to opening the school to more children over the coming weeks.

Keep safe, keep calm and keep smiling.

Yours sincerely



Mrs Zoe Beach

Head teacher