

## March Opening important information

Dear Parents and Carers,

### Reopening Plan - The Provision from 8<sup>th</sup> March

Following the latest Government guidance, we are delighted to be opening our school to all children on Monday 8<sup>th</sup> March and this letter sets out much of the detail you will need.

I acknowledge that as parents some of you will be a little nervous about sending your child to school, rest assured that during the most recent lock down period the preventative measures in place have worked well. Schools must make their 'best endeavours' to follow the guidance and ensure that risk assessments are in place in order to minimise risks and together with your support this will ensure the safety of everyone. Additional risk assessments have also been undertaken for more vulnerable children including SEND and BAME.

### Maintaining a safe school environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control are in place:

- Staggered start and end times
- Designated toilets for Bubbles.
- Staggered break and lunchtime.
- A one way system through all communal areas.
- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - Before and after breaks and lunchtime
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving school
- Hand sanitiser dispensers available throughout school that contain at least 60 percent alcohol
- Ensuring pupils and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away in a tied bag into the bin.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Signage is displayed around the school promoting good hygiene and social distancing.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

### Drop off and Pick up

It is **absolutely imperative** that you support us in keeping to the times given for 'drop off' and 'pick up' in order that the 'foot fall' around school at any one time is kept to a minimum. We are trying to minimise the risk of a possible outbreak which may potentially lead to further closures which I'm sure you'll agree our school community wishes to avoid at all costs.

The beginning and end of the school day are the busiest times for children and adults congregating together in one place, so maintaining safe distances within normal arrangements would be a challenge. To overcome this, we have implemented the following measures for when pupils return to school:

- We encourage pupils to walk or cycle to school wherever possible.
- Sharing of transport or walking in groups of non-household members is discouraged.
- The times for dropping off and picking up pupils will be staggered. **It is absolutely imperative that you drop children off at the allocated time. For families who have more than one child, you will be part of sibling group for arrival and collection (please note collection does NOT include Nursery children).**
- **Face masks /coverings must be worn by all adults (unless medically exempt) on drop off and collection of children.**
- **For health and safety reasons, the school car park is NOT in use during school drop off and collection times.**
- A marked one-way system has been set up for parents and children to follow on entrance and exit to school. It is important that this is followed at all times.
- Only **1 adult** should accompany child to and from school. If other siblings will need to accompany parents, this is acceptable. **All children must be dropped off and collected by one adult. In order to protect our school bubbles we ask that any adult does not drop off and pick up children from more than one household.**
- **Children in Years 5 and 6 only can walk to and from home on their own once a parent/carer consent form has been completed.**
- Please complete the 'Who Collects Me form' via this link - <https://forms.office.com/Pages/ResponsePage.aspx?id=U68u5BZQKUmM27OoMQy-2JKDdhG4xdVHtqcDwLeR7LVUQU84NIVVVjcxT1UzRkVTNIlxM1JQMFIDVi4u>
- Parent/carers and children are asked **NOT** to congregate outside the school gates or on school premises at ANY time before or after drop off to ensure social distancing guidelines are met.

It is **crucial** children arrive **promptly** at the **SET TIME** given to ensure social distancing guidelines are followed. There will be staff available on the first day to assist you in locating the right classroom.

### **Siblings**

- **Siblings should be dropped off together at youngest child's start time.** Siblings should enter via Key Stage 1 playground and be dropped off at the playground gate. Parents should **not** enter onto the playground and Key stage 2 children should make their way into their class as soon as they arrive. Parents should exit school through the car park. Staff will be available to escort younger siblings to their classroom. **Please speak to your child about social distancing from children from other households when walking round to class.**
- Pick up of sibling groups will be on Key Stage 1 playground - ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your children.
- **Please note any siblings in Nursery provisions must be picked up at 2.40pm (as per the timetable).** Parents would be expected to leave the school premises. Your other children should be collected at the respective time.
  - **If you only have one other child or children in the same year group, please collect at the time and location specified for their year group.**
  - **Siblings within the same Phase Bubble Only (e.g. year 3 and year 4) will be collected from Chapel at the class pick up time.**
  - **If you have several children across different phase bubbles you would collect at 3.15pm on the Key Stage 1 playground.**

### **Year 6**

- Children in Y6 should enter school via Key stage 1 playground and be dropped off at the playground gate. Parents should **not** enter onto the playground and children should make their way into their class as soon as they arrive. Parents should exit school through the car park.

- On pick up parents wait outside the Chapel entrance - ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your child.

#### **Year 5**

- Children in Y5 should enter school via Key stage 1 playground and be dropped off at the playground gate. Parents should **not** enter onto the playground and children should make their way into their class as soon as they arrive. Parents should exit school through the car park.
- On pick up parents may enter onto the Key Stage 1 playground ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your child.

#### **Year 4**

- Children in Y4 should enter school via Key stage 1 playground and be dropped off at the playground gate. Parents should **not** enter onto the playground and children should make their way into their class as soon as they arrive. Parents should exit school through the car park.
- On pick up parents wait outside the Chapel entrance - ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your child.

#### **Year 3**

- Children in Y3 should enter school via Key stage 1 playground and be dropped off at the playground gate. Parents should **not** enter onto the playground and children should make their way into their class as soon as they arrive. Parents should exit school through the car park.
- On pick up parents may enter onto the Key Stage 1 playground ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your child.

#### **Year 2**

- Children in Y2 should enter school via Key stage 1 playground and be dropped off at the playground gate. Parents should **not** enter onto the playground and children should make their way into their class as soon as they arrive. Parents should exit school through the car park.
- On pick up parents wait outside the Chapel entrance - ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your child.

#### **Year 1**

- Children in Y1 should enter school via Key stage 1 playground and be dropped off at the playground gate. Parents should **not** enter onto the playground and children should make their way into their class as soon as they arrive. Parents should exit school through the car park.
- On pick up parents may enter onto the key Stage 1 playground ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your child.

#### **Reception**

- Children in Reception should enter Key Stage 1 playground where they go straight into their classroom. Parents should exit school through the car park.
- On pick up parents may enter onto the key Stage 1 playground ensuring social distancing is in place. Please ensure you leave the premises as soon as you have collected your child.

#### **Pre-School (Nursery)**

- Parents with children in 3YO Nursery enter Key stage 1 playground and line up on the 2 metre markers along the wooden fence in front of Nursery (situated at the far end of the Key Stage 1 playground) and wait with their child. When staff greet the children they will ask the children to leave their parent and line up. Please ensure your child stays with you whilst waiting. Parents must leave immediately after drop off via the main car park.
- On collection, parents should line up on the 2 metre markers along the wooden fence in front of Nursery and a member of Nursery staff will dismiss the children 1 at a time to meet their parent.

## 2 year Old Nursery

- Drop off and collection will be at the 2 Year Nursery Gate as previous.

**Table - 'Drop Off' and 'Pick Up' times**

| <u>Class</u> | <u>Drop Off</u><br><u>Key Stage 1 playground</u>      | <u>Pick Up</u>  |
|--------------|---|---|
| Siblings     | Start time of youngest child<br>(earliest start time) | 3.15pm – Key Stage 1<br>playground ( <b>Reception –<br/>Year 6 only</b> ) |
| 2YO          | 8.40am (2YO nursery gate)                             | 2.40pm (2YO nursery gate)   |
| Nursery      | 8:40am  | 2.40pm - Key Stage 1<br>playground  |
| Reception    | 8.40am  | 2.50pm- Key Stage 1<br>playground   |
| Year 1       | 8.50am  | 3.00pm - Key Stage 1<br>playground  |
| Year 2       | 8.50am  | 3:00pm - Chapel Entrance  |
| Year 3       | 9.00am  | 3.10pm- Key Stage 1<br>playground   |
| Year 4       | 9.00am  | 3.10pm- Chapel Entrance   |
| Year 5       | 9.10pm  | 3.25pm- Key Stage 1<br>playground   |
| Year 6       | 9.10pm  | 3.25pm – Chapel Entrance  |

On collection from Key Stage 1 playground, please stand on a **red marker** to ensure social distancing from other parents. If collecting from Chapel please stand on the red lines and adhere to 2m social distancing wherever possible.

***Please note these procedures will be under constant review and any changes will be communicated promptly.***

### Phase groups/bubbles

'Bubbles' – You will have heard this term being used to describe the groupings of children during the Government briefings and in the media as well as guidance. We shall continue to operate with children working in their own year group for most of the time. However, logistically, this is not always possible and so we have decided that the children will mix with one other year group to create phase bubbles.

Bubble 1 = Pre-School (Nursery) and Reception

Bubble 2 = Year 1 and Year 2

Bubble 3 = Year 3 and Year 4

Bubble 4 = Year 5 and Year 6

The children may be in these phase bubbles during break time and lunch time. They may also mix for phonics or for specific interventions. Each group will have designated toilets and sinks to use too.

### The school day

In order to support social distancing, the Year 1 to Year 6 classrooms have been remodelled, with desks and chairs forward facing in rows. The teacher will deliver the majority of learning from the front of the classroom.

School will provide all children with their own allocated workspace and zipped wallet containing stationery and resources they require. Children will stay in their classroom throughout the day and will

only leave this for break and lunchtimes, outdoor learning sessions or if they are unwell. There will be no school assemblies.

For EYFS children, provision layout will remain the same as previously, although scaled back to ensure good hygiene and cleanliness.

Children only need to bring a coat, lunch box (if required) and NAMED water bottle with them. These will stay with the children at their desks. NO SCHOOL BAGS or PENCIL CASES are permitted. Children can bring a school book bag which can fit in their tray.

When the weather forecast is good, please ensure your child brings a sunhat/cap and is wearing sun cream. Sun cream should be applied BEFORE your child comes to school. Children will be expected to apply their own sun cream if more is required within the school day.

Staff will wear PPE equipment when administering first aid or intimate care for early years pupils. Staff may also wear visors for close up work or movement out of bubbles.

### **Arrangements for break times and lunchtimes**

At break times and lunchtimes children will play outside in their Bubble or with their own class. This may be on the field (which has been divided into 3 spaced out zones) or playground. They will not be able to mix with other bubbles. Staff will supervise all breaks to support social distancing. All playtimes will be at staggered times, including lunch.

At lunchtime, children in Key Stage 2 (Year 3, 4, 5 & 6) will eat in their classrooms at their allocated space/desk. Other year groups will eat in the hall on a rota basis. Hot meals will be available for all children. Please note, there will no longer be a salad station available for self-service.

If possible, please order your child's lunch on Lunch Shop prior to them starting school. If the meal needs to be paid for, please ensure you pay using Lunch Shop cashless system. If cash is paid, please deposit in the money box outside the school office window in an envelope stating your child's name and year group. Please ensure the correct money is enclosed.

Children from Reception to Year 2 are entitled to universal free school meals.

Lunches served in classrooms will be served in takeaway disposable containers with disposable cutlery. Alternatively, children can bring in a packed lunch. Please ensure lunchboxes are labelled.

**Please provide your child with a labelled water bottle they can use throughout the day. This must be taken home and washed thoroughly each night.**

### **Uniform/Belongings**

Children will be expected to wear full school uniform on return in March. Details regarding school uniform is available on the school website.

Please do not send any unnecessary items into school i.e. large bags and equipment/toys from home are not permitted.

Guidance states that children should spend time outdoors as much as possible; so please ensure that your child is prepared for being outdoors i.e. a warm coat for cold/rainy days as we shall go outside in all weathers. Due to children participating in physical activities daily, we are temporarily adjusting our uniform policy permitting children to wear **trainers** (as opposed to school shoes) during this period.

On your child's allocated PE day, your child should come to school in their PE kit (white t-shirt, black shorts or plain black jogging/ tracksuit bottoms and school sports jacket (which has been provided by school) as changing of clothes will not take place.

Your child's allocated PE days are below:

**Monday - Year 4**

**Tuesday – Reception**

**Tuesday –Year 6**

**Wednesday –Year 1**

**Thursday – Year 2**

**Monday – Year 3**

**Thursday –Year 5**

### **Mighty Oaks Before/After School Club**

We are still able to offer this service from the 8<sup>th</sup> March. Further information will be sent out to families who access this.

### **Curriculum**

We aim to provide as much consistency to children in the delivery of our curriculum to ensure that it remains broad and balanced. We will be delivering a 'reconnection curriculum' which aims to incorporate missed learning with new learning from the year group. Some timings of lessons will adjust in order to provide additional opportunities to revisit and practice skills in phonics, reading, writing and mathematics. Additional support will be provided as required and outdoor learning opportunities will be maximised.

We are aware that for many children, they will not have been in school since before Christmas and the significant impact this can have on children's mental health and well-being. Pupil's wellbeing lessons will form a large part of the curriculum and school will support children who are showing signs of stress and anxiety. Mental Health and wellbeing will be discussed regularly in PSHE lessons and children will have the opportunity to share any issues, worries or questions they may have.

In general, children are extremely resilient and I am keen to ensure there is strong support in place as well as maintaining high expectations of behaviour and attitudes to learning.

Collective Worship will take place in class. There will not be any large gatherings of children and so there are no plans for whole school assemblies. Parents/carers will not be invited into school unless this is absolutely necessary.

At the moment, we are not planning any extra-curricular clubs after school. However, your child may be invited to attend sessions linked to our 'reconnection curriculum' which will run in bubbles.

No visits off the school site will take place and visitors to school to aid the curriculum delivery will be reviewed on an individual basis.

### **Behaviour**

The school's Positive Behaviour Policy has been revised. It is really important that parent /carers reinforce the importance positive behaviour to maintain safety for all.

In all classrooms the poster, 'Ready, Respectful, Safe' will be visible for children to remind them to make the right decisions in their choices of behaviour.

Ready – for learning, showing good listening.

Respectful – to each other, following our school values.

Safe – follow staff instructions and use good hand and respiratory hygiene and safe use of school spaces and equipment.

Rules of positive behaviour include:

- Following the routines for arrival or departure
- Following instructions on hygiene such as handwashing and sanitising.
- Following instructions and stay within your allocated Bubble
- When moving around the premises follow the instructions given to you - especially during break and lunch time.
- Follow expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoid touching your mouth, nose and eyes with hands
- Tell an adult if you are experiencing symptoms of coronavirus
- Follow the rules about sharing any equipment or other items including drinking bottles
- Only use your Bubble's designated toilet

Some behaviours are now considered more serious due to the coronavirus outbreak, e.g. purposefully coughing on someone, and consequences will be in line with this, following the school's Positive Behaviour Policy.

Class Dojo will continue to be the main reward, alongside Star of the Week. If children achieve 50 dojos they can attend school in their own clothes and will receive a certificate in recognition of this.

### **Attendance**

Please be aware that attendance will be mandatory from Monday 8<sup>th</sup> March and full attendance is expected.

If your child is unwell it is important you notify school straight away.

As per the current NHS and government advice, if your child develops symptoms compatible with coronavirus, they should stay at home and self-isolate for 10 days. Their fellow household members should self isolate for 10 days.

School will contact you immediately in order for you to collect your child if they develop coronavirus symptoms such as a high temperature or a new continuous cough.

All staff and children who are attending an education or childcare setting can be tested if they display symptoms of coronavirus. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If the test comes back negative, then they can return back to school immediately as isolation will no longer be required.

Where the child or staff member tests positive, they must isolate for 10 days and the school must be informed immediately on 01942 672614 as we will need to take immediate action to ensure we can still continue to provide a safe environment.

During any period of isolation, access to remote learning will be made available.

If your child is unwell with sickness or upset stomach they must not return to school until 48 hours after their last time they were sick /unwell.

If you have any questions around attendance, please contact the Pastoral Manager, Mr Hewitt or Attendance Officer, Miss Aspinall.

### **Medical Appointments**

Medical appointments should be made out of school hours to avoid impacting on your child's learning and to limit movement around school.

If this is not possible, parents must contact the school office in advance of the appointment. Parents will be asked to wait outside of school while their child comes from class for collection. Parents returning a child to school following an appointment need to inform the school office of their return.

### **Cleanliness/Hygiene**

All pupils, staff and visitors must wash their hands when entering and leaving school and at other times during the day, following Government guidelines. Posters will be displayed around school regarding handwashing and hygiene.

Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing. School will continue to implement an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, work surfaces, door handles and equipment. Class groups will be supplied with an essential cleaning kit including anti-bacterial wipes, PPE and tissues. Children will be taught and encouraged to 'catch it, bin it, kill it'. Each class has a lidded bin so that all paper towels and tissues are able to be safely disposed of.

### **Communication between School & Parents:**

In order to avoid gatherings of parents in the school's reception area, parents will only be seen via prior appointment and will be encouraged to use Tapestry, Class dojo, telephone and e-mail communication wherever possible. **Parents are NOT allowed to enter school at any point and are not allowed to access their child's classroom.**

Staff will not be able to meet / talk with parents during the drop off and pick up process and will not accept handwritten notes. Please communicate via class dojo / tapestry.

During this period, school will continue to communicate with parents via class dojo / tapestry, parent mail, telephone calls and the school website.

**If you have a safeguarding concern, a Designated Safeguarding Lead will be on site everyday who you can contact via the school office. Key Designated Safeguarding Leads are: Mrs Burkes, Mr Hewitt and Miss Whittaker.**

**Additional Safeguarding Leads are: Miss Russell, Miss Aspinall and Mrs Handley.**

### **Change of routine**

In order to support your child adjust back into the routine of the school day we strongly encourage you to start adapting your child's get up time and bedtime so it gradually becomes in line with a typical school week. This will really support you getting back in to a routine.

### **Support for pupils and families**

We do not underestimate how difficult this period have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school:

- A curriculum focused on mental health and wellbeing.
- Lessons to support children with their understanding of COVID 19.
- Pastoral support.
- Opportunities to share worries, thoughts and feeling through use of a range of resources and strategies.
- A nurturing, caring environment underpinned by our school's vision and values.
- The school has access to trained staff and organisations who can deliver bereavement counselling and support.

In preparation for your child's return to school we ask you discuss the above points with them in a positive, reassuring approach.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free webchat is available at [https://england.shelter.org.uk/get\\_help/webchat](https://england.shelter.org.uk/get_help/webchat)
- [Wigan Borough has set up a crisis helpline for all ages if you need Mental Health support. It is available 24/7. You can call it on 01942 636395](#)

[Additional signposts of support can be found under the 'School Life' page of our website in the 'Safeguarding' tab.](#)

I hope that these arrangements provide you with the information you need to support your child's return to school. Safety is paramount to every decision made and unfortunately school will stilcontinue to look and run differently to what your child will previously be used to. However, our vision, values, nurture and care for the children remains as strong as ever.

Take care and stay safe.

Yours sincerely,

Mrs A Burkes  
Headteacher



