



Wivelsfield Primary School
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www.wivelsfieldschool.org
Headteacher: Mrs H Smith BA Hons NPQH

26th May, 2020

Dear Parents and Carers,

I am writing to let you know about plans to welcome children back to Wivelsfield Primary School in Robins, Hedgehogs and Owls Classes from Monday 1st June. Vulnerable children and those of key workers from other year groups, will be referred to as Priority Children. All the arrangements and procedures detailed below are driven by Wivelsfield School Covid 19 Policy, which also contains additional information. It will be available to view on the school website from 29.05.20.

Please read this letter carefully; it contains a lot of information.

In line with government guidance, the overarching objective of governors at Wivelsfield Primary School is:

*"We seek to have as many children return to education at Wivelsfield School in the summer term of 2020 as is possible, whilst keeping **all** of our pupils, teachers and staff **safe** from Covid-19"*

Keeping staff and children safe by reducing the risk

Whilst no school can guarantee that a child or member of staff will not become ill with Covid19 if they return to school, we have put in extensive measures to reduce the risk. These are detailed throughout this letter but the single most important measure is:

No child displaying symptoms of Covid-19, or where it is known that a family member has such symptoms, will be permitted into school.

Rota System and Groupings of Children and Staff

To welcome children back to school in a safe fashion, and still allow teachers time to maintain high quality home learning for children not in school, we have decided to implement a part time rota system for Robins, Hedgehogs and Owls. Priority children can attend full time.

To keep everyone as safe as possible in school, we have created discrete groups of children with a teacher and one or more teaching assistants. Each group has at least one member of staff with whom the children are very familiar. The usual class teacher will continue to plan for the whole

year group. Unless a member of staff is absent, there will be no changes of staff for these groups and children will not be able to change between groups.

This means Priority Children can:

- Attend fulltime and stay with the group of key worker and vulnerable children (we anticipate more children will be attending and this will be mixed ages)
- Attend part time in their year group 'pod'

Children will not be allowed to spend some time in their year group 'pod', then attend with the key worker children group other days.

Robins and Hedgehogs

Children in Robins and Hedgehogs will be divided into Group A or Group B. Unless there are exceptional circumstances, this will be done alphabetically. This will mean it is easier to match days for siblings in other year groups should we need to.

At the moment we are offering 5 full days in school for each group, spread over two weeks as shown below.

This timetable may be subject to revision in light of ongoing risk assessment reviews, more/less children attending school or new government announcements.

	Monday	Tuesday	Wednesday	Thursday	Friday
w/c 1st June	B	A	B	A	B
w/c 8th June	A	B	A	B	A
w/c 15th June	B	A	B	A	B
w/c 22nd June	A	B	A	B	A

Please see below the staffing arrangements for Robins and Hedgehogs for when we first re-open.

	Teacher	Support Staff
Robins A	Miss Glassock	Miss Mason, Mrs Sinclair
Robins B	Miss Hughes	Miss Brennan, Mrs Hilton
Hedgehogs A	Mr Pickup	Mrs Murtagh
Hedgehogs B	Miss Kelly	Mrs Hunter

Which group is my child in?

You will be sent an email on Wednesday 27th May stating which group your child is in. Please contact the school if you do not receive this and you have already let us know you are intending to send your child: office@wivelsfield.e-sussex.sch.uk

If you have indicated you do not want your child to return, but have subsequently changed your mind or want to at a later date, please give us 48 hours' notice so we can ensure everything is in place for him or her. Thank you.

Arrangements for Owls Class

At the moment, Owls Class can be accommodated in just one group. This means they can attend 3 days each week on a Monday, Tuesday and Wednesday. As with Robins and Hedgehogs, this timetable may be subject to revision in light of ongoing risk assessment reviews, more children attending school or new government announcements.

The staff responsible for Owls group will be Ms Meade and Mrs Wakelen.

Arrangements for 'Priority Children'

We continue to offer full time provision for this group of children and they will be in a mixed age group. Should we need two groups we will split them according to age.

Once school reopens, please give us 48 hours' notice if you are a key worker and you want your child to join this group, if you have not already notified us.

The staff responsible for these children are shown below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Teacher	Miss White	Miss White	Mr Dawson	Mr Dawson	Mr Dawson
Support Staff	Mrs James Mrs Truss	Mrs James Mrs Truss	Mrs Martin Mrs Maslin Mrs Cole	Mrs Martin Mrs Maslin Mrs Cole	Mrs Martin Mrs Cole

Dropping off and collection of children

To ensure social distancing can be maintained we will have staggered times for dropping off and collection.

There will be no access to the car park each end of the day, so please walk to school if possible or park nearby. Please remember Fairplace cannot be used to park and also ensure you do not block driveways etc. The car park will remain open for blue badge holders.

Access to school will be by the pedestrian gate only and this will not be opened until just before the first group's start time. To avoid risk of congestion on the path outside the school, please do not arrive until just before your child's given time. Robins and Hedgehogs will use the main school entrance, whilst Owls and priority children will use the Key Stage 2 gate. Please wait, as directed, in the relevant area of the car park, maintaining social distancing at all times.

A familiar member of staff will be ready to greet your child and, as an extra safety precaution, before they enter the school, we will check the temperature of all children with a non-contact forehead thermometer. We have been doing this for all priority children in recent weeks, but you might like to talk with your child about this, so they know what to expect.

Children will be dismissed from the car park at the end of the school day. We are asking you to wait in the relevant area of the car park and the children will be brought outside and wait in a given space, 2 m apart, to be dismissed to your care by the group's teacher, or other member of staff.

Please see below the timings for each group:

		Drop – off	Collection
Priority Children	KS2 gate	8.40 am	3.15 pm
Owls	KS2 gate	8.55 am	3.10 pm
Hedgehogs A / B	Main entrance	9.00 am	3.00 pm
Robins A / B	Main entrance	9.15 am	2.45 pm

Parents will not be able to communicate with staff at each end of the day in the usual way so please email or phone. Thank you for your understanding with this.

What will it be like in school?

We have made the school environment as safe as possible:

- All soft toys and furnishings have been removed.
- Toys or equipment that cannot be easily cleaned have been removed.
- Any toys or equipment used by a group will be disinfected at the end of each day or stored away for a week after use
- Tables have been arranged in KS2 classes to allow a distance of 2m between pupils.
- Tables have been arranged in Robins and Hedgehogs to allow more space around them. with a child working each end of one table.
- All children have been given their own stationery, word mats, number lines etc.
- There is a one- way system around the school to minimise the risk of children and staff being unable to keep 2m away from each other.
- Teachers have set up tables outside and, where possible, learning will take place outdoors
- Break and lunchtimes will be staggered
- Children will eat with their own group supervised by the staff responsible for that group.
- Different groups will not be allowed to mix on the playground.
- Each group will have their own collection of play equipment which will be cleaned at the end of each day.
- There will be no competitive football or team games allowed.
- Children will wash their hands as soon as they come into school and at regular intervals throughout the day, as well as before eating and after visiting the toilet. Hand washing will be supervised for younger children.
- Only one child at a time will be allowed to go to the toilet.
- PPE will not be worn by staff, except to administer first aid, for intimate care or if a child is displaying symptoms of Covid19.

As acknowledged by the government, whilst teachers will encourage social distancing of 2m, this cannot be guaranteed between children, especially in the younger year groups.

School Lunches and mid-morning snacks

The government has announced there will be no free fruit provided for snacks for the rest of the school year. Please provide your child with a piece of fruit or other healthy snack for the mid morning break. As normal, no chocolate or sugary snacks will be allowed.

It is likely that there will be a limited hot school lunch menu available, along with a baguette menu. These can be ordered in the usual way.

Children will need to use their water bottles for drinking water at lunch times. Milk will be provided as usual.

Do children need to wear uniform and bring equipment to school?

Children do not need to wear their full school uniform. They should wear clothes which can, and have been, washed after each day in school. Children should, whenever possible, wear a white polo shirt together with suitable and comfortable shorts, trousers or skirt, with a long-sleeved top as needed. On sunny days, a hat is essential and sun cream should be applied pre-school. Staff will not be able to apply sun cream during the day. We will not be changing for PE so shoes or trainers should be suitable for PE. Socks should be worn.

As always, there should be no flip-flops or open toed sandals and jewellery limited to one pair of studs, or a single stud, per child. Make up will not be permitted.

Nothing should be brought into school apart from a water bottle, mid-morning snack and a lunch box if appropriate.

If children are returning equipment or books to school, they will be stored away for a period of a week before they are put back into circulation.

Contacting your child's teacher

At the moment, we cannot allow face to face meetings with teachers. Please continue to contact them by email or phone the school: 01444 471393 to arrange the time for a phone call.

Preparing your child for return to school.

Your child may feel a range of emotions about starting school again including a mix of excitement, worry or anxiety.

Please find some time to talk with them about the changes to their usual school day such as different adults working with them, smaller groups, no uniform, trying to keep at a social distance etc. Perhaps you could practise finding out what keeping 2m apart is like; have fun taking temperatures of each other if you have a non-contact forehead thermometer; practise handwashing for 2 minutes. Please see the link

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Home Learning

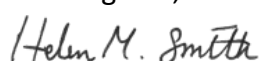
Teachers will continue to plan home learning for children not in school and, wherever possible, the lessons taught on any one day in school will mirror the lessons planned for home learning.

All teachers will be in school for some days each week. This means they will not be able to engage with pupils at home as much as they have been in recent weeks.

We are looking forward to welcoming groups of Reception, Year One and Year Six back to school on 1st June. However, we are still waiting for a final decision by the government on or before Friday 28th May, and also for the full board of governors to formally agree this decision at a meeting later this week. If we should have to revise our plans, we will let you know.

As always, thank you for your ongoing support at this time of huge change and uncertainty and I look forward to seeing some of you next week.

Kind regards,



Helen Smith Headteacher