



15<sup>th</sup> July 2020

Dear Parents,

It is with great relief and excitement that I am writing this letter to invite all our children to return our wonderful Willows school community in September 2020. I am delighted that we will be able to see you and your family again, but cannot deny the challenge of this responsibility.

I am writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils and visitors to the school. These arrangements have been put into place following a robust risk assessment process. The risk assessment has been signed off by the Governors and is available to see on the school website under the Parents' Tab and Covid-19 ([www.willowstimperley.co.uk](http://www.willowstimperley.co.uk))

We are looking forward to seeing the children once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them. The action plan has been signed off by the Governors and is also available to see on the school website under the Parents' Tab and Covid-19 ([www.willowstimperley.co.uk](http://www.willowstimperley.co.uk))

I can confirm that school will be open to all children in **Year 1 to Year 6 from Thursday 3<sup>rd</sup> September 2020**, and to **Nursery and Reception with staggered starts from Monday 7<sup>th</sup> September 2020** (Please see the end of this letter for the specific arrangements for your children). All staff and pupils will have access to testing if they develop symptoms of coronavirus, and rapid action will be taken should any test come back positive to ensure that the school continues to be a safe environment. The affected child or member of staff will be required to self-isolate at home for 14 days, as will any pupils and members of staff they have been in close contact with (e.g. the rest of the child's 'learning bubble').

We recognise that some of you may have concerns about your child returning to school and that another change will be unsettling for some children. We also understand that the past months will have been challenging for many families. We are always available to talk to you if you have any concerns you have about your children's return to school, please contact us by emailing the school office to make a telephone call appointment [willows.admin@trafford.gov.uk](mailto:willows.admin@trafford.gov.uk) If your child has an EHC plan please contact the school SENCo, Miss Jones, who will support you and your child with their return to school.

### **Maintaining a safe school environment**

I would like to take this opportunity to inform 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 remain in place:

- 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
  - After breaks and sporting activities
  - Before eating any food, including snacks
  - Before leaving school

- Children will only use bathrooms with pupils in their 'learning bubble'
- Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
- 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
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
- Telling staff to stay at home if they develop symptoms of coronavirus, and request a test, if positive they will have to self isolate for 14 days which could result in school closure.

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 maintaining social distancing when out and about.** Please talk to your children about the things they can do to discourage the spread of infection.

As per the current NHS and government advice, you should keep your child at home for a period of 14 days if they develop coronavirus symptoms. Symptoms include a high temperature, a new, continuous cough and / or a loss of, or change to, sense of smell or taste. Where symptoms continue after 7 days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, please contact the school on 0161 980 7685 at the earliest opportunity.

### **Classroom Organisation**

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes:

- Children will be placed in **year group 'learning bubbles'** of no more than 31 pupils (Mixed age registration classes and afternoon learning will be reintroduced once all Covid restrictions are lifted)
- Each 'learning bubble' will have a First Aid box, basic First Aid will be administered by the 'learning bubble' staff. More serious accidents will be dealt with by office first aiders. **Please make sure your child has any medicines they may need in school e.g inhalers**
- Most KS1 (exceptions for some Year 1 children at the beginning of the year) and all KS2 children will sit in rows, facing the front of the classroom, in pairs at tables spaced out in the classroom. The children will be asked to stay in their seats unless instructed otherwise. The teacher will stay 2m away from the children wherever possible.
- Social distancing will not be expected from Nursery and Reception children (and some Year 1 children at the beginning of the year), although staff will be encouraged to interact with them from the side and / or above head height so as to avoid face to face interaction.
- KS1 & KS2 children will be provided with a 'stationery tub' with all equipment they need. This must be kept on their table and equipment is not to be shared.
- Coats will be hung on chairs (cloak rooms will be closed, except in EYFS and Year 1)

- Children may bring:
  - a slim book bag to be stored in their tray during the day (no other bags allowed)
  - a pencil case to be kept in school (KS2 only)
  - a named water bottle to be kept on their table and taken home to be cleaned every day (KS1 & KS2 only)
  - trainers to wear on the school field
  - Nursery and Reception children to bring a set of spare clothes in draw string bag
- Classrooms will be ventilated as much as possible (weather permitting)
- Year 5 and Year 6 children who walk home on their own and therefore may bring phones to school will be asked to place these in a storage box provided by their teacher who will then keep it in a safe place for the day. (They must **NOT** take phones to the office)

### School uniform

Pupils will be expected to wear school uniform every day. They may wear their Willows PE kit on days that they have sports lessons. Alice Oultram, a former parent, who provides our school uniform through 'My Embroidery Supplies' has asked that parents place uniform orders as soon as possible so that she can guarantee delivery for the beginning of term. Orders can be placed through the school website at <https://www.willowstimperley.co.uk/school-uniform/> or <https://www.myembroiderysupplies.co.uk/> Please also note that the PTA run a 'Previously Loved Uniform Shop' with items costing as little as £1.00. Michaela Pashley holds a large stock and can be contacted on 07956 509 280. Orders can be collected from her porch, with social distancing being observed.

### Arrangements for the start and end of the school day

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 can be a challenge. We have implemented the following measures for when pupils return to school (single drop off and key stage pick up times will be reintroduced once all Covid restrictions are lifted):

- We encourage pupils to walk to school if possible, please do not bring bikes or scooters unless you are prepared to take them home again (we cannot store them at school during this time)
- **We ask that families do not drive onto Victoria Road** to allow the cul-de-sac to become a socially distanced one way system across the road and each pavement. (Signs will indicate direction of walking)
- We ask that only **ONE** adult accompanies the children returning to school
- **Please observe social distancing while waiting to drop off or collect children**
- The times for dropping off and picking up pupils will be staggered for each 'learning bubble' between 8.40am-9.10am and 3.05pm-3.40pm – please see your children's specific arrangements below
- Children will enter the school through specifically named entrances
- **Please stick to your children's specific times**, if you are early or late you will risk 'contaminating' a 'learning bubble' and we will not be able to admit your children
- Siblings may be dropped off and collected at the same time, please observe the youngest child's timings. Older siblings will enter via their younger siblings' entrances then make their way to wash their hands and arrive at their learning bubbles independently (Year 5 & Year 6 children may come unaccompanied at different times to their siblings with written permission) (If you have a child

entering Nursery or Reception, older siblings should come at their learning bubble time until the younger sibling starts)

- If your child is distressed, we may have to ask you to take your child home again and ring school for an agreed time to try again. We are devastated to inform you that we will not be able to take their hand or put an arm around them to help them come into school
- We ask that parents do **NOT** enter the school premises and leave Victoria Road as quickly as possible

### Arrangements for break times and lunch times

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of children settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely.

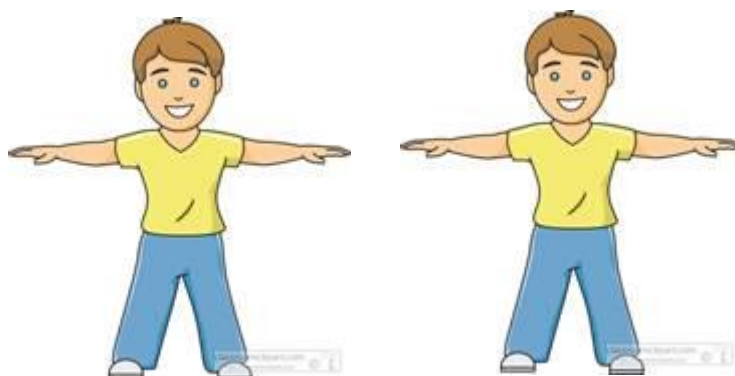
- Children will have staggered break and lunchtimes with their 'learning bubble'
- Each 'bubble' will be allocated an outside space for a whole day on a rota system
- KS1 children will have an additional break in the afternoon
- Children will be supervised by the adults from their 'learning bubble' with one additional Mid Day Assistant at lunch time (this will be the same adult each day)
- Children will eat their dinner in their classrooms sitting at their tables. They will order a cooked meal in the morning, which will be delivered to their room. Children may bring a packed lunch if they prefer. (Reception children will eat in the hall in 'learning bubble' groups at tables appropriately spaced).
- Children will only be allowed to mix with children in their 'learning bubble' and will be encouraged to observe social distancing, staying a 'stretch' away from their friends.

### Additional School Rules

Please note and discuss these additional school rules with your children before they return:

- I will stay with my 'learning bubble'
- I will remain in my place when working
- I will only use my own equipment
- I will keep a '**stretch**' away from my friends
- I will wash my hands regularly
- I will keep my hands away from my face
- I will catch sneezes and coughs (Catch it, Bin it!)
- I will tell a grown up if I feel ill

A stretch is as follows



**Support for pupils**

We do not underestimate how difficult the recent months 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:

- Daily ‘Thought for the Day’ from Mrs Warren
- Weekly PHSE sessions through the implementation of a new scheme JigSaw <https://www.jigsawpshe.com/>
- 1:1 counselling (socially distanced)
- Referrals to school nursing team and ‘Healthy Young Minds’

Once again please do not hesitate to contact the school if you or your children need additional support.

I hope that these arrangements provide you with the information you need to support your child’s return to school. I would like to take this opportunity to thank you for supporting the school over recent months and supporting your child with their home learning. We look forward to seeing you all in the near future.

In the meantime, stay happy, healthy and safe.

Kind regards,

Mrs Warren  
Headteacher

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<b>Child’s name</b>	<b>Child’s ‘Learning Bubble’</b>
<b>Learning Bubble Adults</b>	<b>Learning Bubble Room</b>
<b>Start time</b>	<b>Finish Time</b>
<b>Gate</b>	

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