



1<sup>st</sup> June 2020

Dear Parents,

It is with mixed feelings that I am writing this letter to invite your children back to our wonderful Willows school community. I am delighted that we will be able to see you and your family again, but cannot deny the challenge of this responsibility.

Following the government's announcement that schools may reopen from 1<sup>st</sup> June 2020, (the 9<sup>th</sup> June for the Willows, following an INSET day on 8<sup>th</sup> June after the half term break) 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 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 begin to reopen with staggered start dates to children in Nursery, Reception and Years 1 and 6. (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 some concerns about your child returning to school and that another change will be unsettling for some children. We also understand that the past weeks will have been challenging for many families. We would like to give you the opportunity to tell us about your child's 'lock down experience' by filling in the information sheet attached. This is completely optional and is not meant to be judgemental in any way. The children may want to tell us themselves therefore, we have provided a child friendly format too, please see the children's sheet attached. If you would prefer to talk to us about your child and any concerns you have about their return to school, please contact your child's class teacher 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.

### **School staff**

At present we are extremely fortunate that all our school staff remain healthy. However, some have suffered bereavements and some have members of their families with ongoing health issues,

so I am sure you will join me in expressing your support and gratitude to them as they all return to school to care for and educate your children.

### **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 'learning bubbles' of no more than 15 pupils
- Each 'learning bubble' has been allocated one teacher (or two in the case of OAK, ASH and the CABIN, due to job share arrangements) and one teaching assistant (Full time TA in EYFS and Year 1, part time TAs in KS2)
- 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**
- Children will sit at individual tables, appropriately spaced (EYFS will have marked 'carpet spots or chairs')
- KS1 and KS2 children will be asked to stay in their seats unless instructed otherwise
- Children may bring the following on their first day back at school – but these items must be named and left in school:
  - a novel / reading book
  - a pencil case
  - packet of tissues
  - hand cream
  - sun hat
  - sun cream
- Children will be provided with a 'stationery tub' with all equipment they need, this must be kept in their tray and equipment is not to be shared (KS1 and KS2 trays will be kept on tables)
- All exercise books will be kept in the children's trays, children will self assess their own learning with support from staff (teachers will NOT be marking work)
- Coats will be hung on chairs (cloak rooms will be closed, except in EYFS where spacing between pegs will be observed)
- Classrooms will be ventilated as much as possible (weather permitting)
- We ask that children do **NOT** bring the following to school:
  - Book bags
  - Reading books
  - Water bottles (we will provide individual cups for each child and water jugs)
  - Footballs or other games and toys
- 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)



## Learning

- All learning will take place within 'learning bubbles'
- A daily PHSE (Personal Health, Social and Emotional education) session will take place
- As much learning as possible will take place outside
- School learning will reflect continued home learning
  - English (reading, writing and SPAG)
  - Maths
  - Creative challenges
  - Rota use of ICT suite and iPads (with cleaning in between)

## School uniform

Pupils will be asked to wear clean **daily laundered** school uniform. We appreciate that this may prove more challenging towards the end of the week, we will therefore have a 'dress down Friday,' where children may come to school in their own clothes, suitable for learning and outdoor activities. Please be assured that we can be flexible according to each family's individual circumstances e.g growth spurts!

Please 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:

- 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 oneway 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 and if possible siblings who are not attending school stay at home
- **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-9.25am and 2.40pm-3.35pm (an hour earlier on Friday to allow for additional cleaning and staff planning and preparation time) – 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

- 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 premise 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
- 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.

### New rules

Children who attend the Willows on a phased return because of coronavirus (COVID-19) will still be pupils for all purposes. For example, they will still be pupils for the purposes of the school's SEN, safeguarding and school medical duties. The school will continue to apply its normal behaviour policy to all children. <https://www.gov.uk/government/publications/school-attendance>

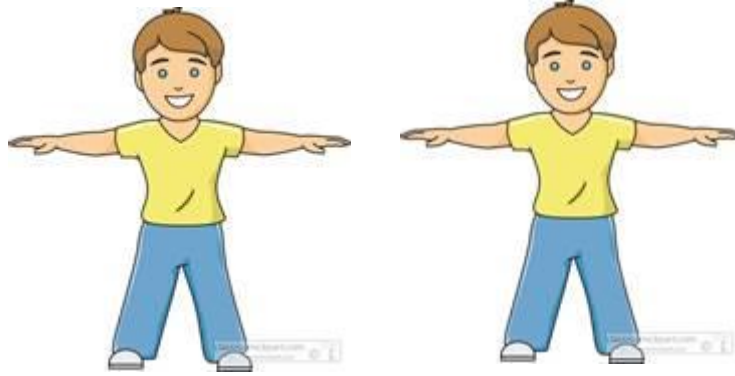
Refusal to follow social distancing and other associated health and safety measures will be considered a breach of the school's behaviour policy. The school will be happy to work with parents/carers to address these issues where a pupil's behaviour is impacted by any special needs or disabilities.

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 and families

We do not underestimate how difficult the recent weeks 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 PHSE sessions
- 1:1 counselling (socially distanced)
- Referrals to school nursing team and 'Health Young Minds'

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

- Well Being Pack on the school website – this includes many other useful links  
<https://primarysite-prod-sorted.s3.amazonaws.com/willowsprimaryaltrincham/UploadedDocument/287a64da495e4aec8766fa4b137ed62b/parents-well-being-pack.pdf>
- Communication Pack on the school website <https://primarysite-prod-sorted.s3.amazonaws.com/willowsprimaryaltrincham/UploadedDocument/35c4957f5300425da2e666d60468b758/communication-booklet.pdf>
- NHS Self-care Covid kit on the school website <https://primarysite-prod-sorted.s3.amazonaws.com/willowsprimaryaltrincham/UploadedDocument/1a99174df7d9480cbf93a12bde877bee/self-care-kit-covid-19.pdf>
- RCPCH (Royal College of Paediatrics and Child Health) resources on the school website <https://primarysite-prod-sorted.s3.amazonaws.com/willowsprimaryaltrincham/UploadedDocument/2332724708a540ebabeba0ab92b78456/covid-19-resources-for-parents-and-carers.pdf>
- 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



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 the opportunity to thank you for supporting the school over recent weeks 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.

Thinking of you all.

Mrs Warren  
Headteacher

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**Child's name**

**Child's 'Learning Bubble'**

**Learning Bubble Adults**

**Lunch time Adult**

**Start Date**

**Start time**

**Finish Time** (Friday Finish Time)

**Gate**

If children have siblings they will arrive and leave with youngest child. Older children to wash hands and to walk straight to their classrooms at start of day. End of day oldest child to walk to youngest child's bubble exit point and wait for adult observing the 'Stretch' rule

**Child's name**

**Child's 'Learning Bubble'**

**Learning Bubble Adults**

**Lunch time Adult**

**Start Date**

**Start time**

**Finish Time** (Friday Finish Time)

**Gate**