

WINGRAVE

Church of England School

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11 June 2020

Dear Parents

School Return – Second Phase

Following Thursday's Government announcement, many of you no doubt will be very disappointed that official intentions for all Primary children to return to school in some form before the summer have been reversed.

Even where some concerns do remain about children returning to school, with your support, we have managed our recent phased return very successfully - 80% of entitled children returned to school last week, without issue to date, and this has enabled us to consider our next actions confidently but carefully. All things considered, the Governors and I would at least like to provide an opportunity for you to choose whether your children come back to school in some form.

From Monday 22nd June, we have the capacity to welcome back all children on a part-time basis and, with available staffing and space, can still maintain our current measures for teaching, social distancing and cleaning.

We understand that for some children and families this will mean yet another change however your children continue to demonstrate how resilient and strong they are during this very uncertain period. We also appreciate this has implications for parental work commitments, but in weighing up the social, academic and well-being benefits for the children, we feel this is the fairest option for the entire school community.

Following this letter you will find a revised 'Return Document' for this second phase. Many of the detail remains the same but in order to accommodate additional groups and increased site use, we have had to make some changes. We have however, endeavoured to keep the children's routines as consistent as possible and also return them to more of the norm prior to lockdown.

The following link will direct you to a brief online survey; due to limited time, we would ask parents to please respond regarding their intentions **by midday on Monday 15th June**:

https://www.surveymonkey.co.uk/r/WCS_June_Return_Second_Phase

You have been informed separately of your child's Class group for this second phase, the days they will be able to attend lessons and specific timings to support our staggered timetable. There is very little flexibility due to the many factors at play and therefore whilst we are asking for a definite 'yes' or 'no' response, we are prepared for maximum turnout and will provide for all the children who return on their respective days. We understand these latest developments may affect how families already in school feel about our arrangements and so please complete the survey in every case regarding your decision moving forward.

Please note we will not be changing the existing class groups however the days they can attend have been carefully organised as this has implications for numbers, staffing and our ongoing keyworker provision. Please note the new EYFS Class groups explained in the revised phased return document.

We hope you will agree that this is the fairest way to give all our children a chance of some normality before the summer holiday and that this is the best decision with the information we have to date. We believe we continue to act in the best interests of all children within the limitations of our current circumstances and that overall, and in time, the benefits of this second phase will outweigh the difficulties.

Thank you for your ongoing patience and understanding at this trying time.

Yours sincerely



Mr M Tomson
Headteacher
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Wingrave Church of England School - Return Procedures – Second Phase, June 2020

This period of phased return for specific year groups so far has been extremely successful; 80% of our entitled children returned to school and this has given us confidence in welcoming back further children under the same staggered, class group model.

We know the past few weeks has been greatly valued by those families able to return to school for many different reasons and, although we appreciate this will cause some difficulties for working parents, we feel that moving forward with a **part-time return to school for all classes** is the fairest option for the remainder of this term.

From Monday 22nd June, we have the capacity to welcome back all children with half of each year group attending on either a **Monday/Tuesday (All Group As) or Thursday/Friday (All Group Bs)**. This is identical to the current model but will mean the children are all taught by their own teacher in their own classroom. Understandably, due to the factors at play and outlined further below, families will not be able to choose which days their children come to school.

As we want to make the most of the time in class with the children, Teachers will be leading their own class groups full time and therefore we will close to children (except keyworker children) on Wednesdays. This will not only provide time for thorough cleaning between the two halves of the week, it will provide staff with time to prepare their lessons and online content for those days the children are not in school.

Our priorities remain:

- Provision for key worker and/or vulnerable families.
- The health and well-being of the children, staff and all adults coming onto the school site.
- Making the most of the time available for children's learning.

Provision made by the school will continue to be divided into three areas:

- 'Childcare' – ongoing provision for key worker/vulnerable families
- 'Home Learning' – ongoing provision for all children when they are not in school
- 'On-site School' - provision for all classes on site on a part-time basis.

We have avoided making unnecessary changes to our procedures so that the children already in school will have a smooth transition into this second phase however, to accommodate as many different needs and safety measures as possible, some timings and details have been revised.

Within our class group organisation, we have factored in:

- Keyworker families provision all week round
- Consistency for siblings both in school and those yet to return
- Maintaining class group bubbles for current on-site children and staff
- Our commitment to a 14 day consistency arrangement for all groups
- Social and learning factors which will make the most of the lesson time available
- Returning to and/or maintaining any sense of normality for the children, their groups and associated staffing

‘On-site School’ Provision: Monday & Tuesday or Thursday & Friday

All classes, including EYFS have been placed into an A group or a B group as stated in today’s email. **Group As across the school will attend on a Monday & Tuesday** and **Group Bs across the school will attend on a Thursday & Friday**. The fundamental arrangements for the class groups remain the same as to what is currently in place and children should all wear uniform please.

Additional Measures

Using the existing Government guidance and information from Buckinghamshire Council, specific procedures are as follows:

- All year groups will have a maximum of 15 children in a class group.
- Each group will use separate building entrances (detailed on pages 8 & 9) with staggered starting & collection times, staggered playtimes & lunchtimes, and staggered toilet use.
- Furniture will be rearranged in each room to seat children individually at a distance from each other.
- All furniture, resources and frequently touched surfaces (e.g. door handles, push panels etc.) will be bleach-cleaned every day. A Milton mix will be sprayed over items which are handled each day, the most tactile resources also on rotation so we can monitor what has been used.
- A selection of outdoor items will be provided for playtimes for each class - these will not be shared with other classes and also cleaned each day.
- Antibacterial cleaning materials and hand gel will be available in every classroom for use on arrival, on departure and throughout the day.
- Specific toilet and handwashing times will be assigned before and after play/lunch times in order to limit crowding of the facilities. This, within reason, will not limit children going to the toilet at other times and children with specific needs will be addressed separately.
- In order not to alarm the children, and in line with Government considerations, the staff will not be wearing masks; we will however have access to gloves for distributing resources when absolutely necessary, and have emergency PPE should a child or member of staff fall ill.
- Doors and windows will be kept open as much as possible to ensure maximum ventilation, without compromising the security of the site and safety of the children.

Limitations

Whilst we wish to continue a sense of normality and not cause unnecessary anxiety amongst the children, in the interests of not mixing groups, and keeping large gatherings or unnecessary people on site to an absolute minimum the following still applies:

- There will be no before or after school provision of any kind.
- Cloakrooms will not be used by all groups and most children will keep their belongings in their class room.
- Use of the library will be limited to staff only so they can monitor and manage the handling and cleanliness of books. As is the norm at this time of year, no further books will be issued after June 22nd and parents should please start returning any school books for the end of term.
- Unnecessary resources or items which cannot be easily cleaned (soft toys, cushions etc.) have been removed from the classrooms.
- Children will have the same table, chair and stationery at all times.
- AIP will provide individual packed lunches only on request. Due to circumstances there is no flexibility on this, packed lunches must be ordered in good time or provided from home.

Please provide your child with a packed lunch if you are unsure your order has been successful as there will not be any spares. **If you have booked lunches beyond June 22nd these will need to be cancelled as appropriate please.**

- The hall will not be used for assemblies or lunch; lunches will be eaten in classrooms and assemblies will be delivered via video conferencing. We have also made use of video conferencing for class groups to share and learn together.
- Lessons and learning will alter in format and style to respect social distancing;
 - The outside space around the school site will be used as much as possible.
 - The majority of activities will be individual unless space/furniture allows interaction whilst social distancing.
 - The handling of books and resources will be kept to a minimum; marking and feedback will be predominantly verbal.
 - Only resources which can be suitably cleaned or provided on an individual basis will be available.
 - Staff will be modelling social distancing to the children as much as possible and we would ask all adults to do the same whilst on the school site.
 - Staff working with each class group will be consistent to reduce mixing between groups.
 - PE will be limited due to time and space; sessions, when they can happen, will require trainers only and Teachers will inform the children when.
- Support staff will be deployed to work with the children who need it whilst supporting teachers in supervising lunch and play times throughout the day. This will in part depend on which children return to school in this second phase but we are committed to keeping staff exclusive to specific year groups.
- No events or occasions involving parents or the Church can take place for the foreseeable future. We are looking carefully at specific events for our Year 6 Leavers and new EYFS intake as to how something could safely be organised during the final few weeks of term.
- Understandably, we want to keep items coming into school from home to an absolute minimum. Children will be able to bring their own packed lunch if preferred but should only bring in reading books, for example, to return them. No toys or personal items of any kind should be brought from home. We will be avoiding sending any items home or using electronic means for the foreseeable future.
- Curriculum priorities remain core skills (reading, writing, Maths etc.), PSHE and the associated wellbeing of the children, including transition between year groups.

It is inevitable that in order to maintain and monitor these procedures closely, including social distancing, that everything will take longer than normal – punctuality before and after school is therefore of paramount importance please.

Specific EYFS Arrangements: 9am to 3pm

Having now established two class groups, both will remain in their classroom and associated outdoor space with Mrs Neaves on their respective days. These groups are based on the 'Fantastic Fish' and 'Super Sharks' bubbles which have been in use so far. The more structured 'round robin' activity format will continue so that the use and subsequent cleaning of resources can be monitored closely.

EYFS groups will enter the site via the EYFS outdoor gate as usual and therefore routines will be kept the same. Playtimes will be handled in the usual fashion using the outdoor space throughout the day with the option of a staggered playground/field playtime. Staggered arrangements and cubicles will

be managed to allow EYFS and Year 1 class groups to use the same toilet facilities as normal and as safely as possible.

Specific Year 1 Arrangements: 8.45am to 3.15pm

Please note that the class group previously known as 1a is now 1b in this second phase in order for us to coordinate keyworker provision. Both Year 1 class groups will return to their own classroom with Mr Seymour on their respective days. The cloakroom area will not be used but staggered arrangements and cubicles will be managed to allow EYFS and Year 1 class groups to use the same toilet facilities as normal and as safely as possible.

On their respective days, both Year 1 groups will use the EYFS Gate entrance for their staggered drop-off and collection times.

We understand this is another dramatic change for the Year 1 children but they have already demonstrated their flexibility and staff will continue to greet and supervise their movements in and out of school via the outdoor space closely.

Specific Year 2 Arrangements: 9am to 3.30pm

Both Year 2 class groups will return to their own classroom with Miss Weeks on their respective days. Use of their exclusive cloakroom will be staggered as will their access to their usual toilet facilities via the library.

On their respective days, both Year 2 groups will have exclusive use of the front Fire Door entrance for their staggered drop-off and collection times. This will give direct access to their classroom and reduce the number of classes moving through the playground.

Specific Year 3 Arrangements: 8.45am to 3.15pm

Both Year 3 class groups will return to their own classroom with Ms Garwood on their respective days. Belongings will be kept in their classroom and they will have staggered access to their usual toilet facilities.

On their respective days, both Year 3 groups will have exclusive use of their classroom Fire Door via the playground for their staggered drop-off and collection times.

Specific Year 4 Arrangements: 8.45am to 3.15pm

Both Year 4 class groups will return to their own classroom with Mrs Brown on their respective days. Belongings will be kept in their classroom and they will have staggered access to their usual toilet facilities.

On their respective days, both Year 4 groups will have exclusive use of their classroom Fire Door via the yellow gate and courtyard for their staggered drop-off and collection times.

Specific Year 5 Arrangements: 9am to 3.30pm

Both Year 5 class groups will return to their own classroom with Ms Lee on their respective days. Belongings will be kept in their classroom and they will have staggered access to their usual toilet facilities.

On their respective days, both Year 5 groups will have exclusive use of their rear classroom Fire Door via the playground for their staggered drop-off and collection times.

Year 5 children will be able to walk to or from school on their own but parents should please provide new written permission to reflect these latest circumstances – observing social distancing and the one-way system on site should also be reinforced at home please.

Specific Year 6 Arrangements: 9am to 3.30pm

Both Year 6 class groups will return to their own classroom with Miss Carter on their respective days. Belongings will be kept in their classroom and they will have staggered access to their usual toilet facilities.

On their respective days, both Year 6 groups will have exclusive use of their classroom Fire Door via the yellow gate and courtyard for their staggered drop-off and collection times.

Year 6 children will be able to walk to or from school on their own but, if they have not done so already, parents should please provide new written permission to reflect these latest circumstances – observing social distancing and the one-way system on site should also be reinforced at home please.

Transport

Transport for those entitled children travelling from Aylesbury and local villages has yet to be confirmed – in the absence of any county-wide direction it may not be available to our pupils on the days they are able to come to school. The school will communicate any specific needs to the local authority and will update families this affects as soon as we have more information.

Free School Meals

All children in EYFS, Year 1 & Year 2 will continue to be entitled to Universal Free School Meals.

Children in Years 3 to 6 entitled to Free School Meals will receive food hampers on a fortnightly basis for use at home on the days they are not in school. Packed lunches will be provided for the days they are in school.

If a child is entitled to Free School Meals and not able to return to school, food hampers will continue to be made available for collection or delivery.

Office & Communications

The school office will be open as normal between 8.30am and 3.30pm, Monday to Friday, however we want to keep any unnecessary non-staff adults on site to an absolute minimum. Access to the foyer will be on a 'one out, one in' basis but can we again stress the importance of using the phone or email to limit face to face contact. As with all areas of the school site, please respect social distancing should you find yourself waiting on entry.

Site Access and Movement

To reflect the concerns over such a large group of people gathering in any one place, we have put in measures to distance the amount of foot traffic on the school grounds. Whilst we are aware being outdoor reduces health risks, we expect parents to support the following arrangements, setting an important example for the children. We have established a 'one way' system on site which we will demark as clearly as possible. **All entry to the school site should be made via the Twelve Leys car park entrance** and then, depending on your child's class group, the exit route will vary.

Please note the changes made for this next return period.



EYFS & Year 1 Route	
'Childcare' Route	
Year 2 Route	
Year 3 drop-off point	Fire Door (Red star)

Years 3, 4, 5 & 6 Route	
Office Visitors Route	
Year 5 drop-off point	Fire Door (Purple Star)
Year 4 & 6 drop-off point	Yellow (Star) Gate

Parents have been informed of their class group and associated days and start/finish time which will be staggered to further spread foot traffic at any one time – staff will have the children ready and waiting at the end of the day to avoid parents having to wait for any length of time. Parents should please arrive punctually in the morning but not early necessitating groups waiting around together.

To help ease crowds, where possible, only one parent per family should come on site and without siblings not at this school. Equally, no bikes or scooters should be brought onto the school site at any time please and younger siblings must be supervised carefully to enforce social distancing.

We continue to coordinate with Wingrave Preschool who will also be observing the same access routes and staggered timings for their provision.

Parking

Please ensure that the school driveway and drop kerbs continue to be kept clear for the increase in foot traffic and that we are considerate to our school neighbours and local residents. As roadside parking continues to be of a premium, please can we encourage local families to walk to school and if necessary those driving to park at the Sports Pavilion.

Medication, Managing Illness & Symptoms

Any children who require medication in school and took home items for the lockdown period should return them to school on their day of return - these will be kept in their classroom.

Understandably staff will have a heightened awareness of children who may feel ill or show potential symptoms of COVID-19. Government guidance reinforces measures taken prior to lockdown whereby any children showing any potential COVID-19 symptoms will be sent home. Parents are then encouraged to seek a COVID-19 test.

In the interests of transparency, we will inform parents if we have a suspected or confirmed case of COVID-19 in order for parents to make an informed decision about whether their child then returns to school. If a child who is sent home with symptoms is tested and a case of COVID-19 then confirmed, all children and staff in that group will be immediately sent home for a 14 day isolation period.

Procedures for children who feel unwell at home and are therefore unable to attend school remain the same – parents should inform the school office via telephone immediately, describing symptoms, followed by confirmation in writing on the child's return to school.

Non-attendance

This part-time return for all our classes is in keeping with our belief that all children should value and have equal access to learning. With this in mind and in the absence of any specific official direction (although the school's position may change with any future announcements), if parents choose not to send their children back to school we will accept this decision. Equally, this would apply to medically vulnerable households and those parents who do not consider it safe for their children to return to school.

Parents should please state their decision and reasons in writing as this will provide evidence for our attendance records. We have no intention of pursuing lack of attendance at this unprecedented time as understandably our priority needs to be those children in school; we will however continue to monitor those families who are considered to be socially vulnerable or with specific needs.

Children who do not attend school for any reason are welcome to engage in the Class Dojo and Tapestry provision for their classes but no further provision will be made beyond what has already been provided for children in families with specific medical circumstances.

Key Worker 'Childcare' Provision: Monday to Friday, 8.45am to 3.15pm

This provision will now be overseen by Mrs Cowan and Mrs Searles and continue to be based in the school hall. To allow for the additional groups entering the building, access will now be through the Meeting Room (Previously the IT Room) Fire Door via the school car park.

Unfortunately keyworker children cannot attend both childcare and lessons as this would mix children between bubbles – families must choose either two days of lessons or flexible childcare throughout the week.

Key worker families will continue to inform the school, with notice, which days childcare is required and only when absolutely necessary. Packed lunches can still be provided/ordered online with AIP. Keyworker children can continue to wear their own clothes on their childcare days.

'Home Learning' Provision

Provision for Home Learning will continue for all classes on days children are unable to attend lessons in school. Class Dojo will remain in use for Years 1 to 6 and, where possible, activities will link with lessons attended on-site. Tapestry will continue to be used by EYFS and has already returned to its previous use of sharing learning in school with parents at home.

The timing of and nature of activities uploaded will vary depending on availability of the staff and the learning cycle through the week.

Wednesday will be the Teacher's main preparation/uploading day and therefore, however keen the children may be to complete activities, please bear in mind any content is intended for non-school days.

"I can do all things through Christ who strengthens me." Philippians 4:13

