

Wooden Hill Primary and Nursery School

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Headteacher

Mrs Joanna Lagares

4th November 2020

Dear Parents and Carers,

Safety Changes due to Lockdown

At the time of writing, I am still awaiting guidance from the DfE and from Bracknell Forest regarding the expectations of schools during the second national lockdown which is due to start on Thursday. If the guidance means that we need to alter any of our procedures, I will write to you with any further updates by Friday at the latest. However, in the meantime, the following procedures will be in place from **Thursday 5th November** and all members of the school community are expected to adhere to them.

Social Distancing on School Site

1. Gates

Our current windows for drop off and collection are 8.30am - 8.55am and 2.45pm – 3.15pm. The pedestrian gate will be locked until 8.30am to prevent children being brought to school before the window for drop off. Please continue to stagger your drop off and collection times and follow any specific requests from teachers regarding more specific times for your child.

2. Distancing on school site

It was requested in September that only one care giver brings or collects children from one family. It is essential that this is followed in order to minimise the number of people on site at any one time.

While following the school's one-way system, a distance of 2 metres **must** be maintained at all times between people of different households. This includes parents interacting with children from other households. Children must walk and remain with the care giver that is bringing them to school and must not run ahead / walk with other children if accompanied by a care giver.

Some of our older children walk / cycle to school alone or with friends. This is perfectly acceptable provided that the friends are in the same class. **Children from different classes must not mix.**

Parents and carers must not congregate on the school site at any time and staff will remind you of this expectation if parents or carers are not following this. Please drop off / collect your child or children swiftly and promptly and exit the school site.

Please do not stop to talk to teachers when dropping off or collecting. Some of the yellow boxes outside of classroom doors have faded but these must still be used.

Use of Face Coverings

LEARNING, **Growing** & *Achieving* Together

For the duration of this national lockdown, all adults and children over the age of 11 (secondary school age) must wear a face covering when on the school site when dropping off and collecting children. Staff who are outside and on the doors will also be wearing face coverings.

Communications

During this lockdown, please do not pass messages to teachers at the start or the end of the day whilst dropping off or collecting at the end of the day. If the message is urgent, please call the office and the message will be passed to the class teacher. For all non-urgent messages please use the class email address and a member of the year group team will respond to you as soon as they can. Please note that this email is not checked during the school day as teachers are teaching.

Visitors and Clubs

Unless directed to close, The Beehive will continue to provide wrap around child care with their breakfast and after school provision. They have now moved back to their normal location, in the library and intervention area.

We currently have a no visitor policy – other than visitors who are to support the education or protection of children. From Thursday, this will be further reduced which means that there can be no visitors on site unless the matter is urgent. The builders remain on site, as they are refurbishing the KS2 toilets. They are however self-contained and cannot enter the main school building.

The children's flu immunisations are essential and therefore this will still go ahead as planned.

In the Event of Closures

We have been incredibly fortunate that so far we have not had to close classes or ask children to isolate. However, we know that the virus is becoming more prevalent in the community and we are prepared for classes and parts of the school to close. Should this happen, we have a very clear plan in place to ensure that children's learning is not interrupted. Any child who is isolating and not unwell is expected to continue learning, using the work provided on Google Classroom. Should your child be required to isolate for more than a few days (while waiting for a test result) we will communicate how the work will be provided.

Should the whole school be required to close and key worker provision provided, we will gather from you the information required **at that time** regarding key worker status. We will not use the information from last year as we know that circumstances have changed for many parents.

It is my hope that we are not faced with school closures, in part or whole school again. To help us with this and remain open, please may I ask that you limit mixing with people other than your household during this period of lockdown in parks and outside of school.

Thank you in advance for your co-operation and support as we navigate our way through this second lockdown.

Yours sincerely,



Joanna Lagares
Headteacher