



# Oakwood

## Primary School

Achieving Excellence Together

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Dear Parents

As we come to the end of the academic year, it's hard to imagine how far we've come. My first year in headship will certainly be a memorable one!

Despite the enormous challenges we have faced, I couldn't be more proud of the Oakwood team. We have stayed open for the families of key workers throughout Easter and May half terms, and continued to provide a safe place for those who have needed it. In the background, we have been working tirelessly to keep up with the ever changing situation and guidance that went with it. We have adapted our website and our processes to provide home learning, and made calls to keep in touch with everyone as much as possible. All your kind words and messages of support have meant so much to us all, and I thank you for your continued support at a time when you have been under enormous pressure with your own circumstances and home schooling on top.

On 2 July, Gavin Williamson made his announcement stating that all children need to return to full time school-based education in September. We have been working through the guidance that came soon after to help us plan for the wider re-opening of Oakwood. Alongside this letter is a letter from the Local Authority.

Since 1 June, we have re-integrated approximately a quarter of our children back into school, and this has been a success for several reasons. We have been very clear about our rules and procedures from the start, and everyone has been great at supporting these for everyone's safety. We have staggered start and finish times, break and lunchtimes and we have increased awareness and controls in regards to hygiene. This children who have been back have astounded us with their resilience and how quickly they have adapted to the 'new normal'. We are extremely proud of them.

The new guidance allows us to keep many of these control measures in place, and I would ask that you read the following information very carefully regarding the return in September. These systems will be in place for the first half term at least, and will be reviewed in line with updated guidance as necessary. These procedures will remain provisional in light of potential updated guidance from Government over the summer.



## **Mandatory system of controls**

This is the set of actions schools must take, as outlined by Government. They are grouped into 'prevention' and 'response to any infection' as outlined below:

### Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'Catch it, Kill it, Bin it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often.
- 5) Minimise contact between individuals and maintain social distancing where possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

### Response to any infection

- 1) Engage with the NHS Test and Trace process
- 2) Manage confirmed cases of coronavirus (Covid-19) amongst the school community
- 3) Contain any outbreak by following the local health protection team advice

## **If a child/member of staff has Covid-19 symptoms**

- If a child/member of staff is poorly with Covid-19 symptoms, either at home or in school, we would ask that a test is arranged immediately.
- Children and staff will not be allowed back in school until they have a negative test.
- If anyone tests positive, they will need to self-isolate at home for 7 days. Other members of that household would need to isolate for 14 days.
- Depending on the nature of the symptoms and the exposure that child/member of staff has had within their bubble, we may need to close down bubbles and send all pupils home. That bubble will then be closed until we have received confirmation that the child/staff member displaying symptoms has a negative test.
- If a child displays symptoms at school, they will be assessed. The child may then be taken by a member of staff (wearing PPE) to an 'isolation space' whilst the office contact you to come to school immediately to collect your child.

## **Autumn Term Opening**

School re-opens for all children in years 1-6 on Monday 7 September. Year R have had a separate letter about start dates.

## **Staggered timings**

With our site having 6 access gates, we hope that staggered drop off times will be unnecessary. However, we will be opening doors at **8.40 am** to allow 20 minutes for arrival at school, in order to 'spread out' footfall on the site.

We will be running staggered pick up times as follows:

<b>Year group</b>	<b>Pick up time</b>
Year R (once in full time)	3.00pm
Years 1 and 2	3.05pm
Years 3 and 4	3.10pm
Years 5 and 6	3.15pm

We will also be running staggered break and lunchtimes so that bubbles do not mix.

### **Bubbles**

- The government acknowledge that 2m social distancing is impossible to achieve in schools, and have therefore removed the requirement. They have however, asked us to reduce the amount of mixing between groups of pupils as much as possible.
- As such, we will be creating Year Group bubbles. For the vast majority of the day, children will be taught solely in their class groups, but there may be times when they may mix with some other children in their year group during lesson time (for example, for us to run interventions and booster sessions) and year groups will take their break and lunchtimes together in their bubble too.
- Adults are allowed to cross bubbles, and so children will continue to be taught by TMC and cover teachers as necessary.
- Year group bubbles will be kept apart as much as possible.

### **Classroom organisation**

- Children must only bring to school essential items. This includes a lunch box (we will still be in a position to provide hot dinners for those who would like them), coat, books as directed, hat, book bag. No other items are permitted – including rucksacks or other school bags.
- Assemblies will take place virtually within classrooms.
- Children in Years 2-6 will be sat, as much as the room size allows, in twos or rows facing forwards. Year R will continue with Year R provision and Year 1 will be set up like Year R to aid transition in the first half term at least.
- Pupils will be provided with their own pencil case and basic resources that will need to be kept in a tray on or under their table.
- The class teacher will teach from the front of the class as much as possible. Interventions with individual or small groups of children will take place 'side by side'.
- Children will be responsible for their own belongings and for keeping their table areas tidy and clear.
- Cleaning down of the tables will happen throughout the day as appropriate.
- Movement around the school will be kept to a minimum.
- Passing in the corridor is considered low risk, but too many children, for example, going to the toilet at once, increases this risk so will be managed accordingly.
- Peripatetic and cover teachers can access the school as part of the teaching team. This will be managed through strict hygiene practices and social distancing as appropriate.

### **Communication**

- If you have an urgent message for the classteacher, please either email them directly first thing in the morning (emails will be checked at registration time) or communicate via the school office. Telephone messages will be picked up more quickly, (023 8074 2345) alternatively, email [info@oakwoodlive.net](mailto:info@oakwoodlive.net)
- If the classteacher needs to speak to you regarding your child's day, they will contact you by telephone.

- During this period of lockdown, the school office has been able to operate efficiently by dealing with phone or email queries. Once school has re-opened, we ask that the vast majority of queries continue to be dealt with this way. Exceptions include dropping medication for your child into school.
- If you do need to urgently come into the school office, we will be operating a one-in one-out policy, so only one person should be inside at any one time. If you are waiting outside, we ask that you observe social distancing requirements.

## **Parents**

- Parents and carers will not be allowed to enter the school building.
- You should drop your child off at the classroom door, kiss and go. Please leave promptly so as to avoid causing congestion for others.
- Parents must not gather on or outside the school grounds.
- Only one parent should drop off or pick up and where safe and possible, younger siblings should not attend.

## **Uniform**

- We are going to relax the uniform requirements for the Autumn Term. This is to avoid the need for children to bring in PE kits/bags and get changed for PE. You have the following options:
  - They can wear either: a white polo shirt, plain white t-shirt or their PE t-shirt.
  - They can wear plain black, grey or navy tracksuit bottoms, leggings or shorts.
  - They can wear plain (preferably black or white) trainers (no flashing lights please).
  - Children should have a school or plain brown jumper or cardigan as usual
  - They can wear the relaxed uniform all the time, or just on PE days, whichever is easiest for you.
  - Please do not worry about the relaxation of the uniform requirements or buy additional items. The aim is to keep things as simple as possible for in-school organisation and for parents to keep uniform clean.
- Year R will not be doing formal PE until after October half term, and so you can follow the guidelines on uniform above, or send them in in their usual school uniform as required.

## **Water Bottles and Snacks**

- Please send your child in with a clean water bottle that is full of fresh water from home each morning. There will be an opportunity for them to refill but we are minimising the use of water coolers for large groups of children and so full water bottles in the morning will help us minimise their use.
- Snacks should be a whole piece of fruit, ideally transported in a disposable or paper bag.

## **Curriculum**

- We will be publishing our curriculum intent statement online and sending it home in the next few days too.
- Home learning will focus on reading and basic skills for the first few weeks. Longer tasks in future weeks will be set through Google Classroom or the website.

I appreciate there is a lot of information included in this letter and thank you for your time in reading it. I hope that you find time to have a restful break over the summer and we look forward to welcoming everyone back in September.

Thank you for your continued support.

With all best wishes

A handwritten signature in blue ink, appearing to read 'Maria Whitmarsh', followed by a period.

Maria Whitmarsh  
Headteacher