



# Oakwood

## Primary School

Achieving Excellence Together

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Dear Parents

I hope that you have had an enjoyable summer. If you are anything like me, it's been rather different than in previous years, but I have appreciated the time to stop, be with family and appreciate the small things.

The school has been a hive of activity over the summer. We have redecorated Year R and Key Stage 1 (we think it may be over 15 years since this area of the building was last made over!) and reconfigured the main office to provide more space. We have a new 'signing in' system in reception to help up streamline our systems. And the most exciting news of all, is we have had brand new interactive teaching boards installed in all classrooms. I know that the teachers can't wait to try them out!

Some aspects of Oakwood will look very different to our children on their return, and we know that for many of them who have not been in school since March, there are probably a lot of mixed emotions – for pupils and parents alike! For every moment of excitement about getting back to routine, reconnecting with friends and meeting new teachers, there will be other moments of anxiety and worry.

I want to reassure you that our primary focus will be on making sure children return to school feeling safe, happy and secure. Alongside this letter, is a statement about our curriculum intent for the first few weeks back. You will see that there is a strong focus on social, emotional and mental well-being. We also know that each child is different – staff will adapt to the needs of their classes and individual pupils, providing them with the support they need as they need it.

Of course, our first priority has to be the health and safety of our pupils and staff. You will know that the Government guidance changes constantly to adapt to the new situations we find ourselves in, and we have to follow this guidance as much as we can, adapting to our individual circumstances here at Oakwood.

I wanted to outline the plans for the next few weeks – although much of it hasn't changed since the letter I sent out in July, please read it carefully as there are some small changes based on updated guidance.



## **Mixing and caution**

We are taking precautions in school by making sure children are in consistent groups and implementing regular hand washing and sanitising. But I urge you all to remember our wider community, children and our families when you plan your life outside of school. Many of us have vulnerable partners, parents or children. We are all taking time to consider our personal rights alongside our wider responsibilities as citizens and I thank you in advance for this consideration.

## **SEN**

Mrs Mahoney will be contacting all families with EHCP children over the first few weeks of term to ensure that all transition plans from Summer are running smoothly. Do contact school directly should you have any early concerns.

## **Face Coverings**

Government and Public Health England guidance remains that face coverings should not be used for pupils in primary schools. There are a number of reasons for this, including:

- Younger children are likely to need help to put them on and take them off
- They increase the likelihood of children touching their face, thereby increasing chances of infection
- They can get lost or stored in unsanitary places
- They inhibit children's ability to communicate, which is so vital in an education setting

The most recent guidance produced by the government late on Friday 28 August, says that the use of face coverings for adults in schools, particularly in communal areas, is at the discretion of the headteacher. Along with the schools in our Federation, I have provided all staff with a face visor. They may decide to wear this in the classroom, particularly if they fall into a vulnerable category, and they will be wearing them in communal areas when 2m social distancing between adults cannot be guaranteed. Some staff may occasionally wear a face mask if they fall into a vulnerable category.

## **Medicine, bags, snacks, water, lunch etc**

Should your child require regular, prescribed medicine to be in school please contact the school office via email for an administration of medicines form.

Children in years R-2 will not need to bring a snack into school as the school fruit and vegetable scheme will be up and running again in the Autumn term. Children in Years 3-6 can bring in a whole piece of fruit in a disposable bag or re-usable container which can be kept in their locker. Please send your child with a clean, full water bottle (as usual, water only please, no juice) each morning. There will be opportunities to fill up the bottle during the day but starting full would help us enormously.

Children must only bring to school essential items. This includes a lunch box (if required), coat, books as directed, hat, book bag. No other items are permitted – including rucksacks or other school bags.

We will still be offering hot lunches, priced at £2.45, but for the first half term at least, the hot dinner option provided by City Catering will be a hot 'picnic' lunch. Options will include things such as hot dogs, burgers, BLT wraps – there will continue to be a blue and a yellow option, fruit, cheese and a dessert of the day. The Lunchero App will be updated by City Catering before next Monday, and this will show you what is for lunch each day.

We continue to follow the hierarchy of control measures set out below:

### **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) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'Catch it, Kill it, Bin it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products and bleach.
- 6) Minimise contact between individuals and maintain social distancing where possible.
- 7) 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 **10 days**. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. 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.

Please see the separate flowchart for more clarity on actions to be taken in the case of symptoms.

If we have a confirmed case of Covid-19 in the school community, we will follow the advice of the local Public Health Protection team.

### **September 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.

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>	<b>Pick up/Drop off location</b>
Year R	3.00pm	Teachers will show you the doors when you come for your Stay and Play sessions
Years 1 and 2	3.05pm	Year 1 and 2 doors
Years 3 and 4	3.10pm	Year 3 and 4 doors (please remember that Year 4 are now in the previous Year 3 classrooms and vice versa)
Years 5 and 6	3.15pm	Year 5 Side door and 6FL classroom (previously 6TA)

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**

- 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 and other touch points 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

- **Please respect the 2m social distancing guidance between adults at all times when onsite.**
- 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.

We hope to resume full uniform expectations in the lead up to Christmas, providing guidance does not change.

## Attendance

School attendance is now compulsory again, and the guidance states:

*"School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply."*

Please remember we are here to support our families as much as possible, and if you have any particular concerns then let us know so that we can work together.

### **Home Learning**

In the event of self-isolation, or a local lockdown, we will be ready to provide online home learning to children. We will be asking all families to indicate their access to home technology and internet. We will be continuing to use Google Classroom (training up our younger children quite quickly in the first few weeks!) where possible, adapting to families' individual circumstances where necessary. It's very important you keep us informed of your circumstances so that we can support everyone in the best way possible.

Once again, this is a lot of information to take in and I appreciate your time in reading it.

We are very much looking forward to welcoming everyone back next week.

Thank you for your continued support.

With all best wishes



Maria Whitmarsh  
Headteacher