



Miss H Clark
Headteacher

Provisional Plan for September 2020

July 2020

Dear Parents and Carers,

We have now received guidance from the DfE in relation to operating as a school in the Autumn Term 2020. As a school, we have used this guidance to create a plan for reopening fully from the beginning of the new school year. Of course, the situation with COVID-19 is ever changing so although I write to you now in July, things may well change again before September. We will of course keep you up to date with any changes as our guidance is updated.

The new school year will start on **Wednesday 2nd September for Years 1-6** and **Monday 7th September for our Reception and Nursery pupils.**

Timings of the School Day

EYFS (Reception and Nursery)

This class will start at 9:00am and finish at 3:15pm. The children should enter via the front garden where they will be met by Mrs Gardner. They will exit via this same gate on an afternoon.

Busy Bees (Years 1 and 2)

This class will start at 8:50am and finish at 3:15pm. The children should enter via the red door in the playground and will exit via the same door on an afternoon. The children should go straight into class on arrival at school.

Eager Beavers (Years 3 and 4)

This class will start at 8:50am and finish at 3:30pm. The children should enter via the conservatory door. They will exit via the same door on an afternoon.

Wise Owls (Years 5 and 6)

This class will start at 8:45am and finish at 3:30pm. The children should enter through the front door via Butterflies classroom and make their way straight up the stairs into the classroom. They will exit via the same door on an afternoon and will wait in the playground for collection.

Please note when dropping off and collecting your children that you must either leave your child at the front red gate to walk in by themselves or walk down the driveway and out the back gate via the **one-way system**. This is to avoid people passing on the driveway and to **help maintain social distancing** at all times. Whilst waiting for the front gate to be opened please line up using the markers on the pavement.

Please also arrive at the allocated pick up times and no earlier to avoid large crowds congregating in the playground. Use the coloured spots on the playground to keep to a distance from others. Once you have collected your child, please do not wait to talk to others but exit the school grounds as soon as possible.

If you have children that are due to be collected at two different times then please adhere to the timings for the youngest child.

School Office

The school office **will not be open** for face-to-face queries. If you have any queries regarding dinner money, trips etc then please email Mrs. Tither at bursar@wlsj.lancs.sch.uk or call school on 01695 574078. This is to protect both the office staff and to avoid people gathering in the very small entrance. Any dinner monies etc can be sent in to school with your child in a named envelope and will be collected by the class teacher during registration.

Uniform and Bags

All children will be expected to wear the school uniform and we ask that they come to school each day in fresh, clean uniform as the virus can live on clothing for up to 72 hours. PE Kits can be brought in on a Monday and taken home on a Friday, to be washed.

Children may bring to school reading bags, packed lunch boxes, water bottles, PE kits and usual outdoor attire. Please **do not send** in large backpacks or pencil cases. We are trying to limit the amount of items that travel between home and school each day.

Breakfast and After School Club

These clubs will resume from September 2020. You **must book in advance** and have confirmation of a place from Mrs. Jones. We have strict regulations regarding numbers in order to meet the safety guidelines. Email: wlsjafterschoolcare@gmail.com

Extra-Curricular Clubs

Extra-curricular clubs will run in the Autumn term but will be limited in terms of classes attending and the number of pupils allowed. Teachers leading clubs will be in touch with more detailed arrangements.

Lunches and Break Times

Hot school lunches will resume from September in the form of hot sandwiches. Mrs Tither has emailed out a copy of the 3 weekly menu which **MUST** be completed and returned to the office by Friday 17th July. EYFS will eat in the studio and all other classes will be eating in their classrooms. Arrangements have been made for cleaning of tables prior to and after the lunch break.

During their break times all classes will be kept separate so that children are only mixing with their classmates during the school day. Due to the need to separate all classes during breaks, children from **Busy Bees, Eager Beavers and Wise Owls** will have their breaks on the school field. This means that all children in these classes **MUST have wellies and a suitable coat with them every day**. We do not have staff that can stay in with children at lunchtime so if one child forgets then the whole class will have to remain inside. Please help to ensure that this does not happen by sending named wellies in for your child from the start of term.

Extra Safety Measures

- Children will be asked to wash their hands on entry to school each morning and at regular intervals throughout the school day.
- Classrooms will have windows open at all times to improve ventilation. We know that this means classrooms will be cold. If you would like, you can send your child in with a jacket/fleece/hoody that they can leave in school to use if they are cold.
- In EYFS equipment will be cleaned regularly throughout the week and surfaces and shared pens/pencils wiped down after use.
- Every child from Year 1 upward will be provided with their own equipment to use e.g. pens, pencils, rulers etc to limit the sharing of resources. Where resources are shared within in a class they will be cleaned regularly. Any resources shared between classes will be cleaned between each class' use.
- Classrooms from Year 1 upward have been arranged in rows so that all pupils will face the front of the room and not another child. Desks have been positioned so they are spaced as far apart as possible. There will be two children allocated per workspace that will be theirs for the remainder of the term. The children will not be allowed to move about the classroom during lessons and this will be added to our behaviour policy. If a child does not follow the procedures laid out in class, parents will be contacted.
- Tables, chairs, light switches, door handles etc will be cleaned regularly throughout the day. Toilets will be cleaned after breaks, lunch and at the end of the school day.
- There will be no whole school assemblies for the Autumn Term. Details will follow in the Autumn Term of how we will manage our Friday Collective Worship so that all classes and parents can be involved.
- All additional events listed on the website for the Autumn Term are purely provisional at this time e.g. harvest, Nativity etc. We will confirm whether these events will be allowed to go ahead nearer the time.

Track and Trace

Any child exhibiting symptoms of COVID-19 **MUST** be kept at home and be tested. They will only be permitted to return if the result is negative or if in the case of an unclear result, once they have completed the required period of isolation. If a child develops symptoms whilst in school, they will be isolated and parents called. Parents **MUST** be contactable at all times.

If a positive result is received for any child or member of staff in school then action will be taken which may include closing a class or the school for a short period of time. We urge everyone to fully participate in the government's track and trace scheme and details of this can be found on the school noticeboard at the front gate.

In addition, we may be subject to local lockdowns in the next academic year if the rate of infection rises in West Lancashire. In the case of any closure of classes or school we will provide home learning which aligns with the school's curriculum. This learning would be equivalent to the length of the school day and be both online and paper based. Finer details of what home learning would include will be sent out should a school closure occur.

Parking Outside School

I would like to remind all parents to be respectful when parking to drop off and collect children from school. I have noticed many of you on a morning parking across driveways of local residents. This is not acceptable even for a few minutes so please refrain from parking in these places. We have an arrangement with the Prince Albert Pub that parents can use their car park for drop offs and collections. The school crossing patrol are here morning and afternoon to aid with crossing the main road.

Parents **MUST NOT** park at the back of school. This car park is reserved for local residents and staff. In addition, with the back gate now being used as an exit there are lots of children walking down the driveway at home time so cars **MUST NOT** come up and down the drive at the same time. We want to keep all our children and parents safe.

Catch Up

I know many of you will be worried about the impact that this time away from school has had on your children. I would like to take this opportunity to reassure you that school will be doing all we can to ensure that all children make good progress on their return to school. For the vast majority of children this will be achievable through their normal whole class teaching. For a small minority we know that more targeted, small group intervention will be required. Where this is the case, we will be in contact with parents to let them know what we have planned.

Finally, I would like to express my thanks to the whole school community for their support during what has been a very challenging year. I know there is a lot of information in this letter to process and that there are still many challenges ahead but I am positive that with plans in place we can manage the Autumn Term successfully. If you have any queries regarding the plan for September then please do not hesitate to contact me via email head@wlsj.lancs.sch.uk or via telephone on 01695 574078.

Kind Regards
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