

Willowbrook School & Nursery



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Dear parents/carers,

As you know, our school has been open throughout this time to children of key workers, and those considered 'vulnerable' by the government. This will continue to be the case moving forward, and the government is clear that these children will remain the priority. We have also been asked to open the school to children in Nursery, Reception, Year 1 and Year 6 from June 1st.

As you can imagine, planning for this has been a challenging task. We have tried to design a plan that keeps children and staff as safe as possible and this letter outlines our plan. Please note that these plans may change depending on any further government announcements/guidance or fluctuations in numbers in the key worker group. The government is encouraging all children who are eligible to attend to do so, but ultimately the choice about whether to send your child to school sits with you. We hope that by sharing our plans we will support you to make the right decision for your child.

When is each year group going to be allowed to attend school?

We have planned the following timetable so that we can keep groups of children as small as possible throughout the week. We are using all teachers who are safe to be in school to make this possible.

Note: All children other than Reception will start this timetable from the 1st June. Reception children will start the following week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Key worker children / vulnerable pupils	 Split into three groups	 Split into three groups	 Split into three groups	 Split into three groups	 Split into three groups
Nursery children	 Split into two groups (when more than 10 attend)	 Split into two groups (when more than 10 attend)	 Split into two groups (when more than 10 attend)	 Split into two groups (when more than 10 attend)	 Split into two groups (when more than 10 attend)
All Reception children	 Split into 5 groups	 Split into 5 groups			
All Year 1 children				 Split into 5 groups	 Split into 5 groups
Children in class 6W	 Split into 3 groups	 Split into 3 groups			
Children in class 6BM				 Split into 3 groups	 Split into 3 groups

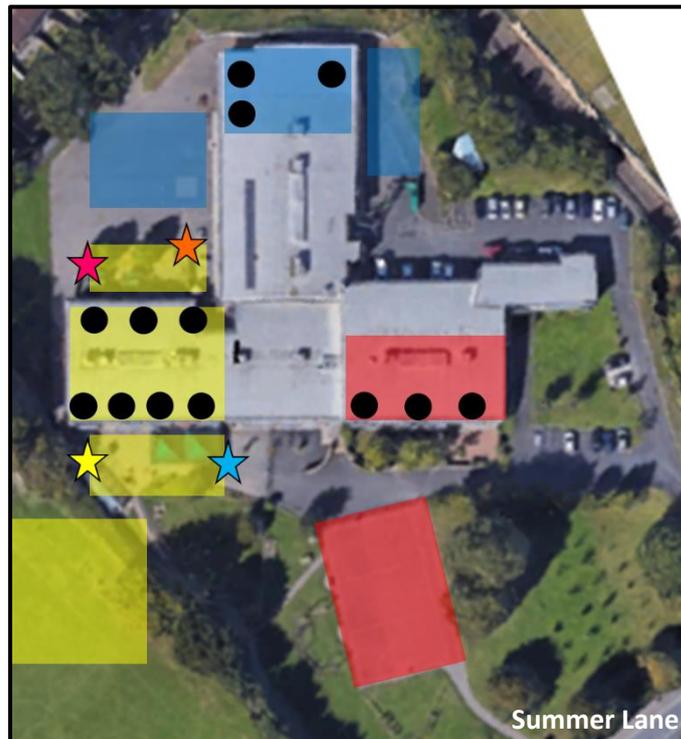
Why are some year groups/classes only in for two days?

Due to the fact that we have some staff who cannot be in school at present, we have to divide the week up to allow all children to attend in numbers we deem responsible. Based on feedback from the recent parent survey, it is likely that our groups will start with between 6-8 children but may grow to be no larger than 12.

How will the school site be used?

The blue zone at the top of the school will be used for children in Year 6. The three black dots represent the classes the children will be grouped into. The blue outdoor areas will be used solely for Year 6.

The yellow zones are where our youngest children will be based. The black dots represent the classrooms being used. The stars show the entrance/exits we will use at the start/end of the day for different groups. All play areas will be used on a rota to avoid mixing of children from different groups. On a Wednesday, classrooms will be deep-cleaned before being used on a Thursday and Friday by Year 1 children.



The red zones are where our Key Worker/vulnerable children will be based. The black dots represent all the classrooms being used.

These groups are potentially our largest. If your child currently attends for a day or two, and they fall into N,R,1 or 6, they may be asked to attend in their year group classes from now on (we will contact you about this). If they currently attend every day at present, they will need to remain in the Key worker/vulnerable group provision to prevent the risks associated with mixing between different groups.

Other questions you may have:

1. What will the children do at school?

The teachers will do their very best to make school as normal as can be in the current circumstances. Our number one priority will be the wellbeing and safety of each child. We will try to establish a routine that helps your child to get back into normal 'school mode'. You do need to understand that your child may not be with their normal class teacher or teaching assistant, but will be with an adult who is familiar to them.

2. What will drop-offs and pick-ups look like?

The school day will still start at 8.45am and end at 3.20pm. Once you know which group your child is in you will also know where to drop them off and collect them. It will be essential you follow any advice or guidelines on the school site about safe social distancing. Please note: there will be no breakfast club/after school provision for children outside of the Key Worker group.

3. How will we encourage good hygiene?

Each classroom being used will be well-equipped with cleaning products. Unnecessary soft-furnishings will be removed and adults will regularly wipe-over hard surfaces. Staff will promote appropriate hand-washing routines for the children and each group will have an allocated toilet area. *We cannot guarantee social distancing of any children but will do our very best to educate them to respect one another's space.*

4. What happens if someone shows symptoms?

If a child shows symptoms of Covid-19 they will be sent home and asked to self-isolate for 14 days. We will ask that parents arrange for their child to be tested before they return to school. If there is confirmation they have Covid-19, then we will also inform the parents of other children in this group who would then also have to isolate for 14 days, alongside staff from that group.

5. What happens with meals, snacks and drinks?

All children need to bring a packed-lunch as we are not yet able to use our caterers in school. Free school meal vouchers will continue to be issued during this time. Children also need to bring their own drinks/snacks.

6. Do children have to wear uniform? Can they bring any equipment?

Yes. Please send your child to school wearing uniform. We understand some children may have grown out of some uniform, so please just do your best in this respect. Uniform will need regular washing to help us with our hygiene/safety measures. Children cannot bring any equipment into school – we will provide anything needed.

7. What group will my child be in and can I change this?

We will email you before the 1st June to tell you what teacher/classroom your child will be based in if they are in one of the eligible age groups. This has been worked on tirelessly by the adults who know your children and they have done their very best to consider the children's needs within this. We know that not everybody will be keen on these groups but we are not going to be changing them upon request. *Please note: your child will be placed in a group even if you are not planning on sending them in. This is because we have to plan based on the assumption that some pupils may return later.*

8. What about when other year groups return?

The government has mentioned that they would like other year groups to return before the end of the school year. However, no detail has been provided about this and we have been advised not to plan for this until we know more. We will of course keep you updated as and when we receive further information about this.

9. Will I be fined if I don't send my child to school?

No fines will be issued during this time. We will inform parents if the guidance around this changes at any point.

10. I have other questions...

Please email the school admin email with any further questions, or phone the school office. Please be patient in waiting for a response – we are extremely busy during this time and have staff who are not the usual admin team answering phones.

Thank you so much for your continued support during this extraordinary time. Please remember this won't last forever and we will get through this together.

Kind regards,

Mrs M Marlow
Head Teacher
Willowbrook School