



Woodside Junior School
Headteacher Mrs Dorota Milner



Mitchell Walk, Amersham, Buckinghamshire HP6 6NW
Tel: 01494 725897
Email: office@woodside.bucks.sch.uk
Website: woodside.bucks.sch.uk

8th October 2020

Dear Parents

I am writing to provide you with an update on our current contingency planning in relation to Covid-19. We are studying the updates from the DfE on daily basis and we are using these updates to help us develop and inform our contingency planning. This planning will also be published on our website.

Current context

In terms of our daily routines in school, our cleaning regime has been strengthened with a particular focus on frequent touch surfaces such as door handles. Children and adults are all being instructed to wash or sanitise hands much more frequently and additional sanitisers have been placed strategically around the school. The school and the Hideout Zone operates in bubbles with children and staff (where possible) not crossing between the respective bubbles. At the time of writing, there are no confirmed cases of coronavirus linked to the school community. We follow the latest NHS and Government advice in relation to symptoms and actions <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Check if you or your child has coronavirus symptoms

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result. We would appreciate it if you let us know the results of the test as soon as possible. If the test is negative, your child can return to school immediately if they are feeling well.

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

Scenario Planning

The school is planning for a number of different scenarios.

- Instruction from the government to close the whole school
- Infection affects a member of our school community and a case is confirmed
- High levels of staff illness/absence make it impossible to staff all classes or children

My hope in sharing these plans is that you fully understand that the school will do all that it can to keep our pupils and staff safe, whilst at the same time continuing to provide education



Instruction by the Government to close the whole school for a limited period

In this scenario, the school will seek to maintain online instruction and setting of work via Google Classrooms (as per previous national lockdown). We will communicate further instructions to all parents at the point of closure. Please ensure that our office has an up to date email address for your family. For any pupils who do not have access to the Internet, we will provide hard copies of work set.

Infection affects a member of our school community and a case is confirmed

In this scenario, the school would have to follow direct guidance from Public Health England, Local Authority and the Trust. It is possible that some or all of the school could be closed. Given that the school operates in 'bubbles', it is possible that we could be instructed to have a partial closure. A risk assessment will be undertaken by the school, with advice from the local Health Protection Team.

High levels of staff illness/absence

In the event of high levels of teaching staff absence, there may be some amalgamation of classes and lessons may not be as formal as usual. Our teachers would have an overview of provision, but supervision of pupils would be delegated to our support staff. The school would have to make dynamic risk assessments to ensure the health and safety of all pupils and staff. In the worst case scenario, it could be that the school would have to partially or completely close.

Secondary Transfer Test (11+) and SATs tests

As it stands, the government intends to continue with the SATs tests for Y6 and multiplication tests for Y4. Secondary Transfer Test (11+) for our Year 6 pupils will take place on Tuesday 3rd November 2020 and Thursday 5th November 2020. Please inform the school office (if you have not done this already) if you would like to withdraw your child from Secondary Transfer Test (11+).

Communication

We ask that parents follow the normal absence procedures relating to pupils: email or call school to inform us of the reason for the absence. If any absence is linked to suspected Covid-19, please ensure that you speak directly to the school office 01494 725 897 or e-mail office@woodside.bucks.sch.uk

Please note any request for holiday will be treated as unauthorised and the school may fine parents. This is now especially important as families will have to self-isolate for a period of two weeks following most holiday destinations.

Other events such as Parents' Evenings

Direct face to face communication during parents' evening has been suspended. You will receive a short progress report relating to your child and an opportunity to speak to the class teacher (via telephone or class Dojo) if you need to discuss the report further.

Unfortunately, all events that lead to many people coming into school and into a confined space, e.g. hall or classroom, are for the time being not permitted. At the moment, we have not made a decision regarding the Year 4 Nativity but obviously we will keep you informed when we do.

We hope that this letter updates you on our current planning whilst recognising that the landscape continues to evolve. Please keep us informed should your personal situation change.

Be reassured that we will continue to make measured decisions in the best interests of the whole school community, whilst following the guidance provided by the Department of Education.

Thank you for your continued support of the school and the work that we do.

With warmest wishes



Dorota Milner
Headteacher