



# Winkleigh Primary School

*"Learning together, achieving together."*

Farmer Frank's Lane  
Winkleigh  
Devon  
EX19 8JQ

Telephone: 01837 83354

Email: [admin@winkleigh.devon.sch.uk](mailto:admin@winkleigh.devon.sch.uk)

HEADTEACHER: Mrs Victoria Fenemore

Dear Parents and Carers,

As I am sure you can imagine the Government Covid-19 guidance for a full return to school in September poses some challenges for all schools. We have carefully worked our way through this and below we have outlined our procedures as to how this will happen to ensure the safety of all children, staff and the wider community. A new risk assessment has been produced and this will be available on our website once completed. The risk assessment is a live document and is updated regularly.

Schools have been asked to minimise the number of contacts a child has during the school day as part of implementing the system of controls to reduce the risk of transmission of Covid-19. We have also been asked to plan for the possibility of a local lockdown.

## **Attendance in September**

The law has now changed back from June when it was optional for your child to return to school if their year group was open. It will now be compulsory for all children to attend school in September.

The first couple of weeks in September will be vital for your child to reintegrate with their class, socially and emotionally. This time will provide the greatest level of support for your child in their transition back to school. It will also be the time when teachers will begin assessing the children and start planning for the needs of all children within their class.

## **Start and finish times**

We looked very carefully as to whether we would not need staggered start and finish times for different classes. Unfortunately, we will have to introduce this.

It is crucial that the times are strictly adhered to in order to reduce the number of children entering the building at any one time and to reduce parents congregating.

If you miss the time slot allocated your child will have to wait until all classes using that entrance have entered and the class TA is free to come back to collect your child.



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Year group	Start time	Finish time	Entrance / exit point
Nursery	9:05	3:35	Pod entrance
Owls	9:00	3:30	Play area by pod
Year 1	8:55	3:25	Play area by pod
Year 2	8:45	3:15	Key stage 2 gate
Year 3	8:45	3:15	Play area by pod
Year 4	8:55	3:25	Key stage 2 gate
Year 5	8:50	3:20	Key stage 2 gate
Year 6	9:00	3:30	Key stage 2 gate

Upon entering the school children will go straight into their class lines and be sent in for handwashing from there.

When children leave at the end of the day, school teachers will see out their classes from Reception through to Year 4.

Children in Year 5 and 6 will leave their allotted entrance and find their parent / carer or walk home on their own.

## **Waiting for Your Child**

We have installed a chain at the top of the D so no cars / deliveries / buses will be allowed in that area when children are entering and exiting the school site. We would ask parents to use that area to stand and wait for their child / children.

Parents must still social distance whilst waiting for their children within the school grounds.

## **School Buses**

The buses will not now come into the D area. We are asking them to reverse into the exit of the school and drop the children just inside that area. Therefore, we would ask for your consideration when parking near the exit to ensure the buses can do this safely.

If your child travels by school bus, please ensure they can do their own seat belt, as we have one member of staff allocated to buses and they will not be able to access the different bus bubbles.



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## Walking / Cycling to school

We are encouraging all children and staff who are able to walk / cycle to school to do so in an effort to reduce the number of cars on the road. If children cycle they will need to dismount by the chain and walk with their bike down to the bike sheds.

## Classroom Organisation

In all classrooms the desks will be organised so they are facing the front, children will be sat two to a table, side by side. We have had to change the orientation of some classrooms in order that all children can see the board.

We have carefully measured the classrooms to see where we can accommodate each class. Year 3 is our biggest class with 33 children, and the current Year 3 classroom will not be able to accommodate this number of children under the new guidance. From September the Year 3 children will be based in what was the Year 2 classroom. All other classes will remain in the normal year group classrooms.

Staff will distance themselves as much as possible from the children and other staff within the classrooms.

Any interventions / catch up support children require will be carried out within the classroom, in line with our ethos of not taking children out of high quality teaching for an intervention. This will be even more crucial in September. We also have no spare spaces within the school to take groups to.

Where possible staff will stay with their allocated bubble, however guidance is that they can move through different bubbles as long as regular hand washing and good hygiene practices take place.

## Uniform

### Key Stage 1 (Owls, Year 1 and Year 2)

Normal school uniform (black or grey shorts, trousers or skirts / white polo shirts / school jumpers) will be worn in September with the exception of school shoes. Children should wear trainers, preferably black, every day. This is so they do not have to change shoes when participating in PE. Children **must** have a coat in school every day as they may be waiting outside longer than normal while every child gets their hands washed.



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## **Key Stage 2 (Year 3, Year 4, Year 5 and Year 6)**

Normal school uniform (black or grey shorts, trousers or skirts / white polo shirts / school jumpers) will be worn in September with the exception of school shoes. Children should wear trainers, preferably black, every day. This is so they do not have to their change shoes when participating in PE.

On the days that children have PE they must wear BLACK shorts, leggings or tracksuit bottoms, again this is to avoid changing. The days each class has PE are shown below. These will be the same days each week.

Children must have a coat in school every day.

	Tuesday	Wednesday	Thursday
LUNCHTIME CLUB	Year 3		Year 3
PE AFTERNOON	Year 4	Year 6	Year 5
PE AFTERNOON	Year 5	Year 4	Year 6
AFTER SCHOOL CLUB	Year 6	Year 5	Year 4

## **Cleaning**

We will be continuing our enhanced cleaning and toilet cleaning routine that we have implemented during this term. After every child has been to the toilet it is sanitised by one of our Teaching Assistants. This does have great implications on the time TAs are out of class. However, the continued cleaning of toilets and surfaces is a key priority throughout the day.

## **Hand washing**

All children will be required to wash their hands upon entering school, before break, after break, before lunch, after lunch, and before leaving the school. As I am sure you can imagine with over 180 children this is going to be quite a challenge. We have ordered some mobile hand washing stations to help with this situation. We would ask that you ensure your child knows how to wash their hands for 20 seconds correctly before their return to school.



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## Tissues

All parents will be required to provide their child / children with a pack of individually wrapped tissues when children return. These will then be kept in your child's learning pack. We will notify you when they need replacing. The school has a limited supply but cannot afford to provide for every child. We will be following the guidance on 'Catch it, bin it, kill it.'

## Bags

All children, from Reception to Year 6, should bring a **school book bag** in every day. No rucksacks or alternative book bags can be brought in due to the varying sizes as all book bags will be stored in trays. Book bags must not be decorated with key rings or add ons.

We have a small supply in school available for you to purchase. These can be paid for via the Gateway and will be given out in September.

## School Lunches

For the first month of term all school meals will be a baguette meal only, this must be booked on the Gateway by Thursday 16<sup>th</sup> July.

**[If meals are not ordered by this date, we will not be able to provide a school meal and your child will need to bring in a packed lunch.](#)**

From October, we will be offering a hot meals menu. There will be a meat and vegetarian option and a choice of baguette each day, this will be a fortnightly menu.

This is due to the fact that all meals will have to be boxed up in the kitchen and then delivered to classes. Lunches will be eaten in classrooms and will be served on recyclable paper plates or take away style boxes. Children will use school cutlery which can be put straight into hot soapy water and then taken to the kitchen for sterilising. From October there will be a small increase in the cost of a school meal to cover some of the extra costs involved in the way we have to serve the meals.

We are no longer able to provide emergency jacket potatoes. If your child does not have a lunch with them or one booked through the Gateway, the school will phone you and ask for one to be brought in.



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## Packed Lunches from home

Children can bring in a packed lunch from home, this must be a plastic box that can be wiped down. No material lunch boxes please. All waste will be returned in the lunch box.

## Snack

The free school snack scheme for Key Stage 1 (Owls, Year 1 and Year 2) has been suspended by the Government for the current period, we will let you know if and when it is reinstated. Children may bring in a piece of fruit **only** for snack should they wish.

## Milk

We are unable to offer milk at this current time, again we will review this after a few weeks and let you know when we are able to offer this again.

## Water bottles

As with this term, children **MUST** bring in a named water bottle into school every day. School is unable to provide water in cups.

## Learning Packs

All children will have their own zippy wallets with all the resources they will need throughout the day. These will not be shared with other children. Year 6 children will be allocated their own iPad to use in school.

## Trips / Residential Visits

Unfortunately, we will not be able to plan any trips for the Autumn term, apart from walks to the village which we will link to the topic. Again we are not able to plan any residential visits at this current time; we would usually start planning these visits at the end of the summer term for the following year. This will constantly be reviewed and if and when we are able, we will begin planning; although residential visits are likely to be on a much smaller scale than previously.



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## **Visitors into school**

As with this term, we are not permitted to have any parents or volunteers into school. Please email admin if you have any queries. The admin team will be working in the office so you may use the intercom to speak to them if needed.

## **Before School Club**

We will be able to offer our before school club from September. This will start week beginning Monday 14<sup>th</sup> September and be limited to 15 children. The club will run from 8:00am– 9:00am and the whole hour must be booked and paid for in advance (under Dinners in the Gateway).

Children attending the club must arrive for 8:00am so we can get all children in and wash their hands at the same time. The club will be different from before as children will not be able to share resources. It is likely that the children will participate in exercise for half an hour and then watch an educational television programme.

## **After School Provision**

We are currently unable to offer after school clubs for all pupils when we start back in September, again this will be reviewed every few weeks. The exception to this will be for Years 4, 5 and 6. Each class will have the opportunity to book a sport based after school club, once a week, run by a sports coach. This should be booked and paid for on the Gateway, we will let you know when the booking facility for this opens.

I hope this covers most areas, if you have any questions / queries, please do not hesitate to contact the school. As we found when we began to welcome children back into school in June, we can plan for every eventuality as best we can but sometimes tweaks have to be made where necessary.

Kind regards,

Vicki Fenemore