



Oakwood Primary Academy



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3rd September 2020

Dear parents and carers,

As we start the new school year we are really looking forward to welcoming you and your children back to Oakwood. We know that the start of this term is different in many ways and hope that the following information answers some of your questions.

Communications on the School Website

We sent out information and letters at the end of last term and they are available on the school website so that you can refer back to the updates.

https://www.oakwood-primary.co.uk/web/covid_information_updates/503721

If you go to the school website and select the **Parent** tab at the top, you will see the drop-down menu has a page titled – **Covid Information Updates**. In this page you will find all the information letters prior to the end of term about the drop off and pick up times and entrances, a plan of the school site, Breakfast Club, information on social distancing and the Managing and Supporting Positive Behaviour Policy. Please take some time to re-read these letters before returning to school on **Monday 7th September (Y1-6) or Tuesday 8th September (Reception children)**.

We have also added a leaflet from the gov.uk about children returning to school as well as a web link which can give you further information which you may find useful.

How you can help your child

Once all the children have returned we will be spending time to ensure that all the children are clear about their bubble, what areas of school they will be able to access, where they can play and the health and safety considerations of being in school. Please could you support us by practicing hand washing with your child, as this will be happening frequently throughout the school day. Additionally, it will help us if they understand why it will be important to maintain a distance from adults in school. The guidance asks for adults to continue to maintain social distancing from children unless they require first aid etc. We will obviously talk to the children when they return but it is always helpful to have your support in explaining this also.

Reminder about resources that your child will need in school

- Pupils will need to wear their normal school uniform, with appropriate shoes.
- They can bring a **book bag, lunchbox (if needed), water bottle and a coat**, but we ask that they do not bring in any additional items to reduce the risk of infection.
- Children are **not allowed mobile phones in school** in any year group.
- Children **do not need pencil cases** as they will be provided with all the things they need in school.
- Children will **not** need to bring in a PE kit initially.

Carpark and road work on Southway Drive

Please be aware that the **carpark is CLOSED** and should not be used. Children and parents will be queuing in this area to come into school at the start of the day and parents waiting for children to leave at the end of the day. Please ensure that you allow sufficient time to park in the surrounding areas so that we can prioritise the continued Health and Safety of our school community.

You will also be aware that there has been significant road works along Southway Drive over the summer and these are now based outside our school which will have an impact on some access to pathways as they progress. From next week there will be 4-way traffic lights in place and will mean that some journeys may take longer. Please be mindful of this when planning your journeys to and from school and when parking in the area around the school. We will keep you updated with any developments that impact on the school but as you can appreciate we are not in control of the timing of this road re-organisation.

Dropping off and picking up organisation

There are white arrows to show what direction parents and children should enter the school grounds with blue lines to help to keep distances between children and adults. There are also red lines to indicate out of bounds areas for parents or carers. **Please do not cross any red lines.** Staff will be available to welcome and escort your child on entry to school. It is VERY important that you support social distancing measures when bringing and collecting your child from school. Whilst we have split up the entrances to reduce contact we still have a large number of children and parents on site, and we do not want to have to limit this as a result of difficulties with distancing. **In Key Stage 2**, there is no requirement for you to accompany your child, if you feel that they are able to make their own way to and from school, but if it becomes apparent that your child is unable to maintain distancing on school premises, then this may need to be reviewed.

Reception and Year 1 (Robin, Owl and Wren Classes)

- 8.45 am - Children will enter through the **main reception entrance** via the school car park.
- The children will be greeted by Mrs. O'Carroll at the reception doors and the children will enter the school to be met by staff in the classrooms. Parents and children are requested to wait observing a social distance. The car park will be closed to cars but please make sure that you keep your children with you while waiting so they do not run around the car park. Thank you.

- At 3.15 pm the children will be sent out to parents in the order they are waiting to be picked up. Please be patient when picking up, this will take time as the routine becomes established.

Year 2 (Dove and Puffin Classes)

- 8.45am Parents and children will enter the school via the **bottom gate on the car park** and walk along the path to the year 2 pods. The gate will not be open until 8.30am. Please make sure that you and your child wait a social distance until the classroom doors are opened by your child's class teacher.
- **DOVE** classroom door is the right-hand side of POD 2
- **PUFFIN** classroom door at top of central steps between PODS 2 & 3
- Please make sure that you and your children do not use the KS2 playground, field or Trim Trail while waiting. These areas are not designated for children in year 2 before school.
- At 3.15pm children will be sent out to parents in the order they are waiting to be picked up. Please be patient when picking up, this will take time as the routine becomes established.
- We respectfully ask parents to wait outside the fenced areas for drop off and pick up times and do not cross the red markings so that social distancing can be maintained.

Year 3 and 4 (Jay, Starling, Skylark and Goldcrest)

- 8.45am Parents and children will enter the school via the **Butler Close gate and along the pathway beside Little Acorns** and walk along the path to the year 3 and 4 pods. The gate will not be open until 8.30 am. Please make sure that you and your child wait a social distance until the classroom doors are opened by your child's class teacher.
- **Jay** classroom door is left hand side POD 3
- **Starling** classroom door is right hand side POD 3
- **Skylark** classroom door is left hand side POD 4
- **Goldcrest** classroom door is right hand side POD 4
- Please make sure that you and your children do not use the KS1 playground, field or Trim Trail while waiting. These areas are not designated for children in year 3 and 4 before school.
- At 3.15 pm children will be sent out to parents in the order they are waiting to be picked up. Please be patient when picking up, this will take time as the routine becomes established. Please do not cross the red markings on the ground.
- Only KS2 children with 'Walk Home' consent will be permitted to leave the school premises unaccompanied. Walk Home letters will be sent out for completion during the first week back at school in September.

Year 5 and 6 (Osprey, Kestrel and Peregrine)

- 8.45am Parents and children will enter the school via the **Community Entrance**. Please make sure that you and your child wait a social distance until the classroom doors are opened by a member of staff from year 5 and 6.
- Parents and children are requested to wait observing a social distance. The car park will be closed to cars but please make sure that you keep your

children with you while waiting so they do not run around the car park. Thank you.

- If children are arriving unaccompanied then they will need to wait maintaining a social distance and not access any other part of the school grounds while waiting for the doors to be opened by a member of staff.
- At 3.15 pm, children will be brought to the community entrance and released to parents in the order they are waiting to be picked up. Please be patient when picking up, this will take time as the routine becomes established. Only KS2 children with 'Walk Home consent will be permitted to leave the school premises unaccompanied. Walk Home letters will be sent out for completion during the first week back at school.

If you have more than one child to drop off and pick up each day, we would suggest that you drop off the oldest child first and then make your way to the next class drop off area. We are very aware that drop off and pick up routines will take more time while trying to maintain social distancing so please don't be worried if it takes time for your routine to be established.

Communication with your child's teacher

The DFE guidance is clear that they are requesting that we still have as few people come into school as possible, **so we are asking that parents continue not to enter the school premises.** If you have an issue or concern, please do not try to speak to your child's teacher at the door, as they are supervising the safe entrance of all children. It would be better to email in the first instance or call the school, and someone can deal with your query or question as soon as possible.

Covid Symptoms

No child should come to school if they, or anyone they live with, has symptoms of Covid-19. These are:

- A new persistent cough
- A high temperature
- A change in their normal sense of taste or smell.

Please ring the school office to inform the school of any absence related to Covid or any other sickness as usual. Please leave a message on the school answerphone if this is before school hours.

All of our children will begin their time back at school with a period of adjustment, and support will be in place for them to talk and share experiences, as well as looking forward and celebrating being able to be at school and with their friends again. The curriculum will have a personal, social and emotional focus for the first two weeks, from which we will spend time supporting the children in developing their reading, writing and maths in a cross-curricular approach. Initially we will not be setting homework but will be encouraging our children to read daily, and all children will have a reading book in the first few days. We will not be running after school clubs initially, these will develop over time and more information will follow in due course. Breakfast Club is available if booked through ParentPay – please refer

to the Breakfast Club letter on the school website in the parent section mentioned at the start of this letter.

We are confident that our school has put in place the measures to support our children and staff in our return, and are prepared for any changes as they arise. Thank you for taking the time to read this and in supporting us and your children during this transition back to school. We are really looking forward to welcoming all our children back next week.

Kind regards

Mrs J Sparrow
Head of School