



Monday 1st March, 2021

Dear Parents/Carers,

After a long and unexpected wait we would like to welcome back all our Great Wood family as we meet for the first time in 2021. We would like to thank everybody for their understanding and hard work during the recent lockdown, either at home or in school, the dedication shown to our remote learning has been tremendous.

School will operate similar to the Autumn term with one or two some slight changes detailed below. The school team is very well prepared for the challenges ahead and are ready to teach and support your child(ren), ensuring an engaging timetable that promotes learning and well-being for the remainder of the academic year.

The Department of Education (DfE) have issued guidance to explain the safe return of all pupils from March 8th and we look forward to welcoming everybody back to Great Wood. School will re-open, fully on **Monday 8th March 2021**.

We wish to summarise how we are going to maintain the safety, health and well-being of your children. All pupils will remain in the same group, or 'bubbles' and will not mix with others in the school. The classroom tables will be set up in rows, with the pupils facing to the front, as advised by the DfE. Since our return in September, we have maintained the ventilation of all classrooms. Plus, washing and sanitising of hands before and after eating, leaving the classroom, break times and toileting - this practice will continue.

Within each class bubble, books, games and classroom resources will be used and shared, but will only be used by children within that group. There will be regular cleaning of frequently touched surfaces. Generic resources that are shared between bubbles, such as P.E. and I.T. equipment, will be sanitised and cleaned, or left for 72 hours before being used again.

The opening, lunch times and closing of school will also continue to be 'staggered'. The days' timetable is as follows.

Start and end of day routine:

It is recommended that schools have staggered start times so we are opening the registration period for your child to arrive between **8.45am-9.00am**. This has changed from 9.15. To keep everybody safe could you please follow these steps.

Great Wood Primary School



Vicarage Road, Upper Tean, Staffordshire, ST10 4LE. Tel: 01538 702355 option 4. E-mail: office@greatwood.staffs.sch.uk

- Pupils can be dropped off between **8.45am-9.00am**.
- All adults and children are to maintain social distancing at all times.
- Please keep your child(ren) in their class 'bubble', please do not mix while coming into school, the 'bubbles' are being used to keep everybody safe.
- Enter the school grounds following the hedge line and leave alongside the wooden fence panels, being mindful of school traffic and other families.
- Members of the school team will be in their classroom to supervise your child, which means class teachers will not be able to discuss any individual matters, a telephone appointment will have to be arranged or email the school office.
- During the Autumn term we noticed parents/families congregating around cloakroom doorways waiting for children, having already picked up their youngest child, please try and avoid this for everyone's safety. Arrive to collect your child(ren) at the eldest child's designated collection time.
- When waiting, please adhere to the 2m social distancing rule and wear a face mask.
- Please do not let your children down onto the school playing field at the end of the school day, this is strictly forbidden. This action compromises our school 'bubbles', which we are maintaining during the school day and is ultimately, unsafe.
- Please only send one family member to drop-off/collect your child/children, (where possible), to minimise the number of people onsite.
- To enter and exit the school your child will use the following doors:

At the end of the day, you will collect your child from the same door they entered, at the times listed below. Please ensure a prompt pick-up and that you leave the school site in time for other parents to safely pick up their child. In the case of siblings, both children will finish school when the oldest child does, this ensures that each child is taught their complete timetable. The youngest sibling will remain with their class teacher until this time.

Class	Entrance and Exit Door	Start time	Pick Up Time
YR/1	Outdoor Area Red Gate	8.45am-9.00am	3pm
Y1/2	Y1/2 Cloakroom Door		3.10pm
Y3	KS2 Cloakroom Door		3.20pm
Y4/5	Y4/5 Classroom Door		3.30pm
Y6	KS2 Cloakroom Door		3.30pm

Break time and lunchtime will still take place while maintaining class 'bubbles', with members of the school team allocated to support your child. School dinners will be available all week. A menu for the week's cooked options will be published on the school newsletter.



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We are now using ARBOR to make payments. We would now kindly ask that you “top up” break, dinner and wraparound accounts as much as possible online and refrain from sending cash payments to school.

Children will go back to ordering their break snacks with their teacher each morning. Please ensure that your child knows what they are allowed to order for their snacks, as the cost of their snack will be added to their account.

School lunches for children in Year 3-6 are priced at £2.30 per day, £11.50 per week, these must be paid for in advance via Arbor.

We will be able to run our Wraparound provision, starting at 7.30am and now from 3.30pm in the afternoon. Pupils will use the school hall as the designated room and class bubbles will be maintained. More information to follow from the Wraparound team.

Unfortunately, we will not be able to have assemblies, or mass gatherings until the guidance changes.

Following the Government guidance, it will be mandatory for **all** pupils to return to school from March 8th. Also, we expect all children to wear the correct school uniform and P. E. kit. To make this easier and to limit equipment coming in and out of school we would like pupils to wear their P.E. kit on their P.E. days to limit changing clothes in school. Pupils can wear P.E. kit on the following days commencing Monday 8th March:

Class	P.E. kit to be worn
YR/1	Tuesday and Wednesday
Y1/2	Wednesday and Thursday
Y3	Monday and Thursday
Y4/5	Wednesday and Thursday
Y6	Wednesday and Friday

Pupils need to bring a water bottle to school, due to their being no shared use of the drinking fountains being allowed. Drinking water is available for children to refill their bottles during the day. Pencil cases (Years 2 - 6), book bags and lunch boxes are permitted. Could all belongings, especially clothing, be clearly labelled.

Do not send your child into school if:

- they are showing [coronavirus \(COVID-19\) symptoms](#)
- someone in your household is showing symptoms

[Arrange a test](#) if you or your child develops symptoms.

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Inform us of the results as soon as possible.

It is really important that you help us implement these actions by following the advice set out in this letter and wider public health advice and guidance. If the test is positive, follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.

Staff and adults working in school will be asked to voluntarily complete twice weekly Rapid Antigen Tests. The purpose for this is so we are in a position to advise parents/carers and colleagues of anyone who has been in contact and subsequently needs to self-isolate, or if 'bubbles' need to be closed.

There will be no face-to-face meetings at the front office unless essential or in the case of an emergency, for example a safeguarding issue. All communications must be conducted via telephone, email, or text. Appointments with teachers must be pre-arranged - there will be no meetings at the start or end of the day - messages can be passed on by the staff on duty at the doors.

We are all very much looking forward to welcoming back all of children to school. As always, we thank you for your continued support and if you wish to contact us regarding any of the above changes for Monday March 8th, please do not hesitate to do so.

Take care,

All of the Great Wood Team