At Waterfoot School, we think for ourselves, but feel for others.

Dear Parents,

September Opening
We are delighted the Government have announced that we can welcome all pupils back in September and staff are working hard to prepare for this. We are currently updating the practice we already have in place and will continue to plan for enhanced cleaning and hygiene measures and minimising contacts within school by grouping children into ‘bubbles’. We have been given the flexibility to decide how our bubbles should be organised to minimise transmission risk, but still provide a broad and balanced curriculum. With this in mind, we plan to operate in Key Stage bubbles, (EYFS, KS1, LKS2, UKS2) with smaller groups within. This will allow us to have the same group of children using the same set of facilities and flexibility to use staff across the group. It has been recognised that younger children will not be able to maintain social distance and it is acceptable for them to work and play in groups, this will be reflected in our classroom layout for EYFS and KS1. KS2 classes will have forward facing desks and some social distancing measures, however again the focus will be on keeping groups separate through bubbles. This also will allow us to reopen our kitchen, dining area and our Before and After School Club, as children will be able to remain in the same group when accessing these facilities. At present the 8.15am breakfast club will remain closed. If you require places in our WASPs/Stingers out of school groups, please email wasps@waterfoot.lancs.sch.uk.

When we have updated our risk assessment to reflect the September arrangements, we will add this to the school website and share it with you all. Please bear in mind that this can change dependent on any further advice we may receive from the Government or Public Health England, but we will always share updates with you.

Transition
We are mindful that Covid-19 and lockdown may have affected our children in different ways, therefore when children return to school the focus will be on wellbeing and transition activities. On Thursday 3rd and Friday 4th September, we will support transition in the following ways:

- Current EYFS pupils to return to Oak class for transition activities with their current teacher, who can support visits to their new class in small groups to meet their new teacher.
- Current year 1, 3 and 5 pupils are remaining in the same class.
- Current year 2 pupils to be met on the yard by their current teacher, who will take them to their new class and remain with them in this class for both Thursday and Friday morning sessions.
- Current year 4 pupils to be met on the yard by the TA in their current class, who will then support transition to their new class. Their current class teacher will visit the children in their new class for a wellbeing session, which also supports their transition.

Please find attached a class organisation list which gives an overview of staffing and indicates which class your child is in for the academic year 2020-21. Staff will be on hand on the yard for the first 2 days to direct children to the correct classroom. Due to the staggered start and finish times, parents are to take and collect children from their classroom door, all of which are named.
**Staggered Start and Finish Times**

To reduce congestion on the school grounds and to ensure safe social distancing, we will continue to operate a staggered start and end to the day. To ensure we can do this safely, families are allocated a drop off and collection time, according to the initial of your family surname.

<table>
<thead>
<tr>
<th>Family Surname</th>
<th>Drop off</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-L</td>
<td>8.30-8.45am</td>
<td>2.50-3.05pm</td>
</tr>
<tr>
<td>M-Z</td>
<td>8.45-9.00am</td>
<td>3.05-3.20pm</td>
</tr>
</tbody>
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Extending these times will not impact on lessons as we will not be holding any group gatherings such as assemblies and the time in class with fewer children can be used for extra wellbeing activities and individual catch ups.

Please follow government advice when travelling to and from school, walking where possible and using face masks if you require public transport. As always, please remember we are an eco-school and promote ‘park and stride’, from nearby parking areas such as Booth Rd, Park Rd and Miller Barn Lane car park. There will be one-way markings in the school grounds and entrance should be via Wolfenden Green, so we do not cross the BRGS site and its pupils. As Wolfenden Green only has a pavement on one side of the road, we advise the following for the safety of the pupils, so they can always remain on the pavement and avoid cross overs due to the staggered start.

- **Drop off:** Enter Wolfenden Green using the pavement. Please can adults leaving then walk in single file on the non-pavement side of the road.
- **Collection:** Adults arriving to walk up the non-pavement side of the road. When exiting Wolfenden Green with children, please use the pavement.

**Attendance**

It is imperative that all pupils return on Thursday 3rd September to be part of our transition back into school. It should be noted that attendance will become mandatory again from this date and parents should bear in mind quarantine restrictions that may be in place, if booking a holiday abroad. Shielding advice for adults and children pauses on 1st August, therefore all children should be able to return to school. If your child remains under the care of a specialist health professional, you may need to discuss their care with the health professional and share their advice with us so we can risk assess their return to school.

**Uniform, PE kit and Equipment**

- Our full school uniform policy will once again be in place. Please refer to the school website for uniform guidelines and place any further orders required online via Scopay, we currently have a large selection of stock available in school.
- Children to come dressed in PE kit for their PE days (check transition leaflet on the website, in the ‘Parents’ section). This should be the school uniform outdoor PE kit; white t-shirt, plain navy/black joggers and trainers, with school jumper. No PE kit to be stored in school.
- Children to bring water bottle, homework folder/reading book, packed lunch if required and coat only. Please do not bring any other items.

**Scopay**

We have managed a cashless office throughout lockdown to minimise visitors in school and remove the necessity to handle cash. As we are continuing to minimise contact with others, it has become a good opportunity to streamline our processes in the office and move forward with Scopay as our main payment system. This includes dinners, uniform, trips, events etc. Most parents are already using this, but we would now encourage anyone who isn’t, to request a new set up letter via our school office, in time for September. After school club payments should still
be made to the WASPs bank account, via bank transfer only, no cash or cheques. If you cannot access online banking, please speak to a member of office staff to make alternative arrangements.

**School App**

'The School App' remains our main form of communication, via app messages and emails. Please ensure that you are registered as a user linked to your child and are not just a guest user. We send out individual, group and whole school messages via this system and if you are only registered as a guest you will be missing key information for your child. To check this, click the ‘...more’ icon on the bottom right of the app, select ‘manage subscriptions’. If you can see your child’s name here and ‘full access’ you are set up correctly. If it says ‘guest’ you need to click ‘add school’ and follow the instructions. Please regularly check your app is up to date in your phone settings. This system ensures that letters cannot get misplaced, they come direct to both parents and as an Eco School help us to save paper and money. We require contact details, including email addresses to be kept up to date for both parents, for this to work.

**Hygiene**

We have the following measures in place to minimise the risk of transmission:

- Toilets will continue to be cleaned before lunch by designated members of staff.
- Staff to continue to have access to cleaning packs in communal areas and classrooms, if required.
- EYFS and KS1 to continue spraying group resources as required.
- Continue to use lidded bins only.
- Continue to encourage regular hand hygiene and always upon entering a room.
- Hand washing and hygiene lessons will be built into the transition days.
- Children to be grouped in consistent ‘bubbles’.
- Forward facing desks in KS2.
- KS2 to have new individual stationary packs ready for new class. EYFS and KS1 will have group packs.
- Continue to keep rooms well ventilated, with open windows for fresh air as much as possible.
- KS1 may use the trim trail, as they are all one bubble.
- EYFS to use own outdoor area.
- Outdoor gym equipment: Mon+Tues = UKS2, Wednesday = cleaning, Thurs+Fri = LKS2
- PE equipment to be cleaned after use.
- Shared curriculum equipment must also be cleaned before returning.

**Preparing your child to return**

Please can you help us by talking to your child about what to expect when they return and highlighting the positives in coming back to school. Encourage them that although school may look a little bit different, this is to keep them safe. Show them pictures of our rooms on our school website ‘latest news’ to get an idea of what it looks like. Practise thoroughly washing their hands independently for 20 seconds and talk to them about personal hygiene measures such as not touching faces and using tissues.

**Behaviour Policy**
Whilst expectations in the behaviour policy remain pertinent, it is necessary, in light of the pandemic, to make some adjustments for the safety and wellbeing of all pupils and staff. We realise most children will not deliberately disobey these safety measures and staff will support children to understand what rules they need to follow and why. However, should a child refuse to follow these routines and safety measures, we will follow our disciplinary procedures as set out in our behaviour policy and very serious incidents may result in children being directed to learn from home. Our policy has been updated with a Covid-19 addendum which I have attached to this email and can also be found under policies on the school website.

**Symptoms**

Government guidance states: “If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance](https://www.gov.uk/covid-19-symptoms).” If your child becomes unwell at home, please do not send them to school, instead follow the advice above or use the 111 online coronavirus service. [https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)

I’m aware this has been quite a long letter, but I hope it has been useful for you to have all the information for September in one place, allowing you to make arrangements and prepare your child for returning. We can’t wait to see all the children back together again and returning to some form of routine and normality and we will be in touch again before the start of the new school year!

Thank you all for your continued support with home learning and enjoy your well-deserved break from teaching when term ends on Friday 17th July! We look forward to seeing you all on Thursday 3rd September.

Yours sincerely,

Kelly Devine  
Headteacher