

Waterside Primary Academy

Blackhorse Avenue, Chesham, Buckinghamshire HP5 1QU

Telephone: 01494 786608 Facsimile: 01494 773287

Email: office@watersideprimaryacademy.org

Website: www.watersideprimaryacademy.org

Headteacher: Daniel Atherton



Tuesday 2nd June 2020

Re: Wider opening of school

Dear Parent/Guardian,

Following on from the Prime Minister's announcement on Thursday 28th May that the 5 key tests have been met and that schools can begin to admit more pupils, Red Kite School Trust held a meeting on Monday 1st June. At this meeting trustees reviewed the evidence presented, including a comprehensive risk assessment and they made the decision to **reopen Waterside Primary Academy from the week beginning Monday 8th June for children in Nursery, Reception, Year 1 and Year 6.**

We have worked hard to make the school as safe as possible for everyone but we need your support to help the children return safely. The steps which have been taken to reduce the risk to pupils, parents and staff within school are listed below. It is vital that everyone follows the instructions so that we can keep all members of our school community safe.

- **Two-week timetable:** In order to keep all children with their main class teacher and their LSAs, each class will be split into two equal groups. This has been done fairly using the registers which are in alphabetical order. The only exceptions which have been made are to ensure families are kept together and that children who are entitled to one-to-one support will receive their full allocation whilst in school. The groupings are attached to this email with the weeks that they are invited into school.
- **Rolling drop-off and pick up times (see below):** Your child must be dropped off at the location stated below between 9-9.30am. The collection will also be from the same point between 3-3.30pm. These windows have been extended to prevent groups forming around the school site. Once you have dropped off or collected your child, we kindly ask that you leave the school site quickly and avoiding loitering or chatting to other children and families.
- **Shorter week:** The school will be open Monday to Thursday. It is vital for the school to be closed on Friday to allow for deep cleaning to take place for the next week and allow the teachers time to plan lessons for both the children in school and those at home.
- **Clothing:** Children are not required to wear school uniform. However, they must wear clothes that are appropriate, can be easily washed each day and that are suitable for being outside and for PE lessons. Shoulders must be covered to protect from sunburn when outside. Trainers must be worn (no flip flops, sandals etc.). All children will require a hat as we will be outside as much as possible.
- **Lunchboxes and water bottles only – no other belongings:** Children who are entitled to Free School Meals will received a packed lunch from the school. All other



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children will require a packed lunch from home. Children must have a hard lunchbox which is washed daily – no fabric lunchboxes. Disposable plastic bags may also be used if preferred. Children must not bring a book bag, pencil case or any other toys/equipment into school. Each child will be given a resource pack which will stay on their desks.

- **Water bottles:** All children must bring a named water bottle to school which will remain on their desk and go home each day to be washed.
- **No PE kits:** Children should not bring their PE kit to school. Instead they should be suitably dressed for PE every day.
- **No sun cream bottles:** Children will be spending part of every day outside as this is believed to limit the spread of the virus. Please apply sun cream to your child before school and do not send in bottles of sun cream. We are not able to apply sun cream and will have to send children home if they are not wearing sun cream.
- **One adult on site only:** only one adult will be permitted on site to drop off and collect children. If possible, siblings should also be left at home with suitable childcare.
- **'Pods':** Each group will be contained within their class 'pod' for the whole time at school. Pods will not mix and will have a teacher and a learning support assistant (where required). A midday supervisor will also be assigned to each pod. At no point will pods mix or come into contact with each other during the school day. Other adults will only enter the pod in an emergency.
- **Only one 'Pod':** children may only be in one pod. Therefore, those currently attending the Key Worker and Vulnerable children group must either choose to remain in that group which is available every day OR they can be with their class and only in school on their allocated week. From Monday 8th June, the Key Worker and Vulnerable children group will be allocated a work station in a classroom to complete work set by their teacher. This is very different to what they are currently doing. Those who are currently using this service will receive a letter to further explain this situation.
- **Curriculum:** The lessons will be very different to usual. All children will be allocated a work station and the adults will not be able to move around the classroom. This is a very different style of education and the only way we can reopen the school while keeping everyone safe.

What will school look like when we reopen?

When the school does open it will look and feel very different from when you may have last visited it with your child. To ensure that the school protects the children as much as possible, we will be following the guidance set out by the Government in the 'Actions for Education and Childcare Settings' document;

<https://www.gov.uk/government/publications/actions-for-educational-andchildcare->



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[settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-andchildcare-settings-to-prepare-for-wider-opening-from-1-june-2020.](#)

In line with this we will be implementing the following changes:

- All soft furnishing including rugs have been removed from the classrooms, so that all resources remaining are easily washable.
- Children will be spaced out in their classrooms, with their own work space / desks and also when they have lunch.
- Two metre markers will be placed on the floor inside and outside the school building to support social distancing
- All children will be required to regularly wash their hands and/or use hand sanitiser throughout the day. Any child who refuses may not be allowed to continue in school (please see Behaviour Policy Addendum).
- Break and Lunch times will be taken in different locations around the school grounds for each pod – the school will continue wherever possible to implement the social distancing measures during these times and class groups will not be mixed with others.
- Staff may wear PPE if they wish and also when attending to children for First Aid, Nappy changing or other close contact. This may include gloves, masks and aprons.
- Regular cleaning will take place during the day including in classrooms, toilets and shared areas. Doors and door handles will be regularly wiped down.
- No visitors will be allowed on site or in classrooms apart from by prior notice. All communication should be through email or telephone to the school office. Please avoid coming into the front office except in an emergency.

What happens if a child or staff member shows symptoms of COVID-19?

Children showing symptoms of COVID-19 will be removed from the classroom and taken to a room away from others. An adult will be with them but will wear PPE and remain 2 metres away. Parents will be called to collect their child and take them for a test. All family members should also be tested. If the test is positive, the child must self-isolate for 7 days or until their temperature has returned to normal and they feel better if they continue to be unwell after the 7 days has elapsed.

If a staff member becomes unwell with COVID-19 symptoms, they will immediately leave school to be tested. Another staff member, most likely a member of the leadership team, will then be deployed in the classroom.

Parents of other children in the pod will be informed and all will be asked to self-isolate with their families for 14 days, or until we have confirmed the test is negative.



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Group Information

Children in Years 2, 3, 4 & 5

Following Governmental guidance, these children are not currently invited to attend school. Home learning will continue to be set every Friday on our school website. Home learning will also be set for the children in the year groups coming into school for them to complete during their week out of school.

Key Workers/ Vulnerable / EHCP Pupils

- This group will return on Monday 8th June 2020
- Provision will be provided Monday – Thursday (If you are a keyworker and require childcare on Fridays, please email the school office and we will look for alternatives for you).
- Children should arrive at school between 8.30am-9am
- Children will enter by the Blackhorse Avenue entrance from this date.
- Children should be collected between 3-3.30pm from the Blackhorse Avenue entrance.

(Please note key worker children can include ANY year group, including children in Nursery, Reception, Year 1 or Year 6 that are key worker, vulnerable or EHCP. They can return on Monday 8th June).

Nursery Children

Unfortunately, due to the staffing and space restrictions, we are only able to accept children who will be moving into our school Reception in September.

- Nursery children will return on Monday 15th June.
- Children should arrive at school between 9-9.30am and be handed over to a member of staff at the classroom door.
- Children should enter via the Children's Centre gate.
- Children should be collected between 11.45-12.30pm from the lower playground.

Please note that to enable the requirements of the current social distancing and school support safety measures, parents of Nursery children will not be admitted into the building and must instead drop their children at the door.

Reception Children

- Reception children will return on Monday 8th June.
- Children should arrive at school between 9-9.30am and be handed over to a member of staff at the classroom door.
- Children should enter via the Children's Centre entrance.



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- Children should be collected between 3-3.30pm from the lower playground (same entrance)

Please note that to enable the requirements of the current social distancing and school support safety measures, parents of Reception children will not be admitted into the building and must instead drop their children at the door.

Year One

- Year one children will return on Monday 8th June.
- Children should arrive at school between 9-9.30am and be handed over to a member of staff at the classroom door.
- Children should enter the school grounds via the Children's Centre gate.
- Children should be collected between 3-3.30pm from the lower playground (same entrance).

Year Six

- Year 6 will return on Monday 8th June.
- Children should arrive at school between 9-9.30am.
- Children should enter via the Box Tree gate and proceed to the ICT room door. This will be their temporary classroom as it has capacity for 15 children (half the class).
- Children should be collected between 3-3.30pm at the Box Tree gate.

To reduce the number of people on site, Year 6 are encouraged to come into school and to leave school on their own. We will still only allow this if you have signed a form for this. Please contact the office if you wish to complete a form. Children who are walking will be released in small groups from 3pm onwards to avoid them grouping together.

Please see the map below with the entry points to the school site.

Lunches

All parents of the children in Nursery, Reception and Year one and children who are entitled to Free School Meals in year 6 must complete the form on the link below by Thursday 4th June 2020 to order a packed lunch for their child. This will be for the days that they are in school only and for the rest of the school year.

<https://www.surveymonkey.co.uk/r/KPKXRPY>

Do I have to send my child back?

Even though we have taken every step to minimise the risk to pupils, parents and staff members, you have the final decision whether to send your child in or not. We appreciate



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that you all will have your own views and reasons on this and will support you fully with whichever decision you make for you and your family. However, the final decision must be based on what is right for you and your families. The government have said that there will be no fines for non-attendance for the remainder of this term and we will continue to provide home learning for all year groups.

To support us in keeping children and our whole school community safe we do need all families to follow government rules about social distancing. If we have evidence that families are not doing this, we reserve the right to not permit a child to attend school.

What if I decide to send my child back later in the school year?

Every child in the stated year groups will automatically be assigned a timetable of dates they can attend (see below). You can then chose if you wish to send them in or not. We would appreciate you emailing **office@watersideprimaryacademy.org** to inform us if your child will not be attending and the reason for this. We will support whatever decision you make.

If you change your mind, your child is more than welcome to join their group at a later date. Again, please email the school office to confirm this and they will be invited to attend from the start of the next week that they are timetabled in school.

If you have any questions, please do not hesitate to contact me via the school office. I will compile a list of FAQs to share with you as I am sure that you will have many questions.

I am looking forward to seeing you and your child in school soon.

Kind regards,

Daniel Atherton

Headteacher

Note: Map & Timetable below.



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Company Registration No: 0769748

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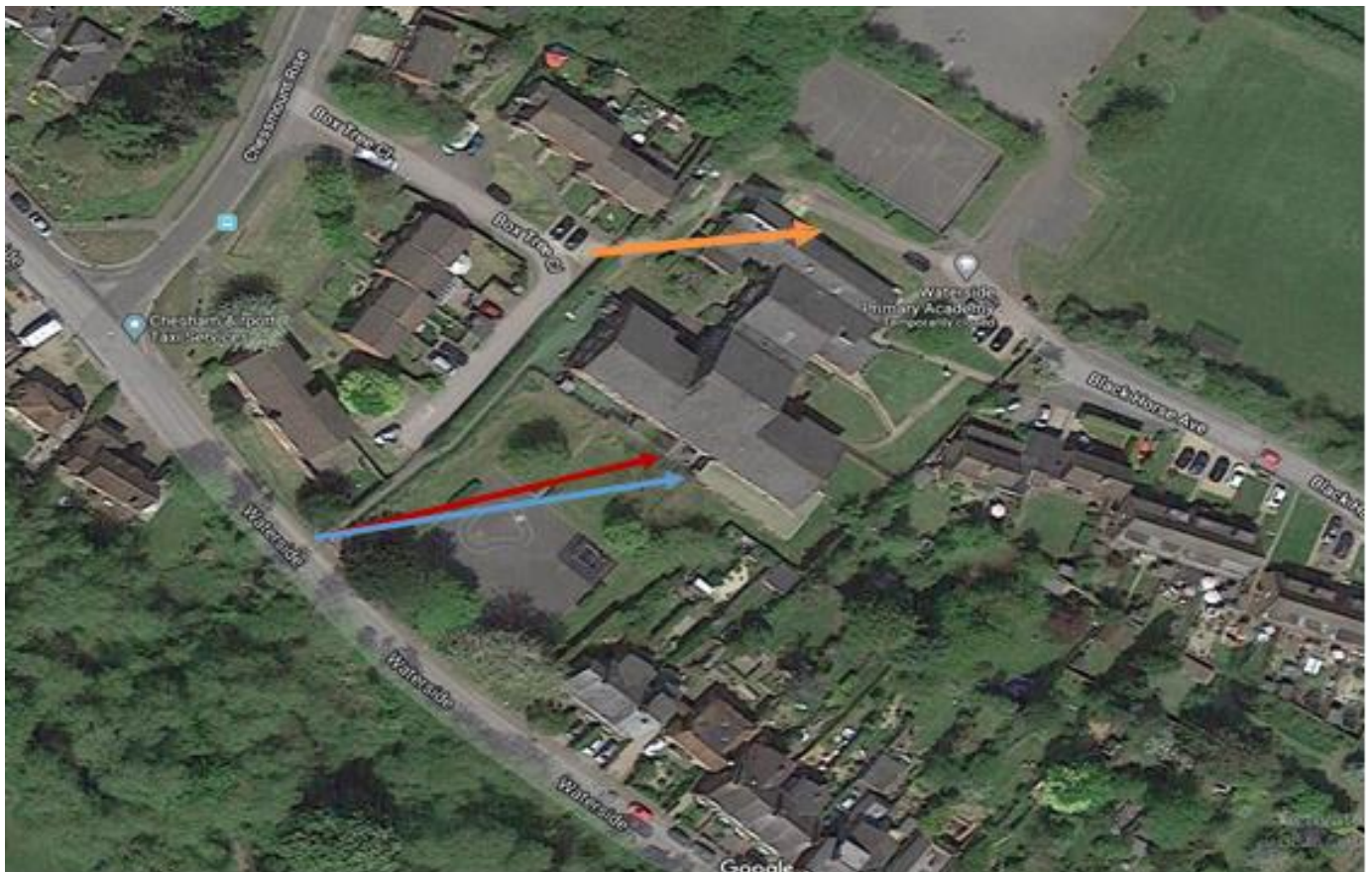
Drop off & Collection Points:

These will be at designated points on the school site. The map below identifies locations for each class.

Nursery, Reception & Year 1 (see coloured arrows on map) – Entry to the school site is via the Old Children’s Centre gate. There will be a one way drop off system with signs marking the route. Collection will be from the same location. Children must be handed over to a member of staff at the classroom door.

Year 6 – Children must enter through the Box Tree entrance only. They will also be dismissed here and may arrive and leave alone if this is their normal practice. Other children will need to be collected from the classroom door.

If you have children in more than one class, please enter via the entrance of your youngest child. There will be access around the school building to then drop off the older children.



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Groupings

Group	Children in group
Nursery	All nursery children only.
Reception	All reception children only.
Year 1A	Children with surnames beginning A-G
Year 1B	Children with surnames beginning H-Z
Year 6A	Children with surnames beginning A-K
Year 6B	Children with surnames beginning L-Z

Timetable:

Week Commencing	Groups In School
Monday 8 th June	Reception, 1A & 6A
Monday 15 th June	Nursery, 1B & 6B
Monday 22 nd June	Reception, 1A & 6A
Monday 29 th June	Nursery, 1B & 6B
Monday 6 th July	Reception, 1A & 6A
Monday 13 th July	Nursery, 1B & 6B
Monday 20 th July	TBC – Possible Transition

