



SENT VIA PARENTMAIL

2<sup>nd</sup> March 2021

**Returning to Woodside Academy  
Information for Parents & Carers**

We are looking forward to next week and ask you to read the detail of this letter. Thank you for all your support, well wishes and feedback over the last few weeks, it has been very much appreciated.

In order to keep everyone as safe as possible, please read this information and ensure that you follow the steps we ask you as parents & carers to consider. These measures follow the latest Government guidance and are subject to review and change. All children are expected to return to school.

**Preparing your child for school**

Remind your child of the need to:

- try to social distance where possible
- follow good personal hygiene practises, this includes regular handwashing and 'catch it, bin it, kill it' when coughing and sneezing.

To help with hand washing, class teachers will be ensuring they schedule regular hand washing sessions at key times during the day. There also continues to be additional hand sanitising stations in and around the school, including at the entrances. These include an alcohol based hand sanitiser and your child will be asked to use these.

**Sending your child to school**

Please only allow your child to attend Woodside if they are fit and well.

- If they are unwell or you think have been a close contact of a potentially positive case within your immediate family, then please keep them at home and inform the office of their absence from school.
- If they have a new persistent cough or a temperature please keep them at home, inform the School Office of the reason, and arrange for a Covid test and self-isolate. There is further information about how you can do this on the school website.
- If a child displays symptoms whilst at school, they will be isolated from the rest of the school, supervised in the medical room and parents/carers will be asked to collect them and self-isolate, arranging a test as soon as possible.
- If a close contact of your child has received a positive Covid test then your child should self-isolate at home for **10** days. If the close contact is outside of school, please ensure you do not send your child to school until the self-isolation period ends. If the close contact is in school, we will notify you as soon as we are able to, and ask you to keep your child at home.

**Travelling to and from School**

- Where public transport is used to travel to school, people over 12 are required to wear a face covering. Please ensure that this is then placed in a plastic bag and in the child's school bag upon arrival at school. Upon arrival at school, your child will be reminded to sanitise their hands.
- If a child is using transport provided by the Local Authority, the school has informed the local authority of when children are returning to school. Pupils will be expected to follow the protocols relayed to them by the company providing the transport. Upon exit from the minibus or taxi, your child will be asked to sanitise their hands.



Where a face covering is used on transport the same covering is not permitted to be allowed to be used within the school. They will need a separate face covering for school if they are in Years 7 - 13.

### **Arriving at and Leaving School**

As you know, it is important to ensure that the numbers of people at the site entrance are minimised as much as possible.

We stagger the start and end of the school day, and use the larger pedestrianised area at the front of the school but these do still get busy at certain times.

### **To help us all stay safe:**

- Please arrive as close to the start and finish times as possible to alleviate the need for waiting around in the space with others.
- If your child needs to be accompanied, ensure that there is only one adult with them
- All adults on site should be wearing a face covering, unless exempt
- Remember to keep social distancing as much as possible.

### ***Pupils in the Primary Years, Year R-Y6: First day back to school Monday 8<sup>th</sup> March 8.55am***

- Start their school day at 9.00am. **Should arrive no earlier than 8.55am**
- The school day for the cohort will finish at 3pm. **Please arrive to collect from 2.55pm only.**
- Upon arrival, pupils will be met by a member of their class team.
- Pupils should line up with their class, where possible, and wait to be escorted to their classroom.

### ***The pupils in KS3, 4 and Post 16, Year 7-13: First day all students return to school Thursday 11<sup>th</sup> March 8.45am***

- Start their school day at 8.50am and **should arrive no earlier than 8.45am.**
- **The school day for this cohort will finish at 2.50pm.**
- If your child is able to, please allow them to walk up/down the path from/to the street on their own.
- Upon arrival, pupils should make their way to their identified tutor base. There will be staff on hand to meet, greet and guide for any pupils who need assistance in getting to their room.
- Any pupils already attending a bubble provision this week will need to arrive for a start time of 8.45 from Monday 8 March. The finish time will remain at 2.30pm on Monday 8<sup>th</sup>, Tuesday 9<sup>th</sup> and Wednesday 10<sup>th</sup> March.

### **Parking on Site strictly by valid parking permit only**

Parents and carers can only park on site if they have a valid Woodside Academy Parking permit. This is because the safety of everyone is paramount and there is very limited parking available.

All cars driving onto the school site are required to display the valid parking permit in order to gain access.

Again, please observe the correct arrival times to reduce the numbers arriving at any one time. This has been carefully planned so that we can safely manage pedestrians and vehicles at the start and end of the day.



### **Face coverings**

Face coverings in school are strongly encouraged for all staff and also secondary pupils in Yr 7 - 13, unless a child is exempt or is unable to independently manage their face covering. Please ensure that this is a different covering to any they are wearing elsewhere. For example, if a child has to use a face covering on transport, they cannot wear the same covering in school. Please ensure you provide your child with a face covering and speak with them about the need to wear this when asked to do so.

### **PE Kit & Uniform**

Please continue to send your child to school in full uniform except for days on which PE is timetabled. On days when your child has PE, please send them into school wearing their PE kit.

### **Wraparound and after school club update**

Many schools employ external providers to run their before- and after-school clubs. This is not the case at Woodside where previously we relied on staff who were available and willing to work additional hours. Wrap Around and After School clubs will not resume at Woodside Academy this academic year since we no longer have the staff capacity to provide this service. We are not currently in a position to guarantee that Wrap Around provision will be reinstated in September 2021.

### **Communication with School**

It is important that parents/carers check the contact books/planners and use them to contact the class teacher if they have any concerns, or to pass any important information over. As classes return to school, teachers will not be using Google Classrooms as a form of communication until further notice.

In addition to this, should you need to speak to a member of staff please telephone or email the School Office to discuss this or ask for the staff member to contact you, [office@bwf.education](mailto:office@bwf.education), 01322 350123.

### **Lateral Flow Device (LFD) Testing**

School staff and secondary pupils will all be moving to Home Testing over time. Please refer to separate letters and emails for the detail on Testing.

We will update all parents with further testing information and for household testing when the Department of Education share that information with the school.

### **Visits to school site**

Please do not enter the school building for any reason **unless by prior arrangement**. Should you wish to discuss anything please telephone or email the school office to discuss or make an appointment.

The Woodside Academy risk assessment is in the process of being updated and can be located on the school website; <https://www.woodside.bexley.sch.uk/> under Policies in the School Information tab. This is under regular review.

We are looking forward to welcoming children, families and the whole staff team back to school. Our commitment to providing the best for each child remains a priority. Our number one aim is to ensure that everyone coming into the school feels safe.



Yours faithfully

**Mrs K Freame**  
**Head of School**