



SENT VIA PARENTMAIL 1.9.2020

Dear Parents & Carers

## **Returning to, or Starting at Woodside Academy Information for Parents & Carers**

We hope you are all looking forward to your child returning to school.

In order to keep everyone as safe as possible we would appreciate it if you could read through this information and ensure that you follow the steps we ask you as parents & carers to consider. The measures we are taking and that we ask you to take are in accordance with the latest Government guidance and are subject to review and change.

### Preparing your child for school

You should have received a booklet to go through with your child - please ensure this is revisited in the few days prior to starting.

Remind your child of the need to:

- try to social distance where possible
- and that they will need to be following good personal hygiene practises, this includes regular handwashing and 'catch it, bin it, kill it' when coughing and sneezing.

To help with hand washing, the school has made available 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 directed to use these.

Please complete the form to advise us if you agree to your child using the sanitisers. In addition to this, all pupils will be informed of, and supervised at various times throughout the day when they will need to wash their hands.

### Sending your child to school

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

In the event of a confirmed case of COVID-19, the school will actively engage with the NHS test and Trace which means that parents/carers may be required to book a test, provide details of close contacts and self-isolate. More guidance and advice will be available from the school should a confirmed case arise or should the school be informed of a local outbreak by Public Health England.

### 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.

If a child is using transport provided by the Local Authority the pupils will be expected to follow the protocols relayed to them by the company providing the transport.

Where a face covering is used on transport the same covering is not permitted to be allowed to be used within the school.

### Arriving at and Leaving School

Due to only having one entrance to the school from the street we have had to put in place a system that means there will be less families in the space at the same time, however we still expect this to be busy when dropping off and collecting your child.

Please arrive as close to the start and finish times as possible to alleviate the need for waiting around in the space with others.

#### ***The pupils in KS3, 4 and Post 16:***

- Will 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.
- Upon arrival, pupils should make their way to their identified Tutor base upon arrival. There will be staff on hand to meet, greet and guide for any pupils who need assistance in getting to their room.

#### ***Pupils in the Primary Years:***

- Should arrive no earlier than 8.55am for a 9.00am start.
- The school day for the cohort will finish at 3pm.
- Upon arrival, pupils will be met by their class teacher or TA who will be holding up the class name. This will be at the top of the entrance path, outside the Main Entrance. There will be a new layout to provide additional space for the classes and to ensure that social distancing can take place.
- Pupils should line up with their class and wait to be escorted to their classroom.

In order to help with the arrival we have already informed you that there will not be parking available onsite unless a permit has been applied for in exceptional circumstances. We would ask parents to be patient with the arrivals and collections as we are aware that there is limited space and it will take people time to get used to this new way of entering and exiting the grounds but we must ensure that we do as much as we can to ensure everyone's safety and will need to work together to achieve this.

### Face coverings

Face coverings in school are not required at Woodside but should a child wish to wear a face covering in communal areas, then 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. Children will only be allowed to wear a face covering if they can independently manage the use of the covering. If you wish for your child to wear a face covering in school please indicate this on the relevant part of the form.



### Communication with School

Within the first few days back at school pupils will be issued with a contact book and this can be used to communicate between the class teacher and home. Please be aware that these will be wiped down with antibacterial wipes when they come into school and before being sent home to try to avoid any transference. It is important that parents/carers check these and use them to contact the class teacher if they have any concerns, or to pass any important information over.

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.

In order to limit the number of additional adults onsite we request that you do not enter the school building for any reason. Should you wish to discuss anything please telephone or email the school office to discuss or make an appointment.

### Returning medication

Where a pupil is required to take any medication within school this should have been pre arranged with the school SENCO, Ms Tasker or the class teacher. A health care plan signed off by the community nursing team must also be in place for all medication sent into school. Please remember that any medication must still be in date, marked clearly with your child's name, along with the dosage and number of times to be taken. Please contact the School Office to arrange how this will be returned to school as soon as possible.

### PE kits

Please note that children will not be expected to bring their PE kit into school at the moment. Instead we will require you to send your child into school in their PE kit on the day they have PE. Primary children should wear tracksuit bottoms/joggers and a sweatshirt. Secondary pupils should wear navy trackpants and navy sweatshirts. It will be permissible for all pupils to wear trainers only on PE days. Once pupils have returned to school you will be informed which day(s) they will have PE.

### Lunch

To help with the lunch process pupils will need to make their choices for lunch up to two weeks in advance. They will be provided with the menu and asked to decide. Support will be in place for this where necessary. Should your child have packed lunch, please ensure they bring their packed lunch in, clearly marked with their name and class. They will need to place this in the identified place and will be reminded to bring it home at the end of the school day.

### Equipment

All pupils will be provided with a clear plastic pencil case which is labelled with their name and will remain in school so please do not send any to school.

### Bubbles and Class groups

Due to the size of Woodside we have taken the decision for the Primary aged, including EYFS, children to be one bubble, KS3 and KS4 to be another and

Post 16 to be a third. This means that each bubble will be in the same parts of the building and will use social spaces at the same time. They will of course spend the majority of their time in school in just their class group. There are some general areas and equipment which will be used by all children. For example, the dining hall, PE equipment. Cleaning routines are in place between use by different bubbles and will ensure that risks have been minimised as far as possible.

Pupils have been placed in the class group that we believe is the most appropriate for them. Whilst we have considered a number of factors it is important to remember that once pupils return to school and have worked together it may be necessary to make some changes to ensure that all can make the best progress. Should we feel that a pupil needs to change class we will ensure that we inform you of this.

#### Uniform

Usual school uniform, including blazers for secondary pupils ( where appropriate), is expected to be worn. Reasonable adjustments are made for those children who due to their individual needs find some aspects of the school uniform a barrier to their learning.

The Woodside Academy risk assessment can be found on the school website; <https://www.woodside.bexley.sch.uk/> under the Parent Information tab. This is under regular review.

We are looking forward to welcoming the children back to school. A number of new children and their families will be joining us for the first time and we extend a special welcome to you. Our commitment to providing the best for each child remains a priority. As a start point this term, our number one aim is to ensure that everyone coming into the school feels safe.

I ask that you please complete the consent questions below as soon as possible so that we are informed of your preferences regarding sanitiser and face coverings.

It will take some time for the school community to settle into the new daily routines and I thank you in advance for your understanding and patience as together we settle in the children and return to school life and learning.

*PLEASE COMPLETE THE QUESTIONS ON THE SEPARATE PARENTMAIL 'FORM' NO LATER THAN FRIDAY 4TH SEPTEMBER 2020.*

Yours faithfully

**Woodside Academy**



Parent/Carer return to school information September 2020

Child's Name:

Class

Please indicate your preference below

	Yes	No
Hand sanitiser		
Face covering*		
* Child must be able to use face covering independent of adult support.		

I have received the return to school information and understand that I must not send my child to school if they are unwell.

I understand that should there be a confirmed case of COVID-19 in the school community, the school will actively engage with NHS test and trace and that I may need to book a test, provide details of close contacts and self isolate.

Signature:.....Date:.....

Please print name:.....

If you require assistance to complete this form then please contact the school office on 01322 350123 or office@bwf.education.