



Imperial Avenue, Wrenthorpe, Wakefield WF2 0LW

Email: headteacher@wrenthorpe.wakefield.sch.uk

Website: www.wrenthorpeacademy.co.uk

Tel: 01924 378001

Headteacher: Mrs J Coyle (Designated Senior Person for Child Protection and Safeguarding)



Monday 13th July 2020

PLANS for SEPTEMBER 2020

Dear Parents/Carers,

Thank you for your continued support during this very unusual time. The DfE have now published their advice regarding wider school opening in September 2020. I am now in a position to share our plans with you. Schools have been asked to **minimise the number of contacts** that a pupil and a member of staff has during the school day, as part of the system of controls which are detailed in our Risk Assessments, in order to reduce the risk of transmission of COVID-19.

Changes	Why?
Children will remain in 'class bubbles' throughout the day with one Teacher and one Teaching Assistant.	Contacts with others must be kept to a minimum. (If a child or an adult tests positive for COVID-19 that bubble will close and self-isolate for 14 days).
Hand sanitiser and cleaning materials will be in every classroom.	Cleaning hands and surfaces regularly is our best 'prevention method' in not transmitting the disease.
Children will have staggered start and finish times.	This is essential to keep contacts with others to a minimum.
There will be a 'one-way' system around our school to drop off and pick up.	This is again to reduce the number of contacts (rather like a one-way system when you go to the supermarket).
Children MUST bring a water bottle which will be topped up during the day as required.	Children are not allowed to share cups etc. Water bottles will be kept on the child's desk during the day.
Children MUST bring a reading folder each day (not a large bag).	Reading books will be changed regularly and each child will have their own Reading Record for parents to record home reading.
Children will NOT bring a PE kit. They will still take part in teacher led PE activities for sessions throughout the week.	We need to limit the amount of items that travel between home and school. Children must wear flat sensible footwear but NOT trainers please.
The Universal Free School Meal (Reception, Y1 and Y2 children) and the Free School Meals will be a packed lunch option.	Children must eat their dinner in the classroom as they are not permitted 'to mix' with others in the school hall.
Children who bring a packed lunch box to school please bring it in a plastic bag.	The bag needs to be stored away from others and the bag will hang easily from a peg.
Homework books will be sent home on Monday 14 th September with activities for 6 weeks.	Items moving from home to school should be kept to a minimum. Children will return their homework book to school on Friday 23 rd October.
Parents are NOT permitted to come into school.	Contact with others must kept to a minimum. Please call school to make an appointment if required.

Staggered drop off and pick up times.

	<u>Drop off</u>	<u>Pick up</u>
Class 5B, 5/6P and 6C	8:35am	3pm
Class 3C, 3/4M and 4D	8:45am	3:10pm
Class 1H, 1/2B and 2C	8:55am	3:20pm
Reception	9:05am	3:30pm
Pre School	9:15am	3:30pm

One-way system around school to drop off children. Classroom entrances will be marked clearly.

8:35am	6C	Turn left through the green gate and drop children off with Miss Corner who will be by the classroom door.
8:35am	5B & 5/6P	Turn right and walk past the school office. Drop your children off and continue to walk in an anti-clockwise direction to exit the school site.
8:45am	3C, 3/4M & 4D	Turn right and walk past the school office. Drop your children off and continue to walk in an anti-clockwise direction to exit the school site.
8:55am	1H, 1/2B & 2C	Turn right and walk past the school office. Drop your children off and continue to walk in an anti-clockwise direction to exit the school site.
9:05am	Reception	Turn left through the green gate and drop children off with Reception staff who will be waiting under the canopy in the Reception outdoor area. Continue walking in a clockwise direction to exit the school site.
9:15am	Pre School	Turn left through the green gate and drop children off with Pre School staff who will be waiting by the gate. Exit the school site using the green gate.

One-way system around school to collect children. Classroom entrances will be marked clearly.

3pm	6C	Turn left through the green gate and collect children from the classroom door. Exit by the green gate.
3pm	5B & 5/6P	Turn right and walk past the school office. Collect children from outside the class. Continue to walk in an anti-clockwise direction to exit the school site.
3:10pm	3C, 3/4M & 4D	Turn right and walk past the school office. Collect children from outside the class. Continue to walk in an anti-clockwise direction to exit the school site.
3:20pm	1H, 1/2B & 2C	Turn right and walk past the school office. Collect children from outside the class. Continue to walk in an anti-clockwise direction to exit the school site.
3:30pm	Reception	Turn right and walk past the school office. Collect children from outside the Reception outdoor area. To exit the school site walk back the way you came (the exit through Pre School is not available).
3:30pm	Pre School	Turn left through the green gate and collect children from Pre School staff who will be waiting by the gate. Exit the school site using the green gate.

Families with children in more than one class

For families who have more than one child to drop off please arrive at school at the **earliest** drop off time for your **eldest** child. You will drop all your children at the appropriate class door by handing over to the teacher at this earlier time.

To collect your children please arrive at the collection time of your **eldest** child. You will collect all your children at this time from the appropriate classroom door. **Mrs Coyle or Mrs Sanders will call the families in order to discuss the plans and to make sure that arrangements are in place.**

Early Birds and Night Owls (EB/NO)

This facility will still be available but due to Risk Assessments in place there will be restrictions on the number of children who can be safely accommodated.

Children at EB/NO need to remain in consistent groups as follows:

Group 1	Pre School and Reception children	Group 3	Year 3 and Year 4 children
Group 2	Year 1 and Year 2 children	Group 4	Year 5 and Year 6 children

- All children must be dropped off **BEFORE 8:15am.**
- All children must be collected **BEFORE 5:20pm.**

Teacher led After School Clubs

We have planned to start these clubs, if permitted to do so, in Autumn Term 2 (week beginning Monday 2nd November).

YEAR 4 Swimming

We have NOT planned for swimming to take place straight away as at the moment swimming baths are closed. We will update the Year 4 children in September when we may be in a position to offer the usual swimming lessons as part of the PE offer.

Outdoor Days in the school environment

We are planning to continue with our Outdoor Learning days which are based in the school grounds. Class teachers will be in contact with you with details of when these days will take place for each class bubble.

We are really looking forward to welcoming ALL CHILDREN back to school in September – we have missed you! These initial plans will be in place for **Wednesday 9th September - Friday 23rd October**. We will then review the plans to reflect any further updated guidance.

We recognise that the changes to our usual school day are essential to keep everyone safe. When our children return to school in September, they will continue to enjoy a broad and balanced curriculum. We are confident that children will soon get into new routines and that the plans we have in place will allow children to learn in a safe environment.

In September, we will return once again to being a busy and vibrant school, full of eager, happy children. It is essential that everyone works together and follows the procedures we have put in place in order to keep everyone safe.

We know we can do it – as Wrenthorpe Academy is a great team!

If you have any questions regarding these procedures please call the school office. Mrs Coyle or Mrs Sanders will be happy to answer any further questions you may have.

Yours sincerely,

Mrs J Coyle
Headteacher