

Dear Parents and Carers,

I hope that you have all had a good summer and managed to get a restful break at some point. We have been busy preparing for the year ahead to ensure that the children at Walnut Tree Walk get the best possible year after the disruptions to the last academic year, as well as to ensure that we have put in place all the necessary measures to keep the children, families and staff safe.

Some of the information in this letter is a repeat of the letter that I sent out last term as a reminder to you, and some of the information is new. I have highlighted the new information in blue.

Risk Assessment

The school's updated risk assessment for the full re-opening of the school is attached to this letter and also available on the school's website. The risk assessment is our assessment of the risks. We cannot guarantee that the measures we have put in place will prevent any cases of coronavirus developing within our community but what we can say is that we believe we have put in place all the measures we can to greatly minimise the risks while also providing a high quality education and learning experience for the children.

Changes to how we would normally operate:

We are having to continue to make huge adaptations to how we work and how we operate as a school in order to keep everyone as safe as possible, and this means that many of the things Walnut Tree Walk normally offers the children will not be on offer for the foreseeable future. This will of course be quite strange for the children when they return, but I can assure you that we will do our very best to give the best and happiest experience we can within the parameters that have been set. The detailed changes are in our risk assessment, but the main changes are as follows:

- As directed by the government in their guidance, we will be running the school in 'bubbles' of children. The bubbles will be the individual classes (with the exception of the two Reception classes which will be considered as one bubble due to the sharing of staff, resources and the outdoor area, as well as the two Year 4 classes).
- Playtimes and lunchtimes will also be organised so that the children do not interact with children from other classes/bubbles in order to minimise the risks of spreading the infection.
- There will be staggered start and end of day times (see section below).
- There will be increased cleaning of the school throughout the day. We have employed a cleaner to work during the school day in addition to the cleaning team that come in every day before school.
- KS1 and KS2 children will have their own individual pack of resources (pencils, ruler, scissors etc) so that they do not have to share items that are used regularly. They will however be able to share other classroom resources and books. Classrooms have been reorganised so that the children are sitting in small groups and there will be clear plastic partitions to protect children who are working facing each other for extended periods of time.
- As was the case before we went into lockdown, the children will be washing their hands regularly throughout the day. Hand sanitiser will be used when they return to their classroom after using the toilet.
- The office will be closed. All contact will need to be to Sharon via telephone or email. No parents or carers will be allowed in the school premises (apart from Nursery and Reception parents).
- There are a number of things that sadly we will not be able to do for the foreseeable future. We will not be going on any visits or trips for the Autumn Term at least, the children will not be having swimming lessons, we will be limiting visitors to the school, we will be adapting our music provision which may mean that your child changes instrument, we will not be having class assemblies, and there will be no after school activity clubs. As soon as we can reinstate these, please be assured that we will do.

Travel to and from school

Attached with this letter is a letter from Councillor Claire Holland, Deputy Leader & Cabinet Lead for Sustainable Transport, Environment and Clean Air. **From Thursday 3rd September, the whole of Fitzalan Street and a section of Walnut Tree Walk outside the school will be closed to vehicles at the start and end of the school day** (between 7:45am and 9:15am, and then again between 2:15pm and 3:45pm). This is part of the School Streets scheme which aims to reduce traffic and pollution around schools as well as making the streets safer for the children and families. This is even more important at this moment in time due to parents and carers not being able to enter the school playground and having to wait in the street. We know that for a small minority of you who drive to school this will be an inconvenience but I hope you understand the reasons we are doing this and the benefits in terms of safety.

We actively encourage as many of you as possible to walk to school. If your child is going to ride a bike or scooter to school, we ask that you take the bike or scooter home with you after the morning drop off. Being a school located in central London, our playground space is limited at the best of times, but for the foreseeable future we must keep all year groups separate at all times, meaning that the playground will be broken up into smaller sections for classes to use. We therefore need every available bit of space, so I hope you understand this decision.

We know that some of you travel in from further afield by bike, and in these circumstances we will do our best to accommodate your child's bike or scooter in school. If you feel this applies to you and you need to leave your child's bike here, please contact Sharon Hall and we will do our best to accommodate this. We are getting some additional bike racks but these will not be ready for the start of term so please bear with us on this.

Return Date

Years 1 to 6 start back on Thursday 3rd September.

Reception children will return on Monday 7th September. Nursery children have been given individual start dates, starting from Monday 7th September.

Entrance and exit for children

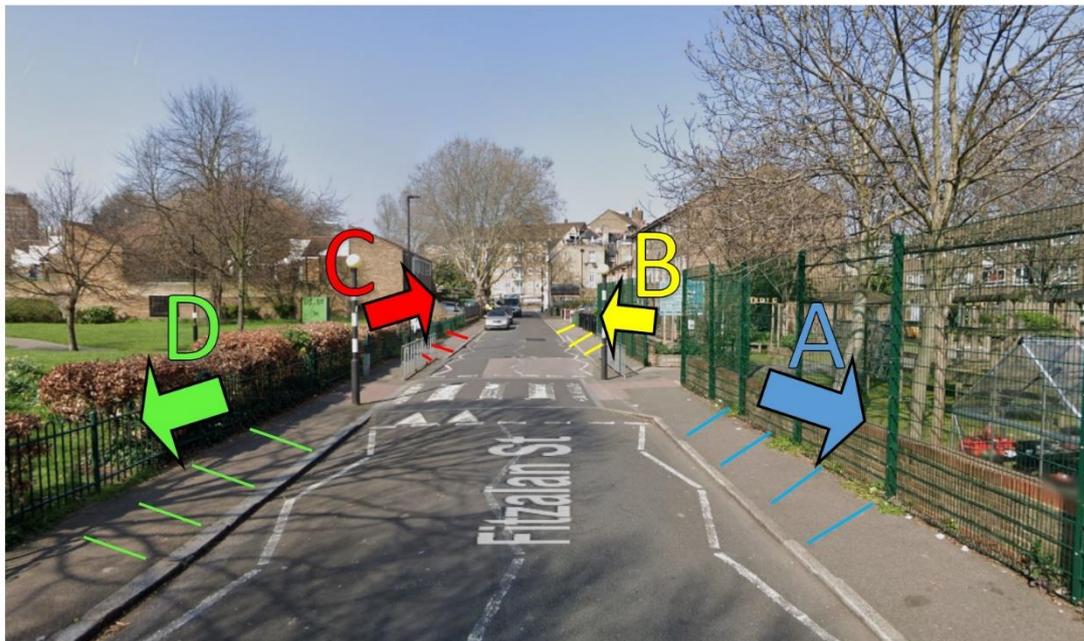
Reception children will enter via the gate on Walnut Tree Walk. Children across the school normally enter using the Fitzalan Street entrance but for the time being in order to maintain some social distancing, we would like Reception children and parents to use the Walnut Tree Walk gate. **All other children (Nursery, Y1, Y2, Y3, Y4, Y5 and Y6) will enter and exit the school via the Fitzalan Street gate as normal.**

Start and end of day times and arrangements

We are staggering the start and end of the day times for each year group, as per government guidelines. To support us with this, we ask that you arrive promptly at your time. For Year 1 to 6 parents, please wait on the green opposite school until your allocated time. Please note that we may have to review and change these times if after the first week we find that social distancing is not being safely observed.

Class	Start Time	Collection Point	End Time	Parent waiting point
Nursery	9:10am	Nursery	3:30pm	Fitzalan Street until invited in
Reception (Connor)	8:45am (WTW gate)	WTW back playground	3pm	WTW back playground
Reception (Chris)	8:45am (WTW gate)	WTW back playground	3pm	WTW back playground
Year 1 (Aimee)	8:45am	Line A, Fitzalan St	3pm	Line A, Fitzalan St
Year 1 (Elio)	8:45am	Line B, Fitzalan St	3pm	Line B, Fitzalan St
Year 2	8:45am	Line C, Fitzalan St	3:10pm	Line C, Fitzalan St
Year 3	9am	Line A, Fitzalan St	3:10pm	Line A, Fitzalan St
Year 4 (Caitlin)	9am	Line B, Fitzalan St	3:20pm	Line B, Fitzalan St
Year 4 (Talsia)	9am	Line C, Fitzalan St	3:20pm	Line C, Fitzalan St
Year 5	9am	Line D, Fitzalan St	3:20pm	Line D, Fitzalan St
Year 6	8:30am	Line A, Fitzalan St	3:20pm	Line A, Fitzalan St

Please see the diagram below that shows where each class will need to line up at the start of the day, and where parents need to wait for their children at the end of each day. Please note that different classes use the same meeting points at different times, so you may have to wait on the green until the class before yours has finished entering or leaving before lining up.



Reception Parents: The two Reception classes will enter and exit via the Walnut Tree Walk gate in order to facilitate a smooth start and end of day during the transition period, and to provide space so that families can socially distance from each other. We will do this for as long as is needed.

Only parents of Nursery and Reception children can enter the school playgrounds. All other children will be dropped at the gate. For Nursery and Reception children, only one parent can enter the school playground. We know that particularly on the first day of school, both parents sometimes like to bring the children in as it is a really important day for you as families. However, if every child came with two parents we would have 180 people at the entrance to the Reception class and 90 at the entrance to Nursery at one time – making

social distancing impossible! We ask that if two parents bring a child to school, only one comes into the playground and to the classroom door.

Parents with siblings in other year groups

We understand that some of you may have children in various year groups and that the staggered start and end times will take a while to get used to. These timings will help us to limit gatherings and avoid having lots of children in the same place at the same time. Our plans have to focus on and prioritise the health and safety of all children, families and staff, and we are grateful for your support with this.

We have staggered the start and end times to the shortest amount of time we feel that we can safely get the children in and out of school. This system relies on us all working together and it is essential that you are on time both at the start and end of the day. Please bear with us at home time, particularly in the first week or two, as you may have to wait a little past your allocated end of the day time for us to be able to safely get each child to their parent.

Reception Parents: If you have a child in another year group, once you have dropped your child to their Reception class, please leave via the Walnut Tree Walk gate and walk round to Fitzalan Street ready for their start time. The exception is for Reception parents with siblings in Year 2 as they start at the same time. When you enter the Walnut Tree Walk gate, send your Year 2 child through the playground, past the office and into the main playground where their teacher will be waiting for them. You can then take your Reception child to their classroom. Staff will be there to guide you.

Water bottles, PE t-shirts and bags

Thank you to those of you who placed orders for water bottles, PE t-shirts etc. We will have these orders ready and waiting in your child's class for their first day of term so that they can bring them home (and use the bottle in school on the first day).

Please can you ensure that your child comes to school with two full water bottles every day. The children will not be able to use the communal taps, but staff will refill the bottles if they finish both of their bottles.

Children can now bring bags to school (but please only send in necessary items and no toys or games). They should only need to bring their water bottles, packed lunch (if applicable), reading books and their PE kit. We will not be able to provide a home school reading record for the foreseeable future. See below for details of how to contact your child's teacher.

Breakfast and After School Club Booking System

Thank you to those of you who have booked the breakfast and after school clubs. If you have not already booked, please do this as soon as possible. Booking must be done online using your Scopay account. New parents to the school, you should have recently received your Scopay login details. If you have not, please contact Nicola nhall@wtwschool.co.uk

You can book either club online up to seven days before the date needed, subject to availability, but we recommend you book in advance. If you need a club at shorter notice than seven days, please call the school office or email shall@wtwschool.co.uk and if there is availability Sharon will book it for you. Once you book, you are committing to paying for that session. I hope you understand that this is necessary as we have to organise staffing in advance and do not want valuable spaces in these clubs wasted.

In order to book a session at either club, you must be in credit on your Scopay account for the amount you are requesting.

School Meals

Please send Sharon your allergy form if you have not already done so, as a matter of urgency. Our new catering provider, ISS, have provided us with the menus for the autumn term. A reminder that the main menu below is what is available for Nursery, Reception, Year 1 and Year 2.

YOUR LUNCH MENU!						KEY  Vegetarian  Plant Based Vegan Friendly  MSC Fish  Organic
WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	Chicken & Pasta in a Creamy Sauce Spinach & Lentil Dahl with Rice Fresh Bread & Daily Salad Sweetcorn & Broccoli Peaches & Fruit Melba Sauce with Ice Cream	Beef Hot Pot with Garlic Bread Vegetable Calzone Fresh Bread & Daily Salad Peas & Cauliflower Yoghurt Bar	Roast Chicken served with Roast Potatoes & Gravy Roasted Vegetarian Strips with Gravy & Roast Potatoes Fresh Bread & Daily Salad Carrots & Green Beans Oaty Apple & Berry Crumble with Custard	Meat Feast Pizza Margherita Pizza Fresh Bread & Daily Salad Sweetcorn & Roasted Mediterranean Vegetables Orange Jelly & Fruits	Fish Fingers & Chips Spicy Bean Burger in a Bun with Chips Fresh Bread & Daily Salad Peas & Baked Beans Fresh Fruit Salad	
WEEK TWO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	Honey & Ginger Vegetable Strips Stir Fry with Noodles Quorn Paella Fresh Bread & Daily Salad Carrots & Vegetable Medley Lemon Cheesecake Yoghurt	Kheema Beef Curry with Rice Vegetarian Piri Piri Strips Wrap Fresh Bread & Daily Salad Green Beans & Cauliflower Yoghurt Bar	Roast Turkey served with Roast Potatoes & Gravy Macaroni Cheese Fresh Bread & Daily Salad Carrots & Green Cabbage Pear & Mixed Berry Pie with Custard	Thai Red Chicken Curry with Rice Roasted Vegetable Pizza Fresh Bread & Daily Salad Sweetcorn & Broccoli Lemon Shortbread with Fruits	Battered Pollock with Chips & Homemade Tartar Sauce Quorn Frankfurter Hot Dog & Chips Fresh Bread & Daily Salad Peas & Baked Beans Frozen Toffee Yoghurt	
WEEK THREE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
	Beef Spaghetti Bolognese Butterbean & Vegetable Tagine with Cous Cous Fresh Bread & Daily Salad Carrots & Green Beans Peach Fool	Chicken Sausages with Mashed Potato & Gravy Quorn Sausage with Mashed Potato & Gravy Fresh Bread & Daily Salad Green Cabbage & Cauliflower Yoghurt Bar	Roast Beef served with Roast Potatoes & Gravy Roast Quorn with Roast Potatoes & Gravy Fresh Bread & Daily Salad Carrots & Broccoli Apple & Banana Cake with Custard	Jerk Chicken & Rice Burrito Red Onion & Sweetcorn Pizza Fresh Bread & Daily Salad Sweetcorn & Roasted Mediterranean Vegetables Strawberry Jelly & Ice Cream	Breaded Pollock Fish & Chips Cheese & Broccoli Quiche with Chips Fresh Bread & Daily Salad Peas & Baked Beans Fresh Fruit Salad	

Years 3, 4, 5 and 6 will be having the packed lunch menu below for the month of September. After this we will review the situation and they might continue with this menu for the rest of the term or possibly move on to the main menu if at all possible.

YOUR LUNCH MENU!					
WEEK ONE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Chicken & Egg Noodle Salad or Fry's Veggie Strips & Egg Noodle Salad Salad & Vegetable Sticks Oat Dream Cookie Fresh Seasonal Fruit	Egg Mayo, Cheese, Tuna Mayo, Cream Cheese & Cucumber or Houmous & Red Pepper Baguette (Halal Chicken Available) Mixed Seasonal Salad Fruity Flapjack Yoghurt Pot	Honey Roast Chicken or Cheddar Cheese, Tomato & Red Onion Tart Potato & Chive Salad Chocolate Sponge Fresh Seasonal Fruit	Egg Salad, Cheddar Cheese, Tuna Mayo, Cream Cheese & Cucumber or Houmous & Red Pepper Loaded & Folded Wrap Mixed Seasonal Salad Lemon Shortbread Yoghurt Pot	Flaked Tuna & Bean Penne Pasta Salad or Tomato & Mixed Bean Penne Pasta Salad with Herb Focaccia Salad & Vegetable Sticks Toffee Apple Muffin 'Traybake' Fresh Seasonal Fruit
WEEK TWO	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Oven Baked vegetable Samosa, Charred Naan Bread & Red Onion Salad Spiced Rice Winter Spice Shortbread Fresh Seasonal Fruit	Egg Mayo, Cheese, Tuna Mayo, Cream Cheese & Cucumber or Houmous & Red Pepper Baguette (Halal Chicken Available) Mixed Seasonal Salad Vanilla Sponge Yoghurt Pot	Homemade Chicken & Bramley Apple Sausage Roll or Homemade Red Lentil & Vegetable Sausage Roll Coleslaw Cinnamon Biscuits Fresh Seasonal Fruit	Egg Salad, Cheddar Cheese, Tuna Mayo, Cream Cheese & Cucumber or Houmous & Red Pepper Loaded & Folded Wrap Mixed Seasonal Salad Chocolate Muffin Yoghurt Pot	Cajun Spiced Chicken or Spanish 'Tortilla' Omelette with Mexican Rice Salad & Vegetable Sticks Chocolate Cracknell Fresh Seasonal Fruit
WEEK THREE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Curried Chicken Rice Salad or Beany Rice Salad with Asian Bread Mixed Seasonal Salad Ginger Biscuit Fresh Seasonal Fruit	Egg Mayo, Cheese, Tuna Mayo, Cream Cheese & Cucumber or Houmous & Red Pepper Baguette (Halal Chicken Available) Asian Noodle Salad Custard Biscuit Yoghurt Pot	Chicken & Sweetcorn Pasta Salad or Roast Vegetable & Bean Pasta Salad Mixed Seasonal Salad Vanilla Pretzel Fresh Seasonal Fruit	Egg Salad, Cheddar Cheese, Tuna Mayo, Cream Cheese & Cucumber or Houmous & Red Pepper Loaded & Folded Wrap Salad & Vegetable Sticks Cinnamon Biscuits Yoghurt Pot	Tomato & Cheese Pizza or Potato & Spring Onion Salad Coleslaw Chocolate Oat Biscuits Fresh Seasonal Fruit

Contact with school

We have always prided ourselves on our open channels of communication and the relationships that are built between home and school. We sadly are no longer going to be able to have our open door policy and the daily access you would have usually had to your child's class teacher. If you are a parent in the Nursery and Reception, you will continue to have face-to-face contact with the adults working in your child's class. However, if you are a parent of a child in Years 1 to 6, this will no longer be possible. Any issues relating to breakfast and after school club, Scopay, school meals, changes to who is collecting your child at the end of the day etc need to be directed to the school office. Any urgent messages that need to be dealt with on the same day, must be telephoned through to the school office as class teachers will not access their emails during the school day. The main contact with your child's class teacher regarding their education and welfare will be via email and a return phone call if necessary. Please be mindful that your child's teacher has a full teaching commitment each day and very limited time to be checking and responding to emails. As each teacher is responsible for up to 30 children, responses will not necessarily be immediate. This is a new way of working for us but I am sure that we can work together to make this manageable and effective.

I will also be available, as always, to meet with you if needed. This can be arranged through calling the school office. I will be on one of the school gates every morning and afternoon, but I may not be able to talk at length and I will not be able to relay messages to other staff members as I will be responsible for ensuring that the children safely get in and out of school.

We are all really looking forward to seeing you on Thursday next week (or the following week for Nursery and Reception children).

Have a lovely weekend,

Andrew