

Dear Parents and Carers,

We are getting ourselves ready for the return of all children on Monday 8th March and we are really looking forward to seeing everyone.

The plans and risk assessments will be largely the same as they were in the Autumn Term before we entered this most recent lockdown so this letter is mainly a reminder to you as it seems a long time ago that we were all in school together.

Key Changes:

- We ask that Nursery parents and carers wear a face mask when entering the playground to drop off or collect their child. The reason for this is the close contact that often has to occur with staff members when handing the children over.
- After School Club finishes at 4:30pm each day until Easter and will be in 3 smaller groups (instead of the 2 groups we had in the Autumn Term). We are hoping that for the Summer Term we will be able to go back to the full provision but this depends on a number of factors. For more details about this provision, please see the section on page 3 of this letter.
- Staff will be encouraged to take the lateral flow tests twice a week. Primary children will not be tested in school. The government announced yesterday that households with children attending school will be able to access these home test kits too.
- KS1 and KS2 children will be having 3 PE or dance sessions a week. We are very aware of the impact this lockdown has had on children's fitness and activity levels. Exercise is good for both their physical and mental health. Please ensure that all children come to school every day wearing clothes and footwear suitable for doing sport sessions.
- We need to keep all rooms well ventilated so windows and doors will be kept open. Fortunately, the weather is warming up, but please ensure that your child has suitable layers of clothing including a jumper, cardigan or hoodie.

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. Any changes/updates are highlighted in yellow. 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.

Laptops and Tablets

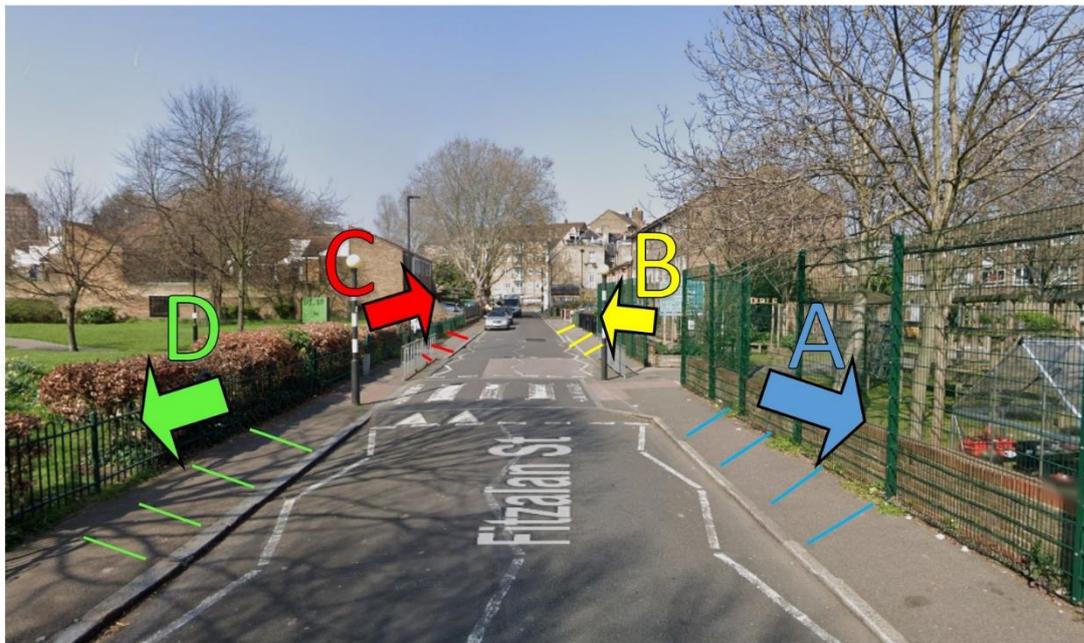
If we have lent you a Chrome Book or tablet during this lockdown period, please can you return it on Monday morning. Nicola Hall will be at the Fitzalan Street gate for you to hand them to (Reception parents can hand theirs to Connor and Chris). Please ensure that any chargers, cases etc are also returned. We are asking for these back so that we can have them ready in the event of a class being made to self-isolate in the future. Children in Years 4, 5 and 6 who have been loaned a device may wish to keep them for their homework. If this is the case, please let Nicola know nhall@wtwschool.co.uk

Start and end of day times and arrangements (reminder)

We are staggering the start and end of the day times for each year group exactly as we did in the Autumn Term, as per government guidelines. To support us with this, we ask that you arrive promptly at your time and please be in the correct lining up area to speed the process up. A reminder of the times and waiting areas.

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.



Nursery and Reception Parents:

The two Reception classes will continue to enter and exit via the Walnut Tree Walk gate. Please wait at distance from other parents and avoid getting too close to the staff members.

We ask that Nursery parents and carers wear a face mask when entering the playground to drop off or collect their children. We of course understand that some parents will be exempt from wearing a face mask; if this is the case for you, please email Sharon Smart in advance.

For Nursery and Reception children, only one parent can enter the school playground. We ask that if two parents bring a child to school, only one comes into the playground and to the classroom door.

Breakfast and After School Club Booking System

Thank you for your responses to the questionnaire. Please note that everyone who responded to the survey who requested Breakfast Club will be able to have a place. Breakfast club will run as normal from 8am until school starts.

We had a very high number of requests for our After School Club so will work our way down the priority groups to allocate places. Please note that everyone in Priority Groups 1 to 5 (so all Key Workers) will be able to have a place. We have some additional places in some year groups for Group 6 parents and will contact you in the next couple of days to let you know if we can offer a place to you. We hope to be able to offer places to everyone who requested a place for at least part of the week.

After School club will run from the end of the day until 4:30pm. The children will be split into 3 groups in order to minimise contacts and hopefully minimise the risk of your child or the staff member having to self-isolate:

- Nursery and Reception children
- Years 1 and 2
- Years 3, 4, 5 and 6

If you arrive before 4:15pm, please ring the buzzer and a member of staff will bring your child to you. If later than 4:15pm, please wait along Fitzalan Street until the children are brought to the gate at 4:30pm.

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 still will be unable to have our open door policy and the daily access you would have usually had to your child's class teacher. Please see below for details of who to contact.

Reason for contact/ issue	Who to contact	How to make contact
Queries regarding school dinners, Scopay, absence, drop off and pick up arrangements, breakfast and after school club	Sharon Hall	Email shall@wtwschool.co.uk Or call the school office on 0207 7351402 Any urgent messages that need to be dealt with on the same day, must be telephoned through to the school office
Concerns or questions regarding your child's education or welfare	Class Teachers	Class teacher email addresses 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
Concerns related to any Special Educational Needs your child may have	Catherine Thompson (SENDCo) for Years 1 to 6 Connor Brown for Early Years	cthompson@wtwschool.co.uk connorbrown@wtwschool.co.uk
Queries about log on details for learning sites and Google Classroom, loans of laptops or	Nicola Hall	Email nhall@wtwschool.co.uk Or call the school office on 0207 7351402

devices, or any other IT support regarding remote learning		
Concerns regarding your child's mental health and wellbeing, or any other matter you wish to discuss	Andrew	Email: headteacher@wtwschool.co.uk Or call the school office on 0207 7351402 I will be on one of the school gates every morning and afternoon for quick conversations, but I may not be able to talk at length. However, I will always be happy to arrange a time with you to talk at greater length if needed.

We look forward to seeing you next week.

Best Wishes,

Andrew