



Return to School Guidance



Key Points:

- Attendance of all children expected from Wednesday, September 2nd
- Stay at home and contact school if Covid-19 symptoms in household
- Different entrance and exit times and places for all classes
- Parents to stay socially distant and out of school building
- All infants to select packed lunch options on Parent Pay a week ahead
- Juniors needing packed lunches to select options on Parent Pay a week ahead
- Talk your child through the changes

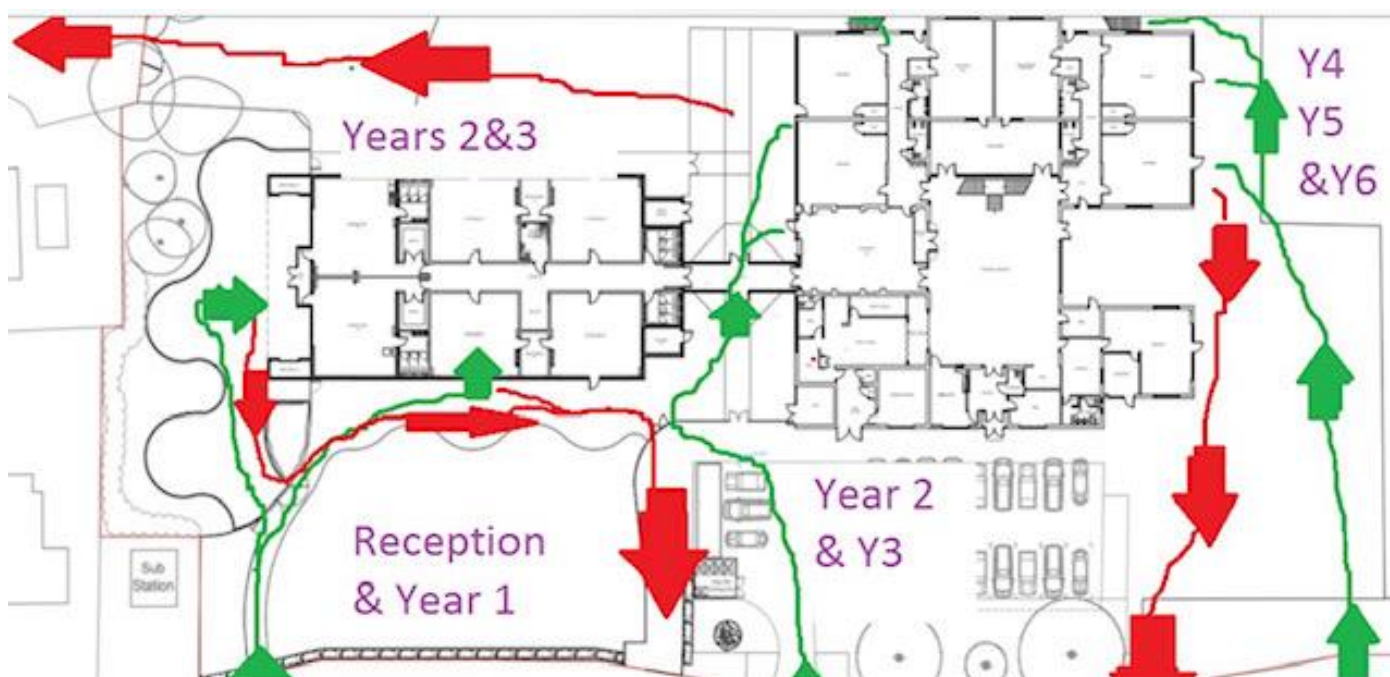
With the prevalence of coronavirus (COVID-19) decreased, NHS Test and Trace system up and running, and the risks to children and staff assessed, it has been determined that the balance of risk is overwhelmingly in favour of all children returning to school. Great Wood School re-opens for all pupils on September 2nd. Attendance is mandatory for all children. Absences will be authorised for children who are quarantining due to a case or suspected case in the family. As usual, please inform the school by 9:30 am on the first day, of the reason for an absence.

We are returning to a 'new normal'. Please make yourself familiar with the new routines and talk them through with your child(ren). Our new reception parents are also reminded that they are invited to attend an induction event, where they will share proof of their child's birth date, address and their immunisation record.

The staggered times and one way systems will be the most important thing for parents to manage. We found in July that it was tricky for adults to keep socially distance when some parents and children turned up early or late so try your best to be within the 5 minute windows; we are sorry that we have to do this but it is for everyone's safety. At the end of the day the pick up process may take longer when there are siblings. Parents with more than one child can direct older children to follow the one way system independently for drop off. If parents wish older child to make their own way home or to a designated meeting place outside school at dismissal time, please inform the class teacher in writing. Please note that a parking ticket was given to a parent using the bus stop in July. (No support is available to use the bus stop as drop off in the mornings but remember it is one way and if an adult leaves the car you may get a ticket – the purpose is for older children to get out and make their own way into school.) Please be considerate of local residents when parking.

Classes	6P	Acorn, 2S, 4H	1R, 3HR, 5C	Chestnut, 2H, 4F	1V, 3H, 5F	6L
Drop Off time	8:40am	8:45 am	8:50am	8:55 am	9:00am	9:05am
Pick Up Time	3:00pm	3:05pm	3:10pm	3:15pm	3:20pm	3:25pm

Year Group	Drop off/Pick up Routines
Reception/Year 1	Reception and Y1 parents and children enter by the gate near the substation and exit by the main entrance by the sign on a yellow pole. Wait distant from others outside classroom doors for children to come out and go in.
Years 2/3	Year 2 and 3 parents and children enter school through the car park entrance along the coned off path and through the link corridor into the infant playground. The exit is across the grass and through the large gate onto Huntley Close. Wait distant from others outside the classroom doors for children to come out and go in.
Years 4/5/6	Parents/children enter the junior playground through the gate nearest Broadway and exit through the gate closest the car park. Wait distant from others on the playground for their class to be called by the teacher on duty. Year 4 to use classroom external doors. At the end of the day parents wait in the playground distant from others. Children will be dismissed at their set time.
<ul style="list-style-type: none"> • Playground equipment is not to be used before and after school. Bubbles have stayed separate in school and children should go straight home. • Although PE kits will be hung on coat pegs, to prevent frequent close contact coats will be stored on the back of chairs in the classroom and juniors will have bags under their desks until further notice. • Water bottles and stationary in pencil cases will be kept on each child's desk. 	



Meals

The school kitchen has re-opened. The Infant and Junior menus are available on our website. It is a whole new system for the school and kitchen to get right so please bear with us and forgive any teething problems. We have added the menu choices to Parent Pay so parents and children can select the meal choices ahead of time. (After logging in to ParentPay > select your child's name > select bookings > select make/view bookings > the lunch menu will appear which allow parents to choose from the options provided.) As food

needs to be ordered it is asked that orders for the following week are made by end of Monday (think a week ahead.) Parents were asked to activate their Parent Pay account in July. Please contact bursar@greatwood.lancs.sch.uk if you need assistance. Please make your choices for the first week of school as soon as possible.

Infant children (Reception, Year 1 and Year 2) may **not** bring a packed lunch from home; they are all provided with a healthy packed lunch free of charge. Either the child has the meal provided by school or they return home between noon and 1pm for their lunch. If a selection hasn't been made on Parent Pay then they will be provided with one.

As a universal meal is not available to junior children, a packed lunch from home remains an option. Parents may pay for and then order packed lunches prepared at school on Parent Pay. Packed lunch containers from home should be washed with soap each day. Please remember: no nut products, fizzy drinks, keep any sweet treats minimal and nothing that would be found on a confectionery counter.

Your circumstances may have changed and your child may now be eligible for Free School Meals. If you are unsure check <https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/?page=3> or alternatively, you can call 01524 581207 for assistance. Even though the infant universal meals are free of charge, it helps the school financially if eligible infant children are registered for free school meals.

In order to reduce the risk of infection the following measures are in place: (DfE guidance in italics)

Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school – or are isolated and returned home if identified in school. We are confident that we will have your full cooperation with this.

Clean hands thoroughly more often than usual. We have added 45 sanitising stations in school and we have lots of sinks in school. All adults and children wash their hands on entering school, after playtimes, before eating and as part of the end of day routine. We also encourage children to wash their hands before leaving and when returning home.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Please support the teaching of this. We have tissues in classrooms and encourage children to have personal tissues in a pocket.

Enhanced cleaning including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. We have fantastic cleaning staff and our cleaning includes wipe downs during the day.

Minimise contact between individuals and maintaining social distancing wherever possible.

Children: It has been determined that the children being in their class 'bubble' is safe and if cases remain low this may be extended to their year group. Children will learn and play together however children will be asked not to purposefully touch each other. Children will sit facing forwards rather than in groups and indoor singing isn't currently allowed. Each bubble will have separate playtimes, play areas and equipment. There will be no whole school indoor gatherings like assemblies (we will still celebrate Star of the Week and get together using our classroom screens and cameras). Only reception will eat lunch in the hall, all others eating in their classrooms. It has been determined that the wearing of face masks is not necessary for primary age children, however, outside the classroom children may wear masks if they choose.

Staff: Teachers are asked to mainly teach from the front of the class with a two metre distance between them and the first children. Teachers and support staff will review children's work mingling with the class but will not spend more than ten minutes sitting closely with a child. Teachers may wear masks/visors if they judge

the risk to themselves or others warrants it. Specialist support staff will use visors when working with pupils they are supporting for longer periods. Staff to Staff contact is being limited through having designated staff facilities.

Parents: Contact between adults is considered one of the greatest risks in opening school and leads to the staggered start and end of the school day along with the request to parents to stick to these times and one way systems and to keep distant from other parents. Although the school office is open, school is limiting the number of visitors on the premises. Parents are expected to use telephone and email to contact the school office to pass on information and resolve problems rather than dropping into the school office. Likewise, we are limiting face to face contact between parents and teachers although we do not want to limit the flow of information. Parents are encouraged to request a phone call and a new telephone system allows teachers to do this from the classrooms. At distance meetings can be arranged when necessary.

Where necessary, wear appropriate personal protective equipment.

It has been determined that the wearing of face masks is not necessary for primary age children. Face masks, visors, aprons, gloves etc. are available to staff to be used when appropriate. Parents are asked to wear a mask if they enter the building. The wearing of masks at drop off and pick up is optional as it is outside

Respond to any infection through engaging with the NHS Test and Trace process, managing confirmed cases of Covid-19 in the school community and following local protection team advice.

We are confident that we will have your full cooperation with this and expect parents to inform school of any confirmed cases in a household. We hope we will not have to access Test and Trace but the local area has a good reputation for the speedy return of test results. Great Wood School will communicate openly but confidentially in the event of any confirmed cases in school. We discourage the spread of rumour and encourage parents to speak with school leaders directly if there are any concerns.

Great Wood Extended Care Sunrise and Sunset Club

The booking system on Parent Pay for before and after school clubs are live once again. Please note that we have had to increase the advance notice of booking to 72 hours to enable us to prepare to follow Covid guidance. . As with the school day, children will be kept in separate bubbles. The children will still have breakfast available to them at Sunrise Club and a snack at Sunset Club. It is hope that we can spend a lot of out rime outside but where this is not possible we will be using the hall and mini hall along with our usual room.

Great Wood Before and After School Clubs

There will be no clubs for at least the first half term. The Sunrise and Sunset Clubs will be using the halls so that bubbles of children can remain separate. We have paid a retainer each half term using the Sports Premium to keep the Archery, Enjoy and Ball and Judo businesses going so they are there when we can return to having before and after school Clubs.

- We are delighted Mrs Logue returns to the school office after a period of ill health; welcome back.
- Mr Butler retired after painting all the ground floor windows over the summer. We wish him every success and welcome Mr Harvey as our new site supervisor.
- Miss Lister, after getting her degree, is pursuing her goal of becoming a primary school teacher. We wish Miss Lister every success with her training. This means we are temporarily without a Learning Mentor.
- As previously announced Mr Lockett joins us teaching Year 1.
- Mrs Brierley, Miss Graham and Mrs Taylor join us as teaching assistants.
- Mrs Stroud has changed her name to Miss Dixon and Mrs Kennedy to Ms Punter.

Although the Year 6 residential can't go ahead, Year 6 will be going to Tower Wood for an extended day's activities in their class bubble. Activity days have been booked at Borwick Hall for years 4 and 5. Cycle training will go ahead for Year 5 and we are awaiting news on swimming lessons.

The 11+ test dates have been rescheduled for October 17th by the Lancaster grammar schools. Parents must register their child; Great Wood is not involved.

Please add Thursday 22nd Oct 2020 to your diaries for Parents Evening. We haven't worked out yet how we can manage the waiting part but plan for at distance meetings with the teacher that day.

19-20	2020-21	Known as	Teaching Assistant	Location
	Rec -Young	Acorn	Errington	Door closest to Beaufort Rd
	Rec McPartlin	Chestnut	Summers	
RA	1 Lockett	1L	Hook	Door closest to reception
RH	1 Vincent	1V	Toulmin	
1R	2 Smith	2S	Brocklesby	Room closest to reception
1V	2 Heys	2H	McGowan	
2S	3 Hoggarth Ross	3HoR	Phillip	Room closest to the woods
2H	3 Hudson	3HuR	McKinley	
3HR	4 Hamilton	4H	Sharples	Room closest to the woods
3H	4 Flaherty	4F	Owen	
4H	5 Fazakerley	5F	Cronshaw	Room closest to the woods
4F	5 Camp	5C	Jones	
5C	6 Lamb	6L	Beamer	Room closest to the woods
5F	6 Parkin	6P	Norman	

We are looking forward to welcoming new families and for the school to be filled with children again. If parents have questions, email is best: deputy@greatwood.lancs.sch.uk or head@greatwood.lancs.sch.uk Please encourage your child(ren) to follow the three principles we set out to cope with this situation: ask questions to alleviate any concerns, be kind to others and follow the guidance to help us stay safe. This, too, WILL pass – even though it will longer than we ever imagined.

Great Wood Summer Camp

We were glad use was made of the school halls and grounds for four weeks over the summer holiday. We had a maximum of 20 with Miss Butler and Mr Pickles. Parent feedback is welcomed.

Great Wood Key Worker Child Care

Great Wood Child Care which opened on March 19th for vulnerable children and children of key workers closed July 16th. Whilst the guidance that child care was open for children who could not be cared for safely at home in March, April and May we had approximately 25 children attending regularly. This increased to 100 key worker children after the change of guidance on June 1st. The vast majority of Year 6 returned for two weeks and we were glad to be able to accommodate all non-key worker children, children whose parents wished them to attend for two days in their own classroom with their regular class teacher before the end of term. This enabled us to test run our plans for September and enabled pupils and teachers to bring closure to the school year so we are ready to start afresh this September.

Home Learning

Thank you to parents who supported our home learning activities. It was a challenge for everyone to keep the children actively engaged and we recognise that every child and adult was in different circumstances. Our aim was to provide options, some structure and feedback, and not to pile on pressure. Some families had a rare chance to do different things with their children and we are happy to celebrate children's achievements if you let us know of them. Hopefully, with a determination to keep schools open we won't have to return to home learning, however we have to develop plans and your thoughts and feedback are always welcome. Please be aware that the emails we set up for children were connected to their 19-20 class and will be deleted in September; also the contract with IXL has ended. We will leave the home learning activities on our website for the coming year.

A letter has been published to parents of children returning to school in September from County Councillor Phillippa Williamson. It can be viewed at: <https://www.lancashire.gov.uk/coronavirus-updates/schools/letter-from-councillor-williamson/>