



Explore, Learn and Grow Together

Brewery Road
Wooler
Northumberland
NE71 6QF

Wednesday 15th July 2020

Dear Parents/Carers

I am writing to share with you the plans and essential information for welcoming all children back into our schools at the start of the new academic year in September. We are all really looking forward to getting all of the children back into school and into lessons (as I am sure all parents and carers are!). Over the last week we have been working hard to review the guidance for schools and to create the plans and procedures that we need to be able to open fully and safely in the autumn. At the time of writing the guidance issued to schools contains a lot of information – I have noted below **the system of controls** that we are being asked to work to from the guidance. It is essential that we have your confidence and support as we implement these procedures here at our schools.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

We will be operating a staggered start and finish for each school to minimise contact between individuals. Our classes and form groups will become our bubbles here in school. Children and staff will work within their assigned bubbles during lessons and will have their own play times/play spaces and lunch arrangements to minimise contact between the different bubbles within the school. Any spaces that are shared (this will be necessary for our older children in Glendale Middle to enable specialist teaching to be maintained) will have specific cleaning procedures in place for frequently touched surfaces. It is vital that everyone knows and understands the rules for arriving and departing from school – only by working well together will be able to get everyone in and out again safely. **On the final page of this letter I have outlined how our one-way systems will operate – please, please, please read and then follow these systems in September.**

In September we will continue to be restricting access to our site and will only be allowing the parents of our younger children onto the grounds for dropping off and collection of their children. In the mornings only parents of our younger children will be allowed onto the school site (Nursery, Reception, Year 1 and Year 2). In the afternoons only parents of children in Nursery, Reception, Year 1, Year 2, Year 3 and Year 4 will be allowed on site but everyone must follow the one-way and distancing plans and wait in the prescribed areas for their children to be handed over from teachers. Staff will be out to help this system establish over the first days of the new term.

Wooler & Glendale specific routines and procedures

Wooler First School:

- Wooler First School will start between **8.45am and 8.55am** each day – children will not be allowed onto the school site before this time period. Children will follow the one-way system and will be greeted by their teacher at the front of school at their designated entrance before heading straight into school and their bubble classrooms (see plans on p4).
- Wooler First School will finish between **3.00pm and 3.15pm** each day – children will exit from school by their designated exits and follow the one-way system to leave the school grounds. Children on school transport will remain with their teachers and be guided to their transport once the other children have departed the site.
- Bubble groups will have exclusive use of a classroom and a designated outside space. There will be limited face-to-face interaction between staff and children in different bubbles. We will have routines in place for frequent hand-washing/sanitising and cleaning during the school day in each bubble. First Aid and toilet visits will also be managed by bubble staff.
- Little Acorns Nursery will be operating under the current guidance and parents must follow the drop-off and collection rules that are in place for Wooler First School. Parents will not be allowed into the nursery and will continue to drop-off and collect children from the designated point next to the entrance ramp for the swimming pool. Session times will be confirmed as usual directly from Gillian in the nursery.

Classes for September:

Oak Class – Miss Symons (3pm finish)

Cherry Class – Mrs Alexander (3pm finish)

Cedar Class – Miss Bullen (3.05pm finish)

Willow Class – Miss Matthews (3.05pm finish)

Maple Class – Mr Tait (3.10pm finish)

Glendale Middle School:

- Glendale Middle School will start between **8.55am and 9am** each day – children will not be allowed onto the school site before this time. Children will follow the one-way system to their designated points where they will be greeted by their teacher before heading straight into school at their designated entrance and then to their bubble classrooms (see plans on p4). For the first couple of days in September Year 5 will be met by their form tutors by the gates next to the kitchen.
- Glendale Middle School will finish at **3.15pm** each day – children will exit from school by their designated exits and follow the one-way system to leave the school grounds by the pedestrian exit. Children on school transport will remain with their teachers and be guided to their transport once the other children have departed the site.
- Bubble groups will stay together throughout the day only moving from their designated classroom if they need to access one of our specialist teaching rooms (technology/food technology/computing) and each bubble will have a designated outside play space. Interaction face-to-face between staff and children in different bubbles will be restricted and children and staff will be expected to observe appropriate social distancing. We will have routines in place for frequent hand-washing/sanitising and cleaning during the school day in each bubble. First Aid and toilet visits will also be managed by staff.

Form tutors for September:

Year 5M – Miss Millburn

Year 5J – Miss Johnston

Year 6M – Ms Morris

Year 6D – Miss Dunn

Year 7P – Mr Pickup

Year 8T – Mr Tong

Routines and procedures across both of our schools:

- Parents and carers must comply with the drop off and collection arrangements in place at school (see page 4). **Parents are expected to arrive at the correct time, to leave the site quickly and not congregate around the entrance and exits to the site.** Contact with school should be made via phone or email to the school office.
- Parental vehicles will not be permitted to come into the school car park to drop off or collect children as this will compromise the safety of our social distancing one-way systems. Children and parents must walk or cycle to school where possible. If cars must be used parents must park well away from the school and observe social distancing rules to walk to the school. All parents are expected to be sensible in where they park showing respect for our neighbours and the residents living around the Brewery Road/The Martins/Weetwood Avenue

area. It would be ideal if families could agree where older children will be met outside of school at home time – for example in the car park next to the bowling club or the car park by the garden centre. First School parents will be allowed on site at home time to collect children as a safeguarding measure.

- All children must wash their hands before leaving home to come to school each morning. Enhanced personal hygiene routines will continue for all children with effective hand washing, use of sanitiser and good respiratory hygiene expected at all times.
- Children must come to school with sun protection applied on hot days. We have purchased sunscreen for each bubble and staff will supervise our younger children to apply this as needed.
- Children should wear their school uniform and bring layers suitable for weather conditions so that we can take learning outside whenever possible. Uniforms do not need to be cleaned any more often than usual.
- At the start of term teachers and form tutors will email parents with their child's timetable. This will identify days for P.E./swimming and Forest School at WFS. On these days we will be asking children to come to school in their P.E./Forest Kit to minimise the need for changing during the school day.
- We are planning for the kitchen to be operating as normal in September and to be able to provide a daily hot meal service. We plan to operate a four sitting system at lunchtimes to minimise congregation in the hall. Children will eat in their bubble groups and play outside in their bubble groups in designated play areas.
- Children must not bring toys or equipment from home – at Wooler First School water bottles will be kept in school and washed daily. At Glendale Middle children will be expected to take responsibility for their water bottles bringing them into school and taking them home again each day. Water will be available to children throughout the day.
- Any symptoms of coronavirus at home must be notified to the school and your child must not attend.
- Any symptoms that arise during the school day will lead to a child being isolated and a parent collecting them from site as soon as possible. Isolation will be outside if at all possible supervised by a member of staff. If isolation has to be inside school staff must wear PPE as described in Public Health England documentation.
- All staff and parents are expected to be ready and willing to engage in the national test and trace process and to follow self-isolation rules if someone tests positive for coronavirus. School staff, children and parents will be expected to follow instructions from the local Director of Public Health in the case of confirmed cases or a local outbreak of the virus.

School Transport – the County Council transport providers are organising for September and we are sharing with them our bubble group arrangements to enable them to prepare. Staff will meet children arriving on school transport and ensure that they are safely on the correct transport home again.

The end of this week will be the end of the summer term and the end of the current academic year. I would like to thank you again for your continued support, understanding, patience and cooperation during these challenging times. I appreciate there is again a lot of information in this letter but we need to ensure that everyone clearly understands how we will be operating to ensure that children and staff are safe and happy. We are all really looking forward to welcoming the children back into school after this long period of closure – it has not been the same without them! Final Seesaw posts can be made this week and it is important that children both enjoy a proper break while also continue to engage in learning activities to keep their brains active and ready for school in September. All of our distance learning resources will stay on the school websites for children and families to access over the summer break. A key task for all of us parents as we prepare our children for September is to make sure that they are well prepared for getting back into school habits and are ready to get cracking back in the classroom in September. I would ask all parents and carers to ensure that positive family routines are back in place in late August, particularly bed times and morning routines along with good reading habits and working on those all-important times tables!

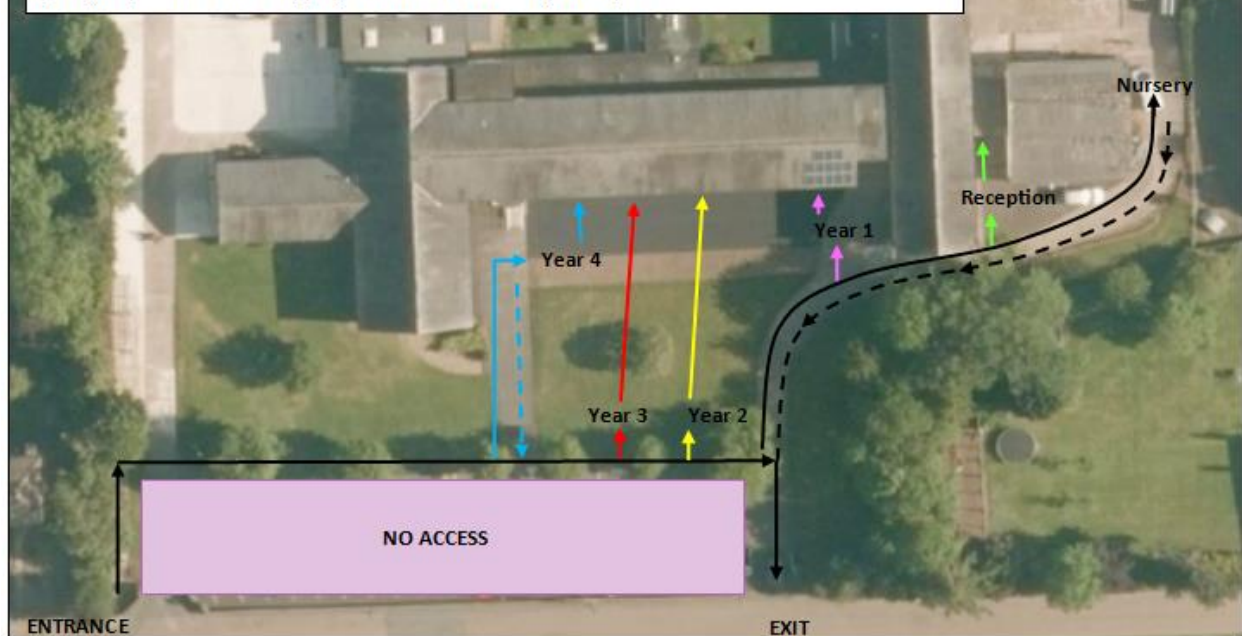
Keep safe, enjoy the summer and see you in September

M.Deane-Hall
Executive Headteacher

Drop off and collection arrangements – Wooler First School

WOOLER FIRST SCHOOL MORNING ARRANGEMENTS

Children to arrive on site between 8.45am and 8.55am. Year 3 and Year 4 to be dropped off at the main entrance. Parents of children in Year 2, Year 1 and Reception are permitted onto site (one adult per family only). The one-way system must be followed and parents must leave the site as quickly as possible after dropping children at their designated points.

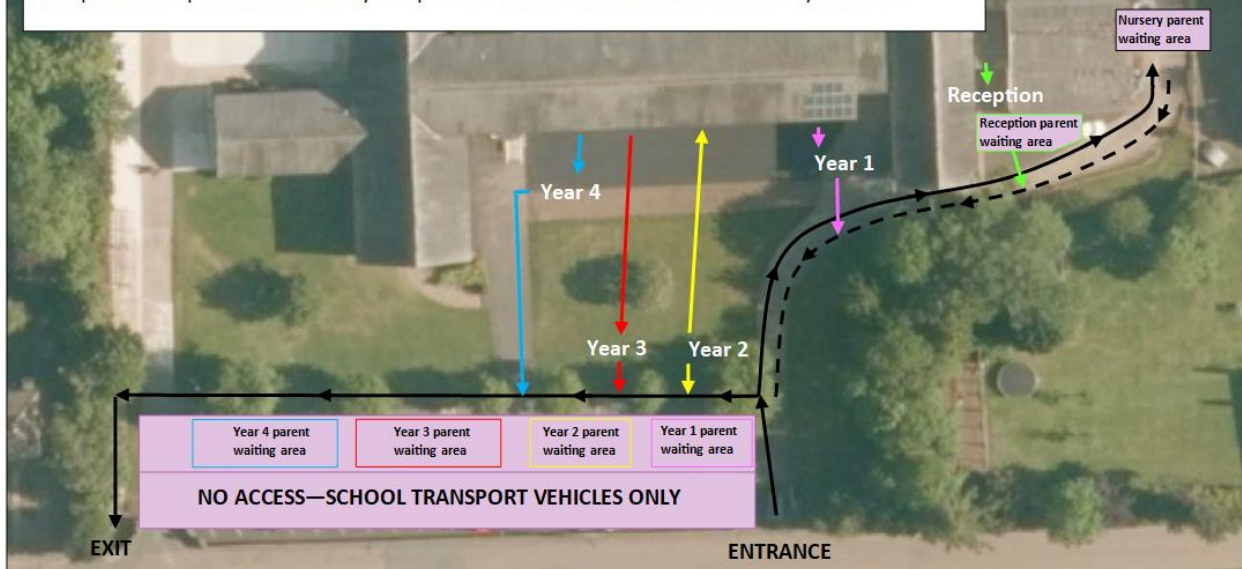


WOOLER FIRST SCHOOL AFTERNOON ARRANGEMENTS

Staggered finish times must be observed and parents must wait in the designated areas for their children to be handed over by teachers while also maintaining social distancing.

Oak Class & Cherry Class – 3pm **Cedar Class & Willow Class – 3.05pm** **Maple Class – 3.10pm**

Parents of children in all First School year groups are permitted onto site to collect their children (one adult per family only). The one-way system must be followed and parents must leave the site as quickly as possible. Staff will ensure children access school transport safely—we anticipate school transport will depart from school by 3.35pm after Middle School children are safely on board.



Mr Pearse, Mr Lowrey and I will oversee these arrangements to ensure that they work as intended. We will review these procedures during the first days of the term and amend them as necessary.