

Dear Parents / Carers,

I hope you are all having an enjoyable summer break as we look forward to our pupils returning on **Tuesday 8th September**. All of the staff at Willow Green are really excited about welcoming the children back and we cannot wait for the new term to begin.

We have been working hard preparing school ready for our pupils' return and have implemented a range of control measures in line with government guidance and our own risk assessments to ensure that the safety of pupils, parents and staff is prioritised.

Of course, school will feel slightly different as we adapt to the new systems and routines, but we are determined to ensure that Willow Green remains a safe, engaging and enjoyable place for our pupils and staff.

Start / Finish Times

The staggered start and finish times for school will allow us to manage transitions safely and reduce the likelihood of large groups of people congregating on the school site.

The times are as follows:

Y1, Y3, Y5 - 8.30 - 3.00

EYFS / Y2 / Y4 / Y6 - 8.45 - 3.15

When you arrive at the school gates, year group entrances and the one-way system for parents will be clearly marked. I will also be there to help to guide and answer any questions.

Once on the school grounds, children will line up on the playground where their teacher will be waiting for them. When your child has joined their line you will be asked to follow to one-way system around the school which will lead you safely off the school site. The children will then be taken into the class by the teachers and support staff.

It is important that children are in their lines by their designated start times.

If your child starts at **8.45** we do ask that you do not arrive at school any earlier than **8.40** as this will ensure that all parents who have dropped off at 8.30 have left the site.

***If you have children with two different start times please arrive and collect all of them at 8.30 / 3.00. Your child's teacher will be aware of any children arriving early and will be there to greet them at their classroom.**

Control Measures

- One-way systems in and around school - there will be designated entrances and exit to the school grounds which will be clearly marked for parents and visitors.
- A one-way system is clearly marked for pupils in school.
- Classes will have designated toilet and cloakroom areas and children will have their own consistent seats in class and resources.
- Regular handwashing and hand sanitising has been built into the school timetable and will be an integral part of the school routine.
- Children will remain in their year group 'bubbles' throughout the day and will not mix with other 'bubbles'
- Break times will be staggered to ensure classes 'bubbles' remain separate.
- **One parent only** per family when dropping off children will minimise the number of people on site at any one time.
- Classrooms will be organised with set places for children and desks will be organised to face the front of the classroom and limit face-to-face interaction.

Lunches

- School will offer a full menu from September which will include a choice of: hot meal (eg chicken burger, pizza, sausages, fish fingers), jacket potato, sandwiches and a biscuit/cake.
- All school meals will be served in heavy duty, fully decomposable boxes and children will be given standard cutlery – not plastic.
- Pupils will be able to bring packed lunches into school in September but will initially be asked **not to bring their own water bottles** into school for use throughout the school day (**any bottles or cartons in packed lunches will only be used during lunch – please see packed lunch policy below**).
- School will provide water bottles **for all pupils** and these will be sterilised in school to allow children to have access to a drink throughout the school day.
- Most children will eat their lunches in their classrooms to ensure bubbles of children are not mixing.

Packed lunch policy

As an academy we aim to promote healthy lifestyles and as a fundamental part of that, a balanced diet. If your child is bringing a packed lunch into school we recommend that this includes:

1. **sandwich / wrap**
2. **one piece of fruit per day**
3. **one dairy item per day**
4. **at least two 'fresh water days' per week to encourage children to drink more water**
5. **baked snacks/crisps low in saturated fats**

Our policy states:

- **no chocolate (including chocolate spread) or sweets**
- **only one form of cake or biscuit per day**
- **pure fruit juice or flavoured water only – no fizzy or sugary drinks (for consumption at lunchtime only)**

More information about healthy eating and the importance of a balance diet for children can be found at:

<https://heas.health.vic.gov.au/schools/healthy-lunchboxes>

Attendance

As a school we fully understand and appreciate the anxieties and concerns some parents and pupils may have about returning to school and we are here to fully support wherever needed. However, from September, attendance in school is mandatory and **never has this been more important.** After such a long time out of education children our need to be back in education - not only for their academic needs but also for their social and emotional development and well-being.

The Dfe attendance expectations:

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- *parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil*
- *schools' responsibilities to record attendance and follow up absence*
- *the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct*

I know from speaking to many parents how much you share our view on the importance of school attendance and we appreciate all of your support in getting all of our children back into full time education.

Afterschool / breakfast clubs

Currently we are not running after school or breakfast clubs, however this is under review. We fully appreciate how important the breakfast club is to some families and we are looking at ways in which we can make this work safely. Similarly, we fully intend on running some after school clubs at some point in the Autumn term and we will keep you updated when plans have been finalised.

Uniform / Resources

Children will be expected to wear school uniform as usual. They will also be expected to bring their PE kits, which should be brought in on a Monday morning and taken home on a Friday. Children should bring a bookbag as they will be given books which they can take home along with their reading journals/diaries. *More information about reading will be sent in the autumn term.*

Office Area – contacting school

Access to the office area will be limited to one person/ or two people from the same household. In order to prevent queues outside the office we do ask that if you need to contact the school you either call (01977) 722487 or email info@willowgreen.org.uk.

Books

We have noticed that there are a number of our reading challenge books missing from our classrooms. Please could you have a look to see if you have any at home. It would be wonderful if they could be returned in September please.

Medication

Please could we remind parents that medication in school needs to be replenished if it is out of date. It is particularly important that all inhalers we hold in school are current.

Once again, I hope you enjoy the bank holiday weekend and the rest of the summer break and I look forward to seeing you all in September.

Many thanks

Mr C Parkinson

Head of Academy

Willow Green Academy