



**Arrangements for opening The Winterton Federation to more children
(Reception, Year 1 and 6 in the first phase)
Currently planned for 1st June 2020**

Dear Parents/Carers,

I hope you and your family are well and thank you once again for your continued support over recent weeks during this first phase of lockdown. Please be assured that the safety of our children, families and staff is our number one priority. The school's leadership team, including governors, recognise the importance and the seriousness of the decision to open our schools to more children. We will be guided by Government advice at all times and our overriding focus will be to ensure our schools and campuses are as safe as we possibly can make them.

As a Federation, we have a responsibility to try to phase increased educational provision for more of, and eventually all, our children and clearly, we are desperate for our children to return to school – that is the reason we do our job. However, we can only do this safely with certain measures in place, and as you can imagine, this has posed many challenges for us. By our very nature and approach, we are an extremely tactile and compassionate organisation, and as a result, it will be very difficult for us to consistently achieve social distancing. It is therefore of paramount importance for us all; staff, parents and children to work in unity to achieve this.

As we attempt to implement this, there may be several changes along the way, and we ask that you are patient and flexible with any such changes. I am being as transparent as possible with you, our community, in this newsletter, regarding the procedures that we are putting in place for this period. We ask that you read all the information carefully and discuss it with your child in such a way that they understand what the expectations of them, and their behaviour, will be. This will help prepare them to come back into school, should you choose to send them.

Challenges the school faces:

- Corridors are less than 2m wide.
- To adhere to the 2m distancing in class, we will only be able to accommodate 8 – 10 tables (depending on classroom size) equating to 8 - 10 children in each group. This groups will be known as 'Bubbles'.
- We know that younger children will have very limited or no understanding of social distancing. Their curriculum dictates learning through constructive play and socialising closely with their peers and familiar adults. It will be very difficult for us to still provide aspects of this whilst social distancing. Although we will continue to do our best to provide a caring, nurturing, stimulating and fun learning experience, we will be extremely limited in what we can provide successfully, whilst also ensuring the low risk of spreading the virus.
- We aim to keep children with the same members of staff in their allocated bubble. However, we make no guarantees that this will consistently happen.
- Children may not be taught by a member of staff, or in a classroom/school setting that is familiar to them, or be with their friends.

The Winterton Federation

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Other notes:

- The first phase of provision will potentially begin on 1st June 2020, and comprise of Reception; Year 1 and Year 6 pupils, together with Key worker and vulnerable pupils. The second phase of provision for Nursery will be planned once we have inducted Reception, Year 1 and Year 6 into school successfully, based on what we have learnt from Phase 1, to ensure provision can be safe and successful for our younger children.
- With regards to attendance, Parents/Carers ***will not be fined*** if you choose not to bring your child to school.
- If you feel it is safer to keep your child at home, teachers will continue to signpost you to online learning. (We are currently, and have been since the beginning of Lockdown, working closely with our IT engineers and Microsoft, in a move to set up an online learning platform for our pupils. Because there have been certain criteria to complete to ensure compliance with GDPR, this has taken longer than anticipated, however, we will notify you as soon as this is up and running.)
- Attendance will not be followed up by the usual phone call if your child in the stated year groups does not attend school on their given days. For safeguarding purposes, as a result of not knowing who will or will not be in school on a given day, we will be unable to follow up with the usual first day calls. It is therefore parental responsibility to ensure their child arrives safely at school.

KINDLY ADHERE TO ANY MARKING/SIGNS AROUND OUR SCHOOLS – THANK YOU!

Social Distancing
Children's Groups
<ul style="list-style-type: none">• Each child will be placed in a bubble and will be allocated specific days of the week to attend school.• Bubbles 1,2 and 3 in Reception are to attend school on Mondays and Tuesdays of each week.• Bubbles 4 and 5 in Reception are to attend school on Wednesdays and Thursdays of each week.• All Bubbles in Year 1 are to attend school on a Monday, Tuesday, Wednesday and Thursday of each week. There will be no school on a Friday for Year 1.• All Bubbles in Year 6 are to attend school on a Monday, Tuesday, Wednesday and Thursday of each week. There will be no school on a Friday for Year 6• All Key Worker and Vulnerable pupils will attend care provision Monday to Friday as previously arranged<ul style="list-style-type: none">• These days CANNOT be changed.<ul style="list-style-type: none">• Reception will be taught in Y1 and Y2 classrooms at the WIS site• Year 1 pupils will be taught a variety of classrooms at the WJS site• The majority of Year 6 pupils will be taught on the top floor at the Winterton Community Academy; one bubble will remain at WJS in a Y6 classroom• EYFS and KS1 key worker pupils will be taught at WIS in Nursery and the school Hall<ul style="list-style-type: none">• KS2 Key worker/vulnerable pupils will be situated in the Y4 classrooms.• You will receive a phone call informing you of your child's bubble and classroom.• Children will be discouraged from making any physical contact with their peers and staff.

The Winterton Federation



Office/Communication/Contact with Staff	Start and End of the Day
<ul style="list-style-type: none"> Parents are NOT allowed to enter the school building and the main office will be CLOSED. Any communication you have for a member of staff e.g. Class Teacher, SENDCo, Pastoral team member, should be made by either telephoning the school office or by email. This will be passed on to the relevant staff who will then contact you as soon as possible. There will be no contact with staff at the start and end of the school day. Any issues please see above point referring to communication. 	<ul style="list-style-type: none"> There will be a staggered start and finish to reduce the number of parents on all of the school sites at any one time. Reception Pupils will arrive at 9.15am and depart at 2.30pm Year 1 will arrive at staggered intervals between 8.50 and 9.05am and will depart at staggered intervals between 2.45 and 3pm. Y6 Pupils at WJS will arrive at 9am and depart at 3.15pm At the WCA, Year 6 pupils will have staggered arrival times between 8.45am and 9.15am and departure times between 3.00pm and 3.30pm. Pupils will be grouped and allotted a time slot for arrival and departure and these times must be strictly adhered to.
Health and Hygiene	Entrance for the beginning and end of the day
<ul style="list-style-type: none"> There are outside sinks strategically placed that pupils should use to wash their hands before entering and after leaving the school buildings Each classroom has access to a sink which children will frequently use to wash their hands each time they enter the classroom. Each classroom has tissues. The 'Catch it, bin it, kill it' approach is promoted. Each classroom has cleaning equipment and spray disinfectant, which will be used as and when appropriate throughout the day. Paper towels/hand dryers are used to dry hands. Our federation ancillary teams will continue to clean during and at the end of each day. Our staff may be wearing some form of PPE where appropriate. 	<ul style="list-style-type: none"> There will be a one-way system through the schools' entrances for Year 1 and Year 6 to enter and exit the playgrounds; please follow the signs. Each bubble will have allocated markings on the playground. The children will be expected to say goodbye to their Parent/Carer and assemble by standing on a marking ready for the teacher to bring the children inside. Parents/Carers must always ensure 2m distance from other Parents/Carers, children and staff. Only one adult should accompany your child when bringing/collecting them to and from school, to minimise the number of people in and around the school campuses.
Key Worker Pupils	Uniform
<ul style="list-style-type: none"> There will be NO changes to the current practice - provision will be held Monday to Friday. 	<ul style="list-style-type: none"> Children should come to school in clean uniform clothes as far as practicable, and bring a coat so that they are prepared to access outdoor learning irrespective of the weather.

The Winterton Federation



- Children will be accommodated where indicated above and all practice will continue as previously arranged.
- Arrival time at both settings will continue to be 8.45am and departure at 3.30pm unless parental/carer shift patterns dictate otherwise.

- If children wear shoes with laces, they **MUST** be able to tie these themselves.

In the Classroom

- The children will sit at a table 2m apart from other tables facing the front of the classroom. The table allocated to a child will be their table whenever they are in school until further notice and they will spend most of their day there.
- The children cannot mix with other bubbles.
- Teachers will be delivering lessons at the front of the class keeping 2m social distance.
- Children will always work on an independent basis and not in a group.
- Children will only have contact with their own books and equipment

Late arrivals and Early Collections

- Allotted arrival and departure times must be adhered to at all times and as a result we **will not** accept children who are late and you will not be able to collect your child earlier than their school departure time. Any appointments must be made out of our set hours if you choose to send your child to school.
- Key Worker Parents/Carers may continue to use the school in the flexible way to fit your work patterns with communication regarding this as previously arranged.

Lunchtime

- Children will eat at their tables in the classroom.
- Reception and Year 1 children receive Universal Free School Meals and they will be provided with a school packed lunch. They are NOT to bring in ANY pack up from home.
- All Year 6 children must bring a packed lunch which will be kept with them on or under their desk. Parents who receive Free School Meals will continue to receive the Edenred vouchers to provide the packed lunch.
- After eating, children will go as a bubble onto the playground in the allocated play space – they must remain within this space during any outdoor playtimes.

Meetings

- There will be NO meetings carried out with Parents/Carers or any external services within our premises. We do not have any meeting rooms/offices that can offer social distancing of 2m. These will be conducted by video call or telephone conversations if ESSENTIAL.

The Winterton Federation



Around School	Behaviour expectations
<ul style="list-style-type: none"> There will be very little movement by children out of their allotted classroom within any of the school buildings. 	<ul style="list-style-type: none"> To clarify, ANY child who does not adhere to an adult's instructions, or does not social distance when instructed to do so, will be dealt with in accordance with the Federation Behaviour Policy. However, any child who continuously chooses not to adhere to these instructions, will not be allowed to return to school for the rest of this academic term: it is vital that all staff and children are kept safe at all times There will be no physical handling of any child except in an emergency. If positive handling techniques have to be used on a child, the Parent/Carer will be called immediately to collect the child. Further sanctions will be put in place, where appropriate. Again, children and staff must be kept safe at all times.
Resources	
<ul style="list-style-type: none"> All soft furnishings, books and small resources that will be difficult to clean, will either be removed from the classroom or placed in an area that the children will not have access. No child should bring anything into school other than a filled water bottle and packed lunch (Year 6). All items children need will be provided for them. They will each have their own equipment, which will remain on their desk and only touched by them. When any other equipment is used it will then be cleaned before other children use or touch it. 	
Displaying Symptoms	First Aid
<ul style="list-style-type: none"> We will not accept any child who is displaying any signs of illness. Any child displaying symptoms will be sent home immediately and the family must isolate following the Government guidelines. Children over 5 are eligible to be tested and Parents/Carers can arrange this. The child will need a clear test before returning to school. Anyone testing positive, together with their family will need to self-isolate for a minimum of 14 days from the results date. We will follow DfE and Local Authority guidelines on next steps for the bubble which the child has been working in. 	<ul style="list-style-type: none"> If a child encounters a basic first aid incident, or has a toileting accident, they will be encouraged to change themselves and clean their scrape or cut under supervision from a first aider/member of staff where appropriate. We have sourced PPE (following the Covid 19 guidance for Educational Settings) which will be used by staff for protection when necessary. In the event of anything more serious, our usual medical procedures will be followed which may result in Parents/Carers being asked to collect their child.

Thank you again for all your support and patience at this time. And so, for now at least, take care, stay home and stay safe.

**Mrs Cathy Logan
Executive Headteacher**

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