

# Oaklands Junior School

Headteacher - Mrs H West

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27<sup>th</sup> August 2020

Dear Parents/Carers,

We hope that you and your families are enjoying a good summer break and are preparing for your children to return to school on Wednesday 2<sup>nd</sup> September. The government have stated that attendance will once again become mandatory and we are very much looking forward to welcoming all the children back into school. Staff will be at the Butler Road pedestrian gate to greet the children at the times shared with you previously and repeated below. At the end of the day, staff will also walk your children back to the Butler Road gate to meet you.

Year Group	Arrive	Depart
Year 3	0900	1535
Year 4	0830	1505
Year 5	0840	1515
Year 6	0850	1525

We will need to be very quick with each year group entering on time (only 10 minutes allowed for each year group) which will mean we will no longer be checking individual temperatures on arrival, although we do still have this facility if we suspect a child is unwell during the day. At the end of the day, children and parents will need to leave promptly too as we cannot allow the children to mix with other year groups. We will do our best to get the children in and out of school very quickly and would ask you to please help us by keeping to time. If we experience a downpour and it is a couple of minutes before time of entry, we will of course not keep children waiting outside the pedestrian gate and will admit a little earlier, but again, only one year group at any one time, so please try to keep to the timings.

If you find you are late, entry to school will need to be delayed until the final year group has been admitted to school, for reasons of safety. Similarly, if a child is not collected on time, we will return to reception to await collection and once all groups have left, your child can then be collected from the main gate by a call to reception, using the buzzer at the gate, when a member of staff will then bring your child to the gate.

Children will need to enter school alone at the **Butler Road gate only, as no parents/carers will be allowed into school.** Any messages for staff, please send in with the children in their home/school diary or phone/email school. To avoid congestion in Butler Road, please be mindful of our neighbours and others, by arriving a little earlier and parking a short distance away, walking to the end of our entrance driveway, this would help us and other children/parents enormously. **Only children may enter the driveway from Butler Road to the pedestrian gate at the start and end of school**, so adults please keep to the Butler Road when dropping off or picking up, to give the children room to enter/exit. Individual year groups do not now need to socially distance from other children in their year group, so can therefore be closer together, lining up as they would do normally for arriving/leaving school. Adults, however, still need to keep a social distance from each other and other children, with 1m+ recommended (which is the same for staff in school too).

Please drop off and leave as soon as you are able from Butler Road, without congregating in the entrance driveway, this would alleviate any congestion and keep everyone safe at 1m+ distance from each other.

If you are collecting a child from the Infants at the Ellis Road gate, we can be flexible with you also collecting your child from the Juniors but only if we are made aware of this and you wait within close proximity to the red bus. This is by agreement, which means you must let the office know ([admin@oaklands-jun.wokingham.sch.uk](mailto:admin@oaklands-jun.wokingham.sch.uk)), so that we can send your junior child to the bus to meet you. You must then exit via Ellis Road.

If you have children in more than one year group, you may feel this creates difficulties waiting for your children. We can have a degree of flexibility if needed and suggest that you take the earliest times for drop off e.g. if you have a child in Y3 and Y5, you may want to drop both at the earlier time of 0840 and collect at the earlier time of 1515 to make it easier for you, with one child that arrives earlier than necessary, waiting in their class for the others in their year group to arrive. If you feel this would help, please do contact the office, so that this can be arranged and then we can add a note on the respective registers – staff will then be expecting this to happen. If you have any problems or specific queries, please do let us know so that we can work together with you to hopefully resolve any issues. We are trying our best to make this work and if you find that there is a problem, please do contact the office and we will see what we can do together to make things work for you. We are very much a team, working together with you and your children.

**Please ensure your child arrives on time wearing full school uniform, with:**

- A named PE kit/trainers in a bag
- Any medication needed e.g. inhalers epipens etc. (named)
- Suitable coat for the day's weather (we will go outside even in light rain)
- Named water bottle
- Snack for breacktime (piece of fruit or vegetable – no cereal bars)
- Packed lunch (if bringing own from home, although a packed lunch may be ordered from Cucina)
- A home reading book (and any school books borrowed e.g. library books to return)
- Years 4-6, please bring into school your home learning book as teachers would love to see the work that you did during lockdown and have promised to award merits!

**Assemblies:** There will be no whole school assemblies in the hall but whole school assemblies will be streamed in classes. Year group assemblies may also be possible in the hall at times. On the very first day, Year 3 will have an assembly, which will allow other year groups some further transition in returning to their former class teachers for a period of time.

**Breaktimes** will be staggered so that only one supervised group will be out to play at any one time.

**Lunchtimes** will be different too, with only packed lunches available from home or ordered from Cucina with lunches being in classrooms. Each group will have a separate play area of their own in their year groups, whether this is on the playground or on the field, with no mixing of year groups. Two year groups will have their lunches first in classrooms with staff, whilst the other two year groups go out to play and then groups will change over. All year groups will have adult supervision and they will all have their own separate play equipment but we will not be using the adventure play or outdoor gym at this time. The bus will also be out of use for now.

**Facemasks** – these are optional for children as a personal choice. We would ask that these are named, if required, and are the responsibility of the children e.g. masks must not to be put down on any surface but if taken off, they are immediately stored in their own bag. If any masks are left

lying around, they will not be returned but will be disposed of in the medical waste by a member of staff who will need to wear gloves to remove. Facemasks or visors are also optional for staff. It is, however, mandatory for staff to wear full PPE if dealing with a sick child. The hall will be used for any unwell child awaiting collection and you will receive a phone call. When you walk to the Butler Road pedestrian gate and press the buzzer, a member of staff will escort your child to the gate. Please **do not** drive on to site.

**Handwashing** will still be very important at the beginning of the day and throughout when changing activities, still at the recommendation of 20 seconds washing with soap and water. We have bought four mobile hand washing units which will be used initially in Y3 and Y5 as they have the least number of sinks for washing. It is not necessary, but if you would like your child to have their own personal hand sanitizer, this must be named and your child must take responsibility for it's safe-keeping and not share with anyone else.

**Risk Assessments** will be regularly reviewed and updated. Governors met online on 18<sup>th</sup> August to review our plans, risk assessment and updated guidance. We are ready to open and have a further visit next week by the CEO of the Trust and Bracknell Forest's Health & Safety Adviser to check on our provision but everything is looking good for a full re-opening on Wednesday 2<sup>nd</sup> September.

**Curriculum** – in our first week we will be focusing on settling the children back into school, sharing our procedures and reasons for them, behaviour expectations, as well as a priority to support wellbeing and to begin a recovery curriculum. Each child will have a pack of their own school resources which will include everything needed for a normal day in school that will remove the need to share. Our normal timetables will change, with a few examples below:

- **Library** will be open, once we have settled back into school with only certain days for access by one year group; this will mean that each class will visit the library once a fortnight, allowing a 72 hours gap in between year groups to ensure no cross-contamination. Children will be allowed to take out books but when they are returned, they will remain in a box for 72 hours before being returned to the library.
- **IT Suite** will change to being only open for one year group on certain days with Year 3 initially having a priority, as is normal at the start of a new year, to allow familiarisation with OWL and using passwords/logging on. We will have silicone covers over the keyboards and a film over the screens, to make these easier to clean at the end of each day.
- **PE** – each year group will have their own equipment for one particular sport that will not be used by any other year group for the first half term, so will be kept separate within year groups.
- **Maths** – topics for year groups will ensure that any particular specialised maths resources are allocated to one year group, being out of use by anyone else for 72 hours once resources are no longer needed; although general maths equipment, is located for daily use in every class.
- **Music** – we cannot use our voices for singing but we can have percussion instruments to use in lessons and these will be distributed for use in each year group so that each year group keep their own resources.
- **Assessment** - once the children have settled back into school, we will begin to assess where they all are in their learning in reading, writing and maths initially, so that we can tailor our teaching/interventions to address any gaps in learning, as we know that some children will have made greater progress than others during lockdown.

Finally, all that remains is for me to remind you of the symptoms of Covid-19, which may seem similar to flu and means you **must not send your child into school if your child or any member of your household shows any of these symptoms:**

**Main symptoms** - Most people with coronavirus have at least 1 of these symptoms:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

**What to do if you have symptoms:**

If your child or a member of your family have any of the main symptoms of coronavirus:

1. Inform school immediately.
2. Get a test to check if you have coronavirus as soon as possible.  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
3. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
4. Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
5. Inform school immediately of the result of your test.

Stay safe and well and we very much look forward to welcoming you all back to school on Wednesday 2<sup>nd</sup> September.

Yours faithfully,



Mrs. H. West  
Headteacher