



11th September 2020

Dear Parents and Carers,

I hope that you are all keeping safe and well. It has been so lovely to finally welcome all of your children back to school and especially to see them returning in great spirits and keen to learn.

As I am sure you can appreciate ensuring that we can provide a safe and Covid compliant set up for the whole school has had its challenges. Following a first week of seeing how things are working, I would like to take this opportunity to clarify some key messages and protocols that we are currently operating on school grounds.

Our first priority is to ensure that we are providing a safe environment for both children and staff on site. In order to do this, we rely on all visitors coming onto the school site to take responsibility for adhering to the rules that have been put in place. This will help to ensure that we can keep you safe and in turn help to keep the Wolverhampton R number down and avoid any local lockdown. I know none of us want the children to miss anymore school, so please help us to keep Woodthorne open.

The measures we have put in place help to limit the traffic on site at any one time to allow greater social distancing and a smoother entrance and exit for pupils daily. On this basis please make sure you are all strictly adhering to the following instructions when coming onto site:

1. Please ONLY arrive on site at the specific time of your child's drop off or pick up time (not any earlier)

The staggered drop off and collection times have been put in place to limit the number of parents on site at any one time. Arriving early is increasing the numbers on site, causing queues and blockages at the narrower sections of the school paths and on playgrounds, thus making it hard for all parents to maintain 2 metres distance.

2. Please adhere to the one way system at all times when on site

In line with the Department of Education guidance we have put a one way system for movement around school grounds to protect you and your family. Please ensure that you are following this at all times. The only entrance point for the school is through the main school gates. The Meadway Gate is to be used ONLY as an exit for key stage 2 drop off's. Please respect this and do not be offended if you are refused entry via this route.



3. Please limit your time on the school grounds

Again to limit numbers on site to aid social distancing please arrive at your child's set pick up and drop off times and then exit the site via the one way system after dropping off or collecting your child. If you have more than one child in different year groups, once you have dropped off your first child, please move to the next drop off point and wait on the playground. Please maintain 2 metres social distancing whilst you wait.

4. Please do not attempt to go into the school office without prior agreement

In line with guidelines we are unable to accommodate parents in school without a prior appointment. If you need to drop something off, please phone ahead and a member of staff will come out to greet you.

5. Please limit conversations with teachers during pick up and drop off times

In order to maintain social distancing, prevent hold ups that can create bottlenecks around the school and to ensure smooth transitions of pick up and drop off, we are unable to speak to parents at these times. If you need to speak to your class teacher, please call school and we can make sure they can give you a call back.

Year groups	School drop off time	Location	School pick up time	Location (see aerial view for details)
Nursery	8.45am or 12.15pm	Reception Entrance		Reception Entrance
Reception	8.30am	Reception entrance	11.45am or 3.15pm	Main school entrance (school office doors)
Year 1	8.30am	Year 1 classroom	3.00pm	KS1 hall exit (carry on round the one way system from the KS1 playground)
Year 2	8.40am	Year 2 classroom doors	3.10pm	Year 2 classroom doors
Year 3	8.50am	KS2 Hall Door	3.20pm	Year 3 will exit on to playground
Year 4	8.40am	Girls toilets door	3.10pm	Year 4 will exit on to playground



Year 5	8.40am	KS2 Hall Door	3.20pm	Year 5 will exit on to playground
Year 6	8.50am	Girls toilets door	3.10pm	Year 6 will exit on to playground

SCHOOL DROP OFF/PICK UP ARRANGEMENTS BY YEAR GROUP

Please note pick up locations are changing for year 1 and 2 as of Monday 13th September - please refer to the one way system visual guide for anyone unsure on locations. A member of staff will be on hand to guide you.

Changes to pupil bubble system

We have currently been operating a mixture of class and year group bubbles across the school. After reviewing how they are working this week, I have taken the decision to move to year group bubbles from Monday. It has been logistically challenging to keep the class bubbles apart during transitional parts of the day, so moving to year group will solve the challenges we have faced. Furthermore, as staff have already had to self-isolate this week, I am predicting that we will see similar patterns of staff being unable to attend over the coming term. Therefore having year group bubbles will mean that we can quickly move to teaching year groups, if this is the best option to ensure consistency of education.

I would like to thank parents for their patience, support and feedback this week whilst we have reopened the school. It is a really challenging time for everyone currently, but I know that we will continue to support each other through this. By all of us taking the responsibility for adhering to social distancing rules and the protocols put in place, we can continue to ensure that Woodthorne remains open and everyone is kept safe.

Based on the feedback I have received this week, I thought it would be useful to share this with all parents. Please see the attached FAQ document.

If you have any further queries, then as always please feel free to contact the school. Please do bear in mind that we are being inundated with emails and calls currently so it may take us a little longer than usual to respond, but we will come back to you as soon as we can.

Yours faithfully,

T Hinkley
Headteacher