



# Five Ways Primary School

Langholm Drive  
Heath Hayes  
Cannock  
Staffs  
WS12 2EZ

Headteacher:  
Telephone:  
Website:  
Email:

Mrs Rachel Mander B.Ed. Hons  
01543 278071  
[www.fiveways.staffs.sch.uk](http://www.fiveways.staffs.sch.uk)  
[admin@fiveways.staffs.sch.uk](mailto:admin@fiveways.staffs.sch.uk)

21st May 2020

Dear Parents,

## Arrangements for increased numbers of pupils from 1st June 2020.

I would like to begin by offering a huge 'thank you' for supporting the school over recent weeks and for supporting your child with their home learning.

I would also like to thank you very much for your swift responses regarding your wish to send your child/ren back into school. That gave us a very clear picture of how many children we needed to consider when planning for the possibility of wider re-opening.

As you will be aware, The Government announced their recovery strategy 'Our Plan to Re-build' that was published recently. As part of this plan, schools were asked to begin preparing to welcome children in some year groups back into school, possibly from 1st June onwards, but only if it was considered safe to do so and if the five tests have been met. From the start, The Government have been very clear that this would be a phased and gradual process, and that it did not necessarily mean that all schools would be open fully to Nursery, Reception, Year 1 and Year 6 pupils on 1st June.

The Government also made it clear that schools should continue to prioritise, over all other year groups, the need to continue to be open from 1st June for:

- **Children of key workers**
- **Vulnerable pupils: those with an EHCP, with a Social Worker, or those with vulnerability to whom the school have decided to offer a childcare place.**

The scientific evidence will be reviewed this week by The Government, and after this time we expect further clarification around the partial re-opening of schools on the 1<sup>st</sup> June. In order to prepare for this, the Senior Leadership Team, in consultation and agreement with The Governing Body at Five Ways, have produced a plan for re-opening which is set out in the letter below.

There has been a great many things for us to consider before we open Five Ways more widely, and I would like to apologise that I have not been able to write to you before now. Since The Prime Minister's announcement, guidance from The Government has been coming into school on an ad-hoc basis and this gradual gathering of information has been very frustrating, as it has made our planning and decision making very difficult. However, our main



priority when making any decisions, has always been the safety and well-being of your children and our staff. All our decisions have been based upon this.

I feel it is important to stress that The Government have provided their 'advice' to schools, but it is up to myself as Headteacher, in consultation with The Governing Body, as to how we interpret it to suit our own circumstances. I would like to kindly ask all parents to refrain from comparing Five Ways to other schools; we are unique and all decisions that have been made have been tailored to us as a school community and to protect everyone.

I am therefore writing to share with you the arrangements we will be implementing to reduce risk for staff, pupils and parents. These arrangements have been put into place following a full risk assessment process and are in line with guidance from the Department for Education.

### **What does this mean for Five Ways?**

From **Monday 1st June 2020**, we will continue to be open **ONLY** for:

- **Children of key workers**
- **Vulnerable pupils: those with an EHCP, with a Social Worker, or those with vulnerability to whom the school have decided to offer a childcare place.**

**From 1st June onwards, home learning will continue to be provided to all year groups.**

From **Monday 8th June 2020**, we will only be accepting children from **YEAR 6** (not Nursery, Reception or Year 1).

**Until further notice, and until The Government guidance changes related to social distancing, there are NO plans to accept any additional children or year groups other than those listed above.** This is because we do not have enough staff to implement the protective measures required by The Government, to keep children, staff and parents safe at school.

I understand that this decision will cause frustration and anxiety for many families with children from Nursery, Reception and Year 1 who had wished for their children to return to school as soon as possible however, many factors have been taken into consideration that have resulted in this decision. They are outlined as follows:

- The number of staff who are able to attend school after half term.
- The number of children already attending school.
- The number of pupils wishing to return to school from 1st June.
- The number of parents who would need to drop off and collect children from school.
- The need to reduce contact between people, both staff and children.
- The protective measures that will need to be implemented to ensure the Health and Safety of the school community.



## Maintaining a safe school environment

### Arrangements for 1st June 2020 for children of key workers and vulnerable pupils

- From **Monday 1st June**, children of key workers and vulnerable pupils (those with an EHCP, with a Social Worker, or those with vulnerability to whom the school have decided to offer a childcare place) will continue to follow the same arrangements that are already in place.
- Doors will open at 8:45am as usual and Breakfast and After School Club will operate for those pupils who are already accessing this provision. Usual times (Open from 7.45am / Closed from 5.30pm) will be maintained.

*All other procedures and arrangements for key worker children and vulnerable children will remain in place during week commencing 1st June 2020.*

### Arrangements for 8th June 2020

- From Monday 8th June, new procedures for dropping off and picking up the above children and those from Year 6, will be confirmed and communicated. This is because the number of children attending school will increase significantly when Year 6 pupils return on 8th June. As you can imagine, the beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements will be a challenge. New procedures, once confirmed will include:
  - Staggered starts to the day and staggered finish times for each group of children to avoid congestion at the school gates;
  - Minimising 'pinch-points' by using several entrances and exits;
  - Only one adult dropping off and collecting;
  - 2m markings to be displayed for parents to queue when dropping off / collecting;
  - Parents will be instructed to NOT gather at school gates.
- Children will be split up into small teaching groups of **10 children** and will be allocated 2 staff members. *(We have experimented and measured tables in classrooms, and I can confirm that at Five Ways, only 10 children will be permitted in any room at any time.)*
- Year 6 pupils who are currently attending school under the key worker children / vulnerable children category will join with a Year 6 group from 8th June onwards. ***(Please note we will not be able to offer any form of before and after school care to Year 6 pupils who are returning for the first time from 8th June 2020, as this would involve the mixing of groups of 10 children. We will contact those parents who have used this provision previously before going into lockdown, to discuss this further.)***
- Children will remain in their group of 10 for the whole of the school day.

- The same 2 adults and same 10 children will remain in their designated classroom and not mix with any other groups of 10. Rota systems will be put in place to make the best use of outdoor space and playgrounds during playtimes/lunchtimes so that groups of 10 cannot mix.
- The 2 members of staff who are allocated to a group of 10 children may not be your child's usual classteacher. It is most likely that 2 teaching assistants will be allocated to some groups of 10 children, as not enough teachers are able to attend school.
- Children within a group will be instructed to remain 2 metres apart, if they can. Children will be allocated their own table and chair within their designated classroom and will remain in that place for the duration of time they remain in school.
- Children will be encouraged to stay 2m apart when moving around the school site but movement will be kept to a minimum.
- Hazard tape will be placed down the middle of corridors to ensure children and staff walk on one side of it. We have investigated operating a one way system however, this is not practical due to the design of both buildings at Five Ways. It is also stated in the guidance that '*brief, transitory contact between groups of children passing in a corridor, is low risk*'.
- Groups of 10 children will be allocated certain sinks to use. In addition, hand sanitiser will be placed in each classroom in case a sink is not nearby. Adults and children will be encouraged to:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
  - clean their hands on arrival at school, before and after eating, and after sneezing or coughing
  - not touch their mouth, eyes and nose
  - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
  - ensure that help is available for children who have trouble cleaning their hands independently
  - remind children how to learn and practise these habits through games, songs and repetition
- Children who do attend school from 8th June will take part in the same/similar activities that will continue to be listed in the classteacher weekly letters published on our school website. This way, all children, regardless of being in school or at home will be accessing the same experiences.
- Groups of 10 children in school will be able to use the outdoors however, strict rotas will be put in place so that children do not mix and areas are not contaminated between groups.
- Groups of 10 children will be allocated a break and lunchtime slot so that no mixing of groups takes place.

- Groups will not enter any other classrooms and share resources.
- No parents will be permitted inside the school building without prior arrangement agreed by the Senior Leadership Team. The office will be closed to visitors and parents.
- No visitors/staff/children/parents/contractors will be permitted to enter the school site if they have symptoms.
- Hand sanitiser will be available in all classrooms.
- Bins will be emptied at lunchtime and at the end of the school day.
- Doors will be propped open unless they are fire doors, as rooms need to be well ventilated. Windows will need to be open.
- Children will be supervised when using the toilet so that they do not gather at the toilets. Toilets will be allocated to specific groups of 10.
- The trim trail and outdoor gym equipment will be out of use due to 'high touch' surfaces.
- Only school packed lunches will be provided – no hot meals will be served. Packed lunches will be delivered to classrooms and children will eat their lunch at their allocated table within their designated classroom. Children who wish to bring a packed lunch from home will be able to do so in a carrier bag, as long as all items within the packed lunch can be disposed of afterwards. This is to eliminate contamination between home and school.
- Staff and children will not be permitted to take home and bring back to school equipment like exercise books, reading books, Home-Link books, etc. as this could contaminate classrooms.
- Stationery will not be shared among children; they will have their own set. No pencil cases will be able to be brought into school from home.
- Shared areas and surfaces will be cleaned daily, and disinfected frequently.
- If a child or adult shows symptoms and tests positive for COVID-19, then the whole group that the child or staff member was in will be sent home and they will be instructed to self-isolate for 14 days. If other cases are then also confirmed at school, Public Health England will be contacted and will advise me of our next steps/possible closure.
- PPE will be worn by staff when delivering first aid.
- Children will not be expected to wear school uniform for the duration of the summer term, because as many as possible outdoor activities will still be encouraged. Children will be required to wear play clothes / PE kits and trainers. This will support parents in not having to wash a school uniform and PE kit each day.



## Transition from Year 6 to Year 7

We recognise that this is a really important time for our Year 6 pupils as they are preparing for secondary school in September. I would like to reassure parents that we will do everything that we can to support our Year 6 pupils to be ready. This includes:

- Liaising closely with our secondary schools to make sure they know all of the important information about your child.
- Providing bespoke lessons and guidance for Year 6 pupils about transferring to secondary school.

We will answer any questions that Year 6 pupils have and support them with any anxieties so that they can make the best possible start.

In conclusion, during the coming weeks, school for Year 6 pupils who will be returning for the first time since going into lockdown, will not be as they remember, and as well as trying to re-establish learning behaviours, we will also have lots of nurturing and mental health issues to deal with.

We will endeavour to make the experience as positive as possible for our children and recognise that they will be anxious; the smaller groups will help with this. We will do our utmost to ensure that groups of 10 children have a familiar face with both friends and staff.

As a school we have not been able to address every protective measure as yet, such as the specific arrangements for the start and end of the school day from 8th June. This is something that we have never had to manage before and further careful consideration and planning needs to take place to identify the specific details required to protect everyone. However, I hope that the procedures outlined above provide parents with an overview of the 'new normal' for Five Ways from 8th June. I also hope that the procedures outlined above allow parents to understand why we are only able to re-open school to Year 6 pupils and why this has been postponed until 8th June.

There is still a huge amount of planning and preparation to take place to ensure the school site, including classrooms, corridors, toilets and outdoor space is ready to accept key worker children, vulnerable children and Year 6 children who wish to attend. As you can imagine, this is going to take time to ensure we can safeguard everyone and communicate the specific arrangements, such as the groups of 10 your child will be placed in, by 8th June.

We recognise that as a result of the information and new procedures outlined in this letter, some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families.

If you are a Year 6 parent and said that you wished for your child to attend but change your mind in light of the arrangements outlined in this letter, then that is fine, just contact us via the school office as soon as possible, to say that your child will not be coming back into school on 8th June. I would also ask that if parent circumstances change and you wish for their child to attend school, you need to inform us of this change as soon as possible. We would then



allocate your child/ren a place at the next review meeting. These review meetings will take place every two weeks from 8th June.

If you would like to talk to us about your child and any concerns you have about their return to school, please contact myself, Mrs Fuller as Deputy Headteacher, or Miss Jones as Assistant Headteacher via the school office.

As stated previously, myself as Headteacher, and The Chair of Governors, Mr Les Bullock, have always stressed that we are hugely aware of our responsibilities and duty of care to all members of the school community, and that when making decisions concerning the gradual re-opening of Five Ways, we will not compromise the Health and Safety of any of our children, staff and families. This is why we have made the difficult decision to only open school from 8th June, for our Year 6 pupils and those pupils in priority key worker / vulnerable groups.

Once again, in these unprecedented times, I thank you for your support. As we refine our procedures in preparation for 8th June, I will look forward to providing you with further details.

Yours sincerely,

Mrs Rachel Mander  
Headteacher

