



# Five Ways Primary School

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4<sup>th</sup> June 2020

Dear Parents,

## Arrangements for increased numbers of pupils from 8<sup>th</sup> June 2020

I am writing with further details outlining our procedures from 8<sup>th</sup> June, when we will be welcoming back our Year 6 pupils, as well as continuing to care for our children of key workers and vulnerable pupils. Half of our Year 6 pupils will attend school for 1 week beginning 8<sup>th</sup> June, Monday to Friday and the other half of the Year 6 cohort will attend school for 1 week beginning 15<sup>th</sup> June, Monday to Friday. This will continue on a rota (1 week in / 1 week out) until the end of the summer term, unless Government guidance changes. School will be open every day for our Year 6 children of key workers and vulnerable children until the end of term.

Following guidance, Year 6 children attending school from 8<sup>th</sup> June have been split into 2 halves dependent upon the high school they will be attending in September. This way, children will be able to build friendships with pupils who they will be attending high school with, and they will also be safe to attend induction visits at high school without mixing with other pupils from different groups at Five Ways who are attending other high schools in September. Pupils attending Kingsmead will attend Five Ways during week commencing 8<sup>th</sup> June. All other pupils in Year 6 will attend school from 15<sup>th</sup> June, unless they are children of key workers / vulnerable children who will attend every week from 8<sup>th</sup> June.

We have been completing a risk assessment for the return in liaison with staff and governors using the government guidance to make our decisions. Obviously, we cannot eliminate all risk, but we feel that the actions detailed below will make the return for pupils and staff as safe as we can. I would ask you to read the information in this letter carefully before your child returns to school, as ensuring safety relies on everyone following any procedures agreed.

Final arrangements have now been made and you will receive an additional email later today sharing your child's start date, start times, classrooms, staff, etc. **You will only receive this additional email if your child is in Year 6 and you have informed us that you wish them to return to school, or if you are a key worker / your child is categorised as vulnerable.**

### Start and finish times

Start and finish times will be staggered to ensure that there are as few people as possible moving around the site. Staggered opening times will vary between 8.45am and 9.15am and closing times will vary from 2.45pm – 3.15pm. It is essential that children are dropped off and picked up at the specified times to avoid overcrowding and gathering of parents on or near the school site. We understand that some parents may have two or more pupils in different groups attending school. In these circumstances, all children from the same family will be allocated the same opening time and closing time.



Unless there are mitigating reasons, **only 1 adult** should bring their child/ren to school please. If bringing siblings who are not in school is **absolutely necessary**, those children **must not** be allowed to run around.

There remains restricted use of the school buildings with much of the site closed off to parents. Parents and pupils will only be able to enter the school site through the main pedestrian gate at the front of the school. Depending on the classroom that your child/ren is being taught in and the age of your child/ren, you will be directed towards the Early Year's department (please see **Zone A** labelled on the map attached, with this area detailed) or the KS1 department (please see **Zone B** labelled on the map attached, with this area detailed). A member of the Senior Leadership Team will be available to direct parents each morning and afternoon. All parents will be requested to remain behind the railings in front of these department buildings 2m apart, and a queuing system will be operated. (Please see map attached with Zone A and Zone B, as well as the railings labelled.) Your child's allocated member of staff will greet and collect your child from the courtyard/playground in front of the railings. Once your child is greeted by their allocated staff member, parents will be expected to leave the school site straight away via the vehicle gate or the gate on the side road of the school. A member of the Senior Leadership Team will be available to direct parents each morning and afternoon, upon departure from the school site. The member of staff who has met your child will escort them to/from their classroom at the beginning and end of the school day. The same procedures will be in place during collection times. Parents will enter via the main pedestrian gate and queue by the appropriate railings. Staff will escort your child/ren to the same playground/courtyard area as in the morning, and will release your child/ren to you.

In the email you receive later today, you will be informed of your child's teacher as well as your child's start time, their finish time and a number that is allocated to your child's group. The member of staff greeting and collecting/dropping off your child at the start and end of the day will hold up the group number in case you do not recognise the name/face of the staff member that is allocated to your child's group.

### Groupings and classrooms

Pupils will be taught in groups no larger than 10. Not all pupils will be taught by their original classteacher or in their original classroom as a result of this need to split classes, along with the fact that, as in the rest of the community, we have some members of staff who are unable to come to work as a result of individual circumstances. Some groups will have children of mixed ages and this cannot be avoided.

Each of these groups of up to 10 pupils will be allocated 2 members of staff and will then be considered a 'bubble' that remains together until advice on social distancing measures change. We will be unable to change a child's group once the return has begun. We will also aim to keep staffing consistent so far as possible with each 'bubble' being taught by the same members of staff. Please note, that in some circumstances, some bubbles will be taught by more than 2 members of staff as some staff members carry out job shares. Groups will also be seen by Mrs Fuller and myself but this will be at a social distance. Please note that any staff absence may require this to change at short notice or even mean that a group are unable to attend school during the staff absence. The 'bubbles' will not be combined for any activity and will have staggered break and lunchtimes within their bubble group.

Each group will be allocated a classroom within school, which they will use each day for all activities apart from PE and outdoor activities, such as Forest School. Outdoor space will be used on a rota basis or will be zoned off into small group areas with 2m spaces in between them.



### Social distancing for pupils

Desks and tables in each classroom will be moved apart so pupils are not sat directly next to or opposite each other on grouped tables. Each pupil will be allocated their own desk and this is where they will work each day.

In Nursery and Reception, where learning is less formal, tables will also be split to encourage smaller groups of pupils to play in different areas of the room. However, as acknowledged by the government, social distancing between young pupils is much more difficult and is unlikely to be achievable. This is why pupils will remain within their small groups and not mix with any other 'bubble'. These pupils will be allocated a separate table and chair to eat their lunch.

Groups will have staggered playtimes and be allocated a specific outdoor area in which to play. Groups will not be allowed to mix during breaktimes and lunchtimes, even if pupils are in the same year group.

Although staff will obviously be working closely with your child to support them, they will not be as physically close to them as before the school closures.

We would appreciate your support in talking to your child in an age appropriate way, about social distancing and the importance of them not hugging each other or their allocated member of staff.

Five Ways is a social place and we appreciate that not being able to mix with peers will be difficult for some pupils but for everyone's safety we need to follow guidelines about not mixing groupings.

### Food and lunchtimes

Early Years and KS1 pupils will be supplied with snacks each morning and afternoon. Pupils in KS2 are encouraged to bring a healthy snack of fruit or a cereal bar if they wish for morning break and afternoon break. No pupils should bring a water bottle to school. Jugs of water and plastic beakers will be available in all classrooms throughout the day. A beaker will be allocated to each pupil and these will be washed in the dishwasher overnight.

Pupils in Reception and KS1 will still receive a lunchtime meal each day but this will be a packed lunch prepared by the kitchen. No hot food will be available. Children will have the choice of a ham or cheese sandwich which they will receive alongside a piece of fruit, a snack and a drink in a lunch bag. Packed lunches will be delivered to classrooms and children will eat their lunch at their allocated table within their designated classroom.

Pupils in other year groups (who are not eligible for free school meals) can bring a packed lunch to school from home or purchase one from school. These can be purchased through parent pay in the usual way. 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. No lunch boxes will be permitted.

### Curriculum

It will be some time before the curriculum returns to normal. Staff will aim to deliver 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. Some activities, such as practical science will



not take place due to the large amount of equipment and social interaction required. PE will take place outside as much as possible. However, the priority for all children, regardless of age at this time, will be the resocialisation into the new style of school routine.

### Equipment

Pupils will be allocated equipment, e.g. a pencil, pen, ruler, etc. for their use only. Their equipment will remain on their allocated desk and will not be shared with others. Pupils should not bring their own equipment such as pencil cases from home. Younger pupils are also asked not to bring anything else from home, e.g. items for 'show and tell'. Reading books will **not** be changed and sent home. School equipment used throughout the day will be cleaned and disinfected as required. PE kits **should not** be brought to school and neither should school bags, library/reading books, Home-Link books or drink bottles. *(Year 6 pupils should leave any CGP books at home for the time being and further guidance will be provided regarding these books.)*

The only items that need to be brought into school is a packed lunch in a disposable carrier bag by those pupils bringing lunch from home, a snack for break times if in KS2, a sun hat and sun cream if the weather is hot (Sun cream should be for personal use only and children should be self-sufficient in being able to use and apply it safely.)

### Cleaning

Our cleaning service has been briefed about the importance and priority that must be placed on cleaning once more pupils return to school. Particular areas of focus will be touch points such as door handles, desks, chairs and toilets. Additional cleaning materials have also been purchased for classrooms so further cleaning can take place throughout the day as required.

### Hygiene

Good personal hygiene will remain a priority for pupils during the day, including a strong emphasis on regular handwashing. Where handwashing facilities are not available within a classroom, hand sanitiser will be provided along with tissues and bins for disposal. Tissue bins will be double bagged. Some pupils may wish to bring into school their own hand sanitiser; this should be for personal use only and children should be self-sufficient in being able to use and apply it safely. However, I would like to reassure you that hand sanitiser will be provided in each classroom. We would be grateful for continued good hygiene at home to promote everyone's safety.

As per the advice from The Government, the following actions for infection control remain in place:

- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving school
  - At regular intervals throughout the day
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away.



## PPE

The government has advised that PPE is not necessary within school for adults or pupils. However, PPE will be used during any intimate care such as nappy changing and when dealing with anyone who is taken ill with symptoms of COVID-19 and need direct personal care until they return home. Children will not be given PPE and are not recommended to wear face masks in school as it is deemed that they are too young to do so safely. If you wish your child to wear a mask on the way to and from school, this should be kept by parents during the day and cannot be stored in school.

## Social distancing for adults

As stated above, the staggered start and finish times will allow for less congestion of adults on the site during drop off and pick up times. In addition, there will be a one way system in operation around the site. Parents will enter the site using the main pedestrian gate, drop their child/ren at the allocated railings (Zone A or Zone B labelled on the map attached) and then continue walking to exit out of the vehicle gate or the gate on the side road of the school. Parents are asked not to turn and walk out of the school site through the main pedestrian gate as the path is not wide enough to ensure the 2m rule. The one way system will be clearly signposted and a member of the Senior Leadership Team will be available to direct parents each morning and afternoon, upon arrival and departure from the school site.

In addition, two metre markings will be placed along the narrow paths leading to/along the railings as a guide to ensure an appropriate social distance.

Any communication with staff must be done by email via the office or phone. The office will be **CLOSED** to visitors and parents. Parents will not be able to enter the office area with queries or have face to face meetings with teachers at the present time. No parents will be permitted inside the school building without prior arrangement agreed by the Senior Leadership Team.

We would really appreciate your support with following these guidelines for the safety of everyone.

## Illness

Pupils must not be sent to school if they are ill or if anyone in their house is displaying symptoms of Coronavirus. This is essential to minimise the spread of the disease.

If a pupil or member of staff becomes ill during the day, they will leave their allocated class as soon as possible and be isolated.

Any member of staff displaying symptoms will be sent home to isolate immediately for the advised amount of time. Parents of any pupil showing signs of becoming ill will be contacted immediately and will be expected to come to school and collect them. It is therefore essential that we have up to date contact information for every pupil and that someone is contactable at all times.

Any member of staff or pupil demonstrating symptoms of Coronavirus is now eligible for a test. Should anyone receive a positive test result, the whole of their group (staff and pupils) will have to remain at home in isolation for 14 days. Anyone with a negative test result will be free to return to school once they are well enough. Any area that has been used by someone showing symptoms will be cleaned deeply.



### Children of key workers and vulnerable pupils

The children of key workers and vulnerable pupils in all year groups will still be welcome to attend school as has been the case throughout the lock down.

### Uniform

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 and will allow clothes to be changed daily, promoting better hygiene whilst in school.

### Before and after school club

Breakfast and after school club will only operate for those pupils who are in school and usually access this provision. Usual times (Open from 7.45am / Closed at 5.30pm) will be maintained however, all pupils attending this provision will be grouped according to the sessions they attend. There will be 3 groups of children operating and these groups will not be permitted to mix. They are as follows:

1. Children who attend breakfast as well as after school club (This group will be accommodated in the hall as usual and will enter and exit via the main entrance door.)
2. Children who only attend breakfast club (This group will be accommodated in the classroom marked as Group 12 and children should be dropped off at the door labelled 1 on the map attached.)
3. Children who only attend after school club (This group will be accommodated in the classroom marked as Group 13 and children should be collected from the door labelled 2 on the map attached.)

### Further information

Later today, each parent with a pupil who is due to attend school from 8<sup>th</sup> June or 15<sup>th</sup> June, will receive an email detailing their start date, start and finish times, allocated member of staff and classroom. If after receiving this letter and the additional email with specific details related to your child/ren you have any queries, please email [office@fiveways.staffs.sch.uk](mailto:office@fiveways.staffs.sch.uk) . Alternatively you can phone the school office on 01543 278071.

I am aware that there is a significant amount of information in this letter which will take some time to digest and consider. However, I felt that it was important for parents to understand how we feel we can keep all our pupils, parents and staff as safe as possible during these difficult times.

I would like to finish by thanking all parents for their kind comments during the recent difficult weeks and I look forward to welcoming our Year 6 pupils back to school along with additional children of key workers. Once again, thank you for all your support. I am sure that by working together as the Five Ways community, we can do what is best to keep all our children, families and staff as safe and happy as possible.

Yours sincerely,

Mrs Rachel Mander  
Headteacher

