

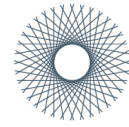


# Alban Wood Primary School and Nursery

The Brow, Watford WD25 7NX

01923 678247 : [admin@albanwood.herts.sch.uk](mailto:admin@albanwood.herts.sch.uk) : [www.albanwood.herts.sch.uk](http://www.albanwood.herts.sch.uk)

Executive Headteacher: **Paul Sutton** – Head of School: **Hazel Pinder**



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Wednesday 20<sup>th</sup> May 2020

Dear Parents/Carers,

Thank you very much for your continued support and understanding during this difficult time. We would like to update you on the reopening of Alban Wood Primary School and Nursery.

We are still planning on re-opening the school for Nursery, Reception, Year 1 and Year 6 pupils whilst also providing provision for the children of keyworkers and vulnerable children, from June 2<sup>nd</sup>. This has still not been confirmed by the government. We will only be open on June 1<sup>st</sup> for children of keyworkers and vulnerable children as we need to conduct staff training on the changes in Health and Safety requirements and procedures.

Thank you, those of you who have filled out the Google form, confirming whether you are intending on sending your child back to school. We have adapted our provision based on these results. We appreciate that circumstances might change and if your decision regarding your child coming into school changes please let us know as soon as possible. If you decide to start sending your child in, we ask for you to give us a week's notice so that we can adapt our staffing accordingly. If you decide to stop sending your child in, please let us know so that we can take them off our list.

I am sure that you will appreciate that until the government restrictions are lifted, the school day will be very different to that in normal times. Our key priority with this will always be the safety of our pupils and staff. With that in mind over the last week, our Senior Leadership Team have been developing and reviewing appropriate risk assessments and management strategies to enable this to happen.

The home learning on the website will continue for all year groups, including those that are in school. These lessons will form the basis of what is being taught in school but will also be accessible for the children staying at home. We will also try to include more personal, social and health education, not only in school but also in the home learning slides in the coming weeks.

Please read the information below carefully as it outlines how the school will operate from June 2<sup>nd</sup>.

## Hubs

The children will be kept with others in their class and form a hub. These hubs will have no more than 15 children and will be kept separate from other children in the school. They will have designated staff, rooms and outdoor space assigned to them. These adults may not be ones who have worked with the children before. Adults and rooms will be confirmed at a later date and will be dependent on staffing levels. Large parts of the day for all children will be ensuring that regular hygiene routines are established and maintained. This includes washing hands, keeping surfaces clean, not sharing of unnecessary materials, limiting contact between pupils especially in the younger years etc. Equipment will be limited; the school will provide all stationery for Nursery and Reception, Year 1 and 6 children can bring in a pencil case (see 'what to bring' below for more information). Books and paper will be provided by the school. Other equipment like toys and play equipment will also be limited but each hub will have access to a small range of equipment - which will be cleaned regularly.

## Uniform

We are asking children to come into school wearing school uniform as normal. However, we appreciate that children have grown and it is not ideal to be purchasing new clothes at the current time; we are also asking for children to wear fresh clothes each day. Because of this, we are flexible with what the children are wearing but

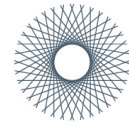


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please try to stick to the uniform policy where you can. For example, we are happy for black leggings or jogging bottoms to be worn. The most important thing is for children to come into school in clean, freshly-washed clothes each day to avoid contamination.

## Social Distancing

Following guidance from the Department for Education we are asking that only one adult drops off or collects their child. We expect all parents and children to adhere to social distancing guidelines when on the school premises. To help us stick to these rules we have staggered the drop off and pick up times across the year groups. It is essential that you stick to these times so that we can keep everyone safe. Break times and lunch times will also be staggered so that hubs are kept apart.

## One-way system

We have implemented a one-way system around the school building to help keep everyone safe. The right-hand gate (closest to the shops) will become an 'IN' gate and the left-hand gate (closest to the church) will become an 'OUT' gate.

## What to bring to school

We need to keep belongings coming into school to a minimum. We are asking all children in Year 1 and 6 to bring in their own pencil cases, filled with pens, pencils and other stationery that they need. These pencil cases will need to be kept in school to stop cross-contamination. Children will not be allowed to share resources unnecessarily. Your child will need to bring in their own water bottle - water fountains and cups will not be available. Your child should not bring anything else into school.

## Communicating with school

In order to stay in line with government and Department for Education guidelines, we are asking for you to contact the school via email ([admin@albanwood.herts.sch.uk](mailto:admin@albanwood.herts.sch.uk)) or telephone (01923 678247). We want to limit the number of people on site to keep our staff and pupils as safe as possible.

## Medicine

Any first aid or medicine will continue as it has done previously. You will need to hand anything in to Mrs Grange with the correct paperwork on the first day that your child attends school or requires medication.

## Friday afternoon

In order to keep staff and children safe, having different teachers across the week isn't ideal and we hope to keep this to a minimum. Instead of having different teachers come into classes to cover PPA (Planning time), we will not be open on Friday afternoons. This will also allow us to clean the school thoroughly in preparation for the next week. All children will have lunch at school before coming home. This does not affect keyworker or vulnerable children.

## Staffing

Please be aware that your child may not be with the staff they would normally have in school and may not be in their usual classroom. Due to social distancing, staff will be unable to take your child from you if they are upset at the idea of coming into school or leaving you. If this happens, you will need to take your child home.

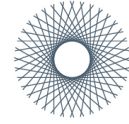


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## Year group arrangements

### Nursery

**Drop off: 9:00am**

**Collection Mon-Fri: 12:00pm**

Nursery children should be taken to the Creative Arts Room outside door, via the Key stage 2 playground. They will be met by a member of staff and should be collected here at the end of the session. Children will not be allowed to bring any toys into school from home. They need to bring in a water bottle and a change of clothes in a named plastic bag which will be kept at school until needed.

### Reception

**Drop off: 8:50am**

**Collection Mon-Thurs: 2:50pm**                      **Fri: 12:00pm**

Reception children should be taken to the Reception class door, as usual. This is also where they will need to be collected at the end of the day. Parents will be asked on the door to select their child's lunch option for that day.

### Year 1

**Drop off: 9:00am**

**Collection Mon-Thurs: 3:00pm**                      **Fri: 12:15pm**

Year 1 children should be dropped off at the school gate and make their own way to the outside door of the Y1 classroom. Staff will be on hand to guide them. At the end of the day, Year 1 children will be collected from the 'out' pedestrian gate.

### Year 6

**Drop off: 8:50am**

**Collection Mon-Thurs: 3:10pm**                      **Fri: 12:30pm**

Year 6 children should be dropped off at the school 'in' gate and make their way to the outside door of the Y6 classroom via the Key stage 2 playground. At the end of the day, Year 6 children will make their way to the 'out' gate where you can collect them or they can make their own way home. Your child will be able to have a school dinner if they are eligible for Free School Meals, if this does not apply to your child please give your child a packed lunch.

### Keyworker and vulnerable children

**Drop off: 8:50am**

**Collection Mon-Fri: 3:05pm**

Provision for these children largely stays the same as it has been working for the past 8 weeks. We assume that your child will continue on the days they are currently doing, unless you have spoken to a member of the Senior Leadership Team. Your child will need to be dropped off at the school gate and you will be unable to come onto the premises. Your child will need to make their own way to the Year 4 classroom via the corridor (the usual door that Y3 and Y4 would use). At the end of the day, you will need to wait outside the 'out' gate to collect your child. Your child will be able to have a school dinner if they are eligible for Free School Meals, if this does not apply to your child please give your child a packed lunch.

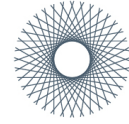


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## Answers to frequently asked questions

- If you choose to not send your child into school their attendance record will not be affected.
- Your child will be in a 'hub' of a maximum of 15 children from their class. They will remain in this hub for the entire day, having break and lunch times together.
- We will use alphabetical order of surname to split the classes into hubs – if required.
- Children do not require any PE kit.
- If a child is showing symptoms they will be sent home and if a positive test result is then confirmed the whole hub will have to self-isolate at home for 14 days. The Government has made it clear there will be testing available to children and adults affected like this.

This is an incredibly difficult time for parents and schools. We are doing our best to keep you informed as much as possible. This is an ever changing situation, we get daily updates from the Government and no doubt these will continue and we may have to make changes in the coming days/weeks. We will let you know about any changes that occur. We really appreciate your patience at this time.

Yours sincerely,

**Paul Sutton**

*Executive Headteacher*