

Headteacher:  
Mrs Alison Reakes-Williams



Astley C.E. Primary School  
Stourport-on-Severn  
Worcestershire  
DY13 0RH

Telephone: 01299 822002 Email: [office@astley.worcs.sch.uk](mailto:office@astley.worcs.sch.uk)

Friday 10<sup>th</sup> July 2020

Dear Parents,

### Whole school opening information

As promised in our recent newsletter, I write now with further details of how we plan to open school safely, full time, for all pupils from Wednesday 2nd September. This is in line with the Government [guidance](#) issued on Thursday 2<sup>nd</sup> July. A parents' guide is available [here](#).

From September, school attendance becomes mandatory for all pupils. As a staff we are delighted to be returning to whole class teaching and learning and know that this will be of great benefit for all, both academically and in respect of everyone's wellbeing.

Children will be taught in their class groups by their regular teachers. In order to minimize the risk of infection, classes will be kept as separate as possible, along similar lines to the way in which we have operated our social bubbles since 1<sup>st</sup> June. This will include all part-time teachers and P.E. coaches, so that the wider curriculum is fully operational. Where adults are moving between classes, they will be mindful of the need to maintain social distance as much as practicable.

Children will wear full school uniform. They will be able to bring a small school bag or book bag, and P.E. kit to school. They should have trainers stored in school to be worn during playtimes and P.E. lessons.

Stay and Play will be available for all and is now booked via an online form, released on Monday and closing on Friday 10am for the following week. This ensures we have the correct staffing in place. Stay and Play will run exclusively in the School Hall and will be the only activity that takes place in that space. Please note that children accessing Stay and Play *will be mixing with other class groups*. We will be enhancing our social distancing and cleaning regime in Stay and Play to take this into account. Please note that clubs will not run in the Autumn Term, to avoid multiple mixing in shared spaces.

### The school day will run as follows:

1. Classes will enter school at five minute intervals and use different doors. They will continue to line up (socially distanced) on the school drive and be escorted into school by their class teacher.
2. Classes will take breaks at different times and/or use different spaces in the school grounds in order to avoid children in different classes mixing.
3. Classes will not use shared spaces in school.
4. Children will eat their lunches in their classrooms and our caterer is offering a reduced menu (jacket potatoes, wraps and sandwiches) delivered to each class in disposable containers to facilitate this.
5. Children will sit on tables facing the front to avoid face to face sitting in class.
6. Children will continue to have their own designated stationery items in a school pencil case to reduce sharing objects with others.
7. Class surfaces will remain as clear as possible to allow for cleaning of all hard surfaces frequently.
8. Children will use one designated toilet for their class group during the school day with frequent cleaning taking place of the cloakroom areas.
9. No whole school events will take place to ensure classes do not mix during the school day.
10. Parents and visitors will only be allowed into school by appointment.
11. Contact during sports activities will be actively discouraged and managed.
12. Resources which are shared, such as sports and play equipment, will not be shared between classes and will be regularly washed.

**We will continue to prioritise everyone's health and safety in the following ways:**

1. Supervised handwashing/sanitising on entry and exit, before eating, after visiting the toilet and after coughing or sneezing.
2. 'Catch it, bin it kill it' will be actively taught to maximize safety and reduce the risk of transmission.
3. Children will be taught to social distance as much as possible and not to touch others.

**Parents and carers will need to do the following:**

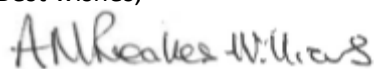
1. Keep their child at home if anyone in the household has symptoms and engage with the NHS Test and Trace and self-isolation processes.
2. Check the temperature of any child who seems slightly under the weather before entering school.
3. Ensure children wash their hands directly before leaving for school and upon their return.
4. Children will need a waterproof coat as they may be queuing for school in the rain at times.
5. Drop off each child on the school drive **at the correct time** to avoid mixing class groups. This may involve a wait of 5 to 10 minutes, in some cases, outside on School Lane. With the exception of Ash Class, there will not be room for parents to wait with their children. Your help in moving promptly away from school at drop off times will be much appreciated to enable these systems to work well.
6. Drop and go will be in operation to help facilitate the above system.
7. Phone or email the School Office rather than visit in person should you have messages to pass on for the day. Less urgent messages can be conveyed directly to teachers via the class emails: [ash@astley.worcs.sch.uk](mailto:ash@astley.worcs.sch.uk), [willow@astley.worcs.sch.uk](mailto:willow@astley.worcs.sch.uk), [elm@astley.worcs.sch.uk](mailto:elm@astley.worcs.sch.uk), [oak@astley.worcs.sch.uk](mailto:oak@astley.worcs.sch.uk)
8. In the event you miss your child's entry time, pupils will need to access school after 9am, using the correct door for their class.
9. Please note that the back footpath will remain closed to families to ensure everyone enters school with their class.

We would all, I know, love to open up school in September without any of these restrictions. However, the safety of everyone is our priority and so we will work hard, once again, to ensure that the right measures are in place and are consistently implemented.

The evidence from our gradual opening up to all year groups from 1<sup>st</sup> June is that children readily adapt to these measures. There has been plenty of fun and laughter, alongside learning in school this half term and we will do all we can as a staff team to ensure that this continues to be the case in September.

If you have any questions or concerns, please do email me on [head@astley.worcs.sch.uk](mailto:head@astley.worcs.sch.uk).

Best wishes,



Mrs Reakes-Williams  
Headteacher

Class	Ash Class – via class door	Willow Class – via class door	Elm Class – via pupil door	Oak Class – via rear door	Stay and Play – via hall door
Year groups	Reception	Year One & Year Two	Year Three & Year Four	Year Five & Year Six	All – Stay and Play
Time in	9am	8.55am	8.50am	8.45am	7.45am to 8.45am
Time out	3pm	3.05pm	3.10pm	3.15pm	3.15pm to 5.30pm