

Worcestershire County Council

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

Monday 31st August 2020

Dear Parents,

Return to school information

I trust that you have had a good summer holiday and are refreshed and ready for the Autumn Term! We are very much looking forward to welcoming everyone back into school on Wednesday 2nd September, with Reception children joining us on Monday 7th September. I hope that the following reminders will ensure everyone has a smooth start.

Since I last wrote the Government [guidance](#) has been slightly updated and our [risk assessment](#) has now been agreed by both the Governors and the Local Authority.

The following points summarise my previous letter. For more detail please do refer back to it [here](#).

- School attendance and school uniform is mandatory for all pupils.
- Children will be taught in their class groups by their usual teachers. They will not mix with other classes during the day.
- Classes will enter school at different times, lining up on the school drive at the designated time. Parents (with the exception of Reception) should say goodbye at the school gate and not queue on the school drive with their children to ensure we maintain social distancing at a very busy time.
- Children will eat their lunches in their classrooms.
- They will sit on tables facing the front and have their own stationery items in a school pencil case.
- Parents should contact school via phone or email in the first instance.
- Stay and Play must be booked in advance with a limited number of places available for each session. Children will be in class bases within the school hall but may mix outside. *This is a slight change to our previous letter and is an outcome of scrutiny of our risk assessment.*
- No other clubs or whole school events will be run to limit pupils mixing as much as possible.
- Good personal hygiene, frequent handwashing and social distancing will be encouraged and supervised, wherever possible.
- Parents, pupils and staff will not attend school if they have any symptoms (persistent cough, fever or loss of taste) and will engage with the NHS Test and Trace and self-isolation processes.

In line with guidance we will not require face masks to be worn in school. If individuals wish to do so, we are happy to accommodate this. If you have been abroad this summer and are required to quarantine, please do not attend school but ring to advise us of your return date. We are confident that our preparations and plans will ensure we keep everyone as safe as possible. As a staff team we have lots of wonderful learning planned and are looking forward to getting started!

Sadly, Mrs Kneale is not yet back with us and we continue to wish her well. We welcome Mrs Slack to our teaching team to assist us in the meantime. The class staff teams are included for your information below. If you have any other questions, please do email me on head@astley.worcs.sch.uk.

Best wishes,

Mrs Reakes-Williams
Headteacher

Please observe the following entry and exit times for your children:

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

Our class staff teams are as follows:

	Ash Class – Reception	Willow Class – Year 1 & 2	Elm Class - Years 3 & 4	Oak Class - Years 5 & 6
Monday	Mrs Cross & Mrs Griffiths	Mrs Austin & Mrs Kilgour	Mrs Slack (am) & Mrs Mallen-Freeman	Mrs Turbutt, Mrs Payton & Mrs Hale
Tuesday	Mrs Cross & Mrs Griffiths	Mrs Austin & Mrs Kilgour	Mrs Slack & Mrs Mallen-Freeman	Mrs Turbutt, Mrs Payton & Mrs Hale
Wednesday	Mrs Cross & Mrs Griffiths (Mrs RW pm)	Mrs Austin & Mrs Kilgour	Mrs Wilcox & Mrs Mallen-Freeman	Mrs Bodlovic, Mrs Payton & Mrs Hale
Thursday	Mrs Cross & Mrs Griffiths	Mrs Austin & Mrs Kilgour	Mrs Wilcox & Mrs Mallen-Freeman	Mrs Turbutt, Ms Gourley, & Mrs Hale
Friday	Mrs Cross & Mrs Bosbury (Mrs RW pm)	Mrs Tregear & Mrs Kilgour	Mrs Wilcox & Mrs Mallen-Freeman	Mrs Turbutt, Ms Gourley, & Mrs Hale