



Tel: 01384 818545

Ashwood Park – September 2020.

Friday 10th July 2020

Dear Parent/Carer,

We hope that you are well and thank you for your ongoing support. Following the release of Government guidance for the reopening of schools we are now in a position to give you more details regarding the full opening of School in September.

As we have been asked to minimise the number of contacts that a child has during the school day, we are unable to run our usual transition activities. However, we will make school as welcoming as we can for all children. We look forward to seeing you all on Thursday 3rd September.

Attendance

School will operate a full 5 days per week. School uniform must be worn.

School will open to ALL children on Thursday 3rd September (Tuesday 1st and Wednesday 2nd will be INSET days) and all children are expected to attend. This means that from the beginning of the Autumn term, the usual rules on school attendance will apply, including:

- Parents' duty to secure that their child attends regularly at school
- Schools' responsibilities to record attendance and follow up absence
- The availability to issue sanctions, including fixed penalty notices.

If your child is absent from School, please notify the School Office via telephone (01384 818545) before 9.00am on their first day of absence, giving a reason for their absence.

Times of Day

To facilitate safe access and social distancing on site please note the changes to the timings of the school day:

Nursery (Morning session)	8.30am - 11.30am
Nursery (Afternoon session)	12.30pm - 3.30pm
Reception	8.50am - 3.15pm
Y1/2	8.40am - 3.05pm
Y3/4	8.40am - 3.05pm
Y5/6	8.50am - 3.15pm

Site/Classroom Entry

Nursery, Reception, Year 1 and Year 2 children should enter and leave the grounds via the Silver Gate (Park entrance).

KS2 children should enter and leave the grounds via the Green Gate (Bells Lane entrance).

Please respect social distancing within the school grounds and avoid gatherings. Classroom doors will be open from the start of the school day and children should enter by themselves to join their Class Bubble. Please arrive on time and leave promptly.



If your child wears a face covering for their journey to school, they must remove it before entering the classroom and it must be taken home by the adult bringing them to school.

Please limit drop offs and pick-ups to one adult and no siblings where possible.

There will continue to be restricted access to the school site for parents. Enquiries should, as far as possible, be by phone to the School Office. If you need to speak to a member of our school team, please phone for an appointment as staff will be unable to have conversations at classroom doors. If you need to make an enquiry at the School Office face to face please observe social distancing and only enter one person at a time.

Children are to be collected from their classroom doors except for Year 3 and Year 4 who will be brought to the Y3/4 playground and dismissed at a safe distance. If your child is in Year 6 and you wish them to walk home independently, then you must inform their class teacher in writing on their first day back to School.

Class Bubbles

In order to minimise the number of contacts that children and staff have during the School day, children will be in their Class Bubble. Groups will not exceed 30 children and they will be kept apart from other groups. Although social distancing between children cannot be maintained in the classroom, children will be encouraged to keep their distance within groups where possible and not to touch each other. All school staff will be expected to socially distance from children, parents and each other as far as possible.

Within their classroom, children will sit at tables facing forwards towards the board and stay in the same seat. A personal stationery pack will be provided for every child. Please do NOT send your child with pencil cases and stationery.

What should I bring to School?

Children should bring the following to School on a daily basis:

- Coat
- Lunch box (if required)
- Water bottle (Essential as water fountains are not currently accessible)
- Reading book bag
- Healthy snack for break time (KS2 only)

Space in School is at a premium and we discourage the use of bags. In most classes children will be required to keep their coat on the back of their chair, their water bottle on their table and their lunchbox under their table. Please minimise what your child brings to School.

Resource Base for the Deaf (RBD)

Children who are part of the RBD will also be expected to adhere to all of these guidelines. The RBD Team will be providing parents with additional information concerning transport, drop off points and equipment checks next week once plans have been finalised. They will send out letters via email and ensure that all RBD parents /carers receive a phone call to answer any questions parents may have.

Hand Washing/Sanitisers

Children will be required to hand wash/ use hand sanitiser on entry to School and throughout the School day. Hand sanitiser will be provided.

School Uniform

School uniform is compulsory. Uniform including PE kit will be available from the School Office from Tuesday 1st September in the afternoon and all day Wednesday 2nd September. If you know your requirements please e mail School at info@ashwood.dudley.sch.uk with your order. Payment by cash or cheque only.



PE Kit

Children will be taking part in PE and their PE Kit will need to be in School in a drawstring bag. Kit will need to go home for washing each week and returned on a Monday morning. In colder weather you may wish to include a tracksuit/joggers as most PE will be outside. If you need to purchase new PE kit please contact the School Office via e mail at info@ashwood.dudley.sch.uk

Swimming

There are no current plans to resume Swimming Lessons.

After School Sports Clubs

There are no current plans to resume Sports Clubs.

Lunch Times

Each class will have an hour for lunch. Lunches will be eaten in the classroom and outdoor play will take place in designated areas of the playground within Class Bubbles. Dinners can be ordered using the School Money App as normal. A menu of Grab Bags and Hot Boxes will be available. Reception will eat their lunches in the KS1 hall.

Break Times

Each Class Bubble will have a designated play area at break time. KS1 children will access fruit as part of the national fruit and vegetable scheme. KS2 children will need to bring a healthy snack (eg fruit) as our usual tuck trolley service will be unavailable.

Medical

If your child has asthma, please ensure that their inhaler and spacer is brought to school on Thursday 3rd September. Please ensure that you have completed an Asthma Healthcare Plan. If you need to register your child for asthma, telephone the School Office and we will make the paperwork available to you. If your child has any specific medical needs, please contact the School Office to arrange to discuss these with an appropriate member of staff.

Assemblies

There will be no assemblies in School, including "Praise" assembly on a Friday, until further notice.

Trips

Non-residential trips are permitted from September, however, no arrangements have been made for any trips to take place during the Autumn term. Year 6 will not be able to go on their usual residential during the Autumn term. We may be able to consider a residential later in the school year if guidelines allow and there is availability to do so.

OSCA

Out of School Care at Ashwood (OSCA) will resume from Thursday 3rd September. Bookings can be made as usual. It is important that you book ahead as OSCA will operate under Government guidelines and we may be unable to offer you a place at short notice.

Cleaning

Cleaning of Touch Points will continue throughout the School day. Shared spaces/classrooms will be cleaned between use by different groups.

Visitors

Visitors to School will be carefully monitored. We will continue to ensure every visitor signs into School so we have an effective record of who has been on site and when.



Travel to School

Please inform the School Office if your child uses public transport to get to School. The Government is asking schools to encourage children to walk or cycle to School. Please walk with bikes/scooters when on the School site. Bike racks are available.

National and Local Lockdowns

The Government have, in their guidance, made it clear that there could be a further national lockdown or local lockdowns. Should either of these happen it is likely that we would revert to the arrangements that were put in place from 23rd March onwards. With this in mind, our current home learning arrangements via e mail will be set for the last time today. If a lockdown was then introduced from September, we would revert to this method for setting work.

Response to any Infection

If School staff, visitors, children, parents or carers display symptoms of Covid-19 they must inform the School Office and will need to be ready and willing to book a test. Staff and pupils must not come into School if they have symptoms and must be sent home to self-isolate if they develop them in School. All children can be tested, including children under 5. The School will fully support the function of the Track and Trace system.

Safeguarding Telephone Numbers.

During the holiday if you require help and support of a safeguarding nature you can use the following telephone numbers.

- Multi Agency Safeguarding Hub 0300 555 0050 (Dudley Children's Services)
- Ashwood Park's Designated Safeguarding Lead 07502 452243. If your call is not answered please leave a message with a contact number and your call will be returned as soon as possible.

We would like to assure you that whilst working our way through this guidance and trying to apply this to our school site, children and staff, we are also considering how best to do this so working parents are inconvenienced as little as possible. However, please be aware that you may have to make some changes to your arrangements in order that we can all work together to keep everyone in School safe. Just a couple of cases of COVID-19 in September in School could, in real terms, close the whole School.

If you have any questions, please do not hesitate to contact us.

Thank you for your continued support.

Mr Keith Butler.

