



*Wisbech St. Mary  
Church of England Academy*

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24<sup>th</sup> August 2020

Dear parents and carers,

**Re: Return to school in September**

I hope that you have all been enjoying your summer holiday. We have all missed you and the children and are so looking forward to the children returning to school in September.

It is our expectation that all pupils will return to full time education in September, these expectations are no different to those that existed before lockdown. It is important that pupils return to school so that they can restart their face to face education with their teachers.

Children in Pre-School return to school on Friday 4<sup>th</sup> September and children in Reception to Year 6 return on Monday 7<sup>th</sup> September. Pre-School and Reception staff will be in contact with parents to let them know of their specific start date/time, if they have not already done so.

Since the Secretary of State's speech on Thursday 2<sup>nd</sup> July, when the full reopening of schools in September was announced, we have been preparing our plans to make this possible at WSM Academy.

I know that feelings among you will be mixed, but I wanted to reassure you that we will be following the guidance published by the Government and that our processes are in line with national expectations.

In the first two weeks, we have a focus on mental health and wellbeing as well as adjusting the children to the news routines in school. Our curriculum will remain broad and balance and have put in place plans to support the children in catching up any lost learning time.


We have a dedicated Mental Health and Wellbeing Team, led by Mrs D Freeburn, should you feel that your children require any additional support, beyond the support in the classroom, please let us know.

We have now finalised our plans and risk assessments and I felt it important to write to give you an indication of what WSM Academy will be like in September for your children.



## Term dates for the Pre-School and Primary School

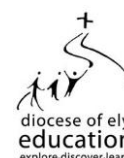
For the most part, term dates in Pre-School and the Primary School are the same, but there are a few differences - please see the term date tables below.

|  <b>Pre-School term dates</b> |                                  |
|--|----------------------------------|
| <b>Term 1</b>  |                                  |
| Thursday 3 <sup>rd</sup> September 2020  | Training Day (Pre-School closed) |
| Friday 4 <sup>th</sup> September 2020  | Term 1 starts                    |
| Friday 23 <sup>rd</sup> October 2020   | Training Day (Pre-School closed) |
| Holiday – Monday 26 <sup>th</sup> October 2020 – Friday 30 <sup>th</sup> October 2020                          |                                  |
| <b>Term 2</b>  |                                  |
| Monday 2 <sup>nd</sup> November 2020   | Term 2 starts                    |
| Friday 18 <sup>th</sup> December 2020  | Last day of term 2               |
| Holiday – Monday 21 <sup>st</sup> December 2020 – Friday 1 <sup>st</sup> January 2021                          |                                  |
| <b>Term 3</b>  |                                  |
| Monday 4 <sup>th</sup> January 2021  | Term 3 starts                    |
| Friday 12 <sup>th</sup> February 2021  | Last day of Term 3               |
| Holiday – Monday 15 <sup>th</sup> February 2021 – Friday 19 <sup>th</sup> February 2021                        |                                  |
| <b>Term 4</b>  |                                  |
| Monday 22 <sup>nd</sup> February 2021  | Term 4 starts                    |
| Friday 26 <sup>th</sup> March 2021   | Training Day (Pre-School closed) |
| Holiday- Monday 29 <sup>th</sup> March 2021 – Friday 9 <sup>th</sup> April 2021                                |                                  |
| <b>Term 5</b>  |                                  |
| Monday 12 April 2021   | Term 5 starts                    |
| Monday 3 <sup>rd</sup> May 2021  | Bank Holiday (Pre-School closed) |
| Friday 28 <sup>th</sup> May 2021   | Last day of term 5               |
| Holiday – Monday 31 <sup>st</sup> May 2021 – Friday 4 <sup>th</sup> June 2021                                  |                                  |
| <b>Term 6</b>  |                                  |
| Monday 7 <sup>th</sup> June 2021   | Term 6 starts                    |
| Friday 16 <sup>th</sup> July 2021  | Last day of term 6               |



## **Primary School term dates (Reception to Year 6)**

|  |                                |
|--|--------------------------------|
| <b>Term 1</b>  |                                |
| Thursday 3 <sup>rd</sup> September 2020  | Training Day 1 (school closed) |
| Friday 4 <sup>th</sup> September 2020  | Training Day 2 (school closed) |
| Monday 7 <sup>th</sup> September 2020  | Term 1 starts                  |
| Friday 23 <sup>rd</sup> October 2020   | Training Day 3 (school closed) |
| <b>Holiday Monday 26<sup>th</sup> October 2020 - Friday 30<sup>th</sup> October 2020</b>   |                                |
| <b>Term 2</b>  |                                |
| Monday 2 <sup>nd</sup> November 2020   | Term 2 starts                  |
| Friday 18 <sup>th</sup> December 2020  | Last day of Term 2             |
| <b>Holiday Monday 21<sup>st</sup> December 2020 - Friday 1<sup>st</sup> January 2021</b>   |                                |
| <b>Term 3</b>  |                                |
| Monday 4 <sup>th</sup> January 2021  | Training Day 4 (school closed) |
| Tuesday 5 <sup>th</sup> January 2021   | Term 3 starts                  |
| Friday 12 <sup>th</sup> February 2021  | Last day of Term 3             |
| <b>Holiday Monday 15<sup>th</sup> February 2021 - Friday 19<sup>th</sup> February 2021</b> |                                |
| <b>Term 4</b>  |                                |
| Monday 22 <sup>nd</sup> February 2021  | Term 4 starts                  |
| Friday 26 <sup>th</sup> March 2021   | Training Day 5 (school closed) |
| <b>Holiday Monday 29<sup>th</sup> March 2021 - Friday 9<sup>th</sup> April 2021</b>        |                                |



| Term 5   |                              |
|--|------------------------------|
| Monday 12th April 2021                                     | Term 5 starts                |
| Monday 3rd May 2021  | Bank Holiday (school closed) |
| Friday 28th May 2021                                       | Last day of Term 5           |
| <b>Holiday Monday 31st May 2021 - Friday 4th June 2021</b> |                              |
| Term 6   |                              |
| Monday 7th June 2021                                       | Term 6 starts                |
| Friday 23rd July 2021                                      | Last day of Term 6           |

### **Staggered starts and end times and where to drop off/collect your children**

In line with the guidance, we have adjusted the timings of the day to allow for staggered start/end times. This is to ensure that we are limiting the number of people on site at any given time, reducing the risk of groups of people congregating, therefore reducing the risk of transmission.

We ask that you are prompt, but we know sometimes things don't always go according to plan. Therefore, if you are late, please go to the school office to drop-off/collect your child.

| Year Group   | Entrance/exit door                 | Drop off time | Collection time |
|--------------|------------------------------------|---------------|-----------------|
| Preschool    | Preschool main entrance            | 9:00-9:10     | 3:00-3:05       |
| Reception    | Recept. exterior door (Church Rd.) | 9:00-9:10     | 3:00-3:05       |
| Year 1       | Year 1 exterior door (Church Rd.)  | 8:50-9:00     | 3:15-3:20       |
| Year 2       | Year 2 exterior door (playground)  | 8:50-9:00     | 3:15-3:20       |
| Year 3       | Year 3 exterior door (playground)  | 8:40-8:50     | 3:05-3:10       |
| Year 4       | Year 4 exterior door (Church Rd.)  | 8:40-8:50     | 3:05-3:10       |
| Year 5       | Year 5 exterior door (Church Rd.)  | 8:50-9:00     | 3:15-3:20       |
| Year 6       | Year 6 exterior door (Church Rd.)  | 8:40-8:50     | 3:05-3:10       |
| Childminders | Main school entrance (office)      | 8:50-9:00     | 3:15-3:20       |

As much as possible we have tried to stagger the above times taking into account siblings. However, in a school of 200 children it was not always possible. Therefore, we have given a 10-minute drop-off window and 5-minute collection window which should accommodate for siblings. While we hope this will run without issue from day one, we are aware that there may be some 'teething issues' and adaptations needed within the first week once we put paper plans into practice. So, if you experience issues in the first week, please do let us know so we can make any necessary adjustments to accommodate you.

We will review these staggered timings each half-term, alongside updated government guidance.

Please note that there will not be access to the school playground via the front of school as previously; children in Years 2 and 3 will need to enter the playground via the main (near the school office).

### **Bubbles**

Children will be taught in their own classrooms, by their class teachers when they return to school in September. In addition, we have grouped the children into larger bubbles so that



children are able to interact with peers, safely, during playtimes as well as to allow skilled staff to support children in more than one year group to catch up any lost learning during the period of school closure. In addition, the use of bubbles will also limit the number of children interacting with each other which will in turn reduce the risk of a large scale viral transmission and support us in 'track and trace' should anyone within school develop symptoms.

- Bubble 1: Pre-School
- Bubble 2: Reception, Year 1, and Year 2
- Bubble 3: Years 3 and 4
- Bubble 4: Years 5 and 6

### **Communication with parents and carers**

We are keen to keep open lines of communication with all parents and carers, but when we return in September, this will be different than what you will be used to. In line with guidance, teachers will not be able to have 'at the door conversations' with parents and carers at the beginning/end of the school day. Therefore, please continue to communicate with teachers as you have been during the period of school closure via Class Dojo (Year 1 to Year 6) and via Tapestry (Pre-School and Reception). Additionally, you can call the school office (019450 410 312) or email [office@wsmacademy.cambs.sch.uk](mailto:office@wsmacademy.cambs.sch.uk)

### **School uniform**

From September, children are expected to attend school in their full school uniform each day, with the exception of PE and Forest School days. Hygiene is always important, but especially in the current climate, so we ask respectfully that you please send your children into school in a clean clothing every day.

On days when the children have PE or Forest School, children should attend school in their PE kit or outdoor/messy learning kit. Teachers will inform you which days your child has PE and Forest School by the second week of school.

Please remember to label all clothing and shoes belonging to your children.

### **Lunches**

From September, we will be offering full service from our school kitchen daily, with a choice of a hot meal, packed lunch (with sandwich), or jacket potato (with a choice of toppings). Please see the attached menu.

A reminder to keep your child's parent pay account topped up.

If you think you may be entitled to free school meals for your child, please speak with Mrs Embling or Mrs Watson in the school office who will be able to support you in applying.



You may also send your children with a packed lunch from home, if you prefer to do so. Children are allowed to bring lunch boxes from home, but we ask that you wipe this down daily, so that it is coming into school clean.

### **What the children can bring to school with them**

- Reading bag with reading books and reading records, daily
- We are aware some children have asked to have their own pencil case and stationery. Children can bring their own pencil case and their own stationery, but it must remain at school. Please note, this is not compulsory, individual stationery will be provided for the children.
- Lunch bag/box if having packed lunch
- Snack for break time
- Refillable water bottle

### **Homework**

Children should upload their home learning onto Class Dojo/Tapestry as they did during the period of school closure. If you do not have access to a device or the internet for your children, please speak with the class teacher who will support you in an alternative method, as we did during the period of school closure.

### **Breakfast Club**

Breakfast Club will be held every morning from 8:00am in the school hall led by Mrs Blackburn and Mrs Oliver. If you would like your child to attend, you will need to book a place via parent pay.

Children will enter Breakfast Club through the school hall door on the playground. Please note that there will not be access to the school playground via the front of school as previously; children attending Breakfast Club will need to enter the playground via the main (near the school office).

### **Free school breakfast for all**

Following school receiving a grant from the National School Breakfast scheme, from September, all children from Pre-School to Year 6 will be entitled to a free breakfast (bagel).

### **After-school clubs**

We will not be running any after-school clubs in the first instance; however, we are hoping to be able to offer a selection of clubs by the end of September/beginning of October. More information about after-school clubs will be sent out after the start of term.



## **Trips**

We do not have any school trips planned for the first half-term. Any school trips thereafter will only take place after thorough risk assessment and in line with school trips guidance from the local authority and DFE. We will inform you of any planned trips well in advance.

## **What will happen if someone in my child's class has symptoms**

If anyone in the school is displaying symptoms, they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a person with symptoms tests positive, then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. Remote learning begins.

If a person with symptoms tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID19), then they can stop self-isolating. Other members of their household can stop self-isolating.

Persons displaying symptoms must get tested as soon as possible and must inform the school of the outcome.

The school will liaise with the Health Protection Team, who will advise the school on next steps. If this happened, we will ensure that we are in communication with you to keep you updated.

## **What to do if someone in my family or my child has symptoms**

Children or staff displaying symptoms must not attend school and must be tested as soon as possible. Please follow the steps above and inform the school as soon as possible.

Please note that if a family member is displaying symptoms all other family members should also self-isolate as per the Public Health guidance (outlined above).

## **Local lockdown/another period of school closure**

In the event of another period of school closure, for example a local lockdown, learning for all children will continue. We will be using Class Dojo/Tapestry as previously, with enhanced offer where teachers will deliver live teaching sessions, virtually, which will also be recorded and available to view at your convenience.



## **Parking**

From September, Church Road will be closed from the top of Churchfield Way to the top of the High Road as part of the local authority's School Streets initiative. This is in part to reduce the number of vehicles around the school site during peak times (8:30-9:00 and 2:45-3:15 daily).

You can park at the Community Centre, there is a footpath entrance across the field to the Churchfield estate; there is also parking along the High Road and Church Road.

We have just had installed two new bicycle racks at the front of school to encourage children to travel to school on their bicycle or walk. We would encourage all families to walk/cycle to school where possible.

## **Back to school anxiety**

Starting a new term or going to a new school can be a nerve-wracking time for children and young people.

### **Think about what could help them prepare for each day**

We all have little things that can make us feel more like ourselves. It's worth talking to your child about what makes them feel safe - what we sometimes call "putting our armour on". This might be styling their hair in a way they like, having a conversation with a friend or family member, eating their favourite breakfast, doing power poses in the mirror or doing something fun the night before.

### **Reflect and celebrate at the end of the day**

Consider what your child might want at the end of the day; it could be a chance to chat with you, seeing or speaking to a friend, having their favourite meal, or simply writing in a diary. Celebrating each day at a time is incredibly important.

If you feel your child is struggling with anxiety and needs some additional support, please speak with Miss D Freeburn, our Mental Health Lead.

I anticipate you may have many questions about expectations from September and hope that this letter has answered them all for you. However, if you have any specific questions which are not covered, please email [office@wsmacademy.cambs.sch.uk](mailto:office@wsmacademy.cambs.sch.uk) and we will get back to you.

Thank you for your continued patience and support and I look forward to welcoming everyone back in September.

Yours sincerely,



Jaynie Lynch  
Headteacher  
Wisbech St Mary C of E Academy

