



Headteacher: Mrs. S. Powar

2nd March 2021

Dear Parent(s)/Carer(s),

I hope this letter finds you and your families safe and well. I am writing to outline our plans for reopening following the announcement that schools can reopen from Monday 8th March. We are all looking forward to welcoming our pupils back to school and supporting them on their return to school.

Firstly, a huge thank you for your continued support with virtual learning. Lessons will remain on Teams, delivered by teachers until 3rd March. On the 4th and 5th of March lessons will be asynchronous, meaning there will be no live lessons as teachers will be preparing for pupils return in school. Lessons will be uploaded in advance for pupils to access.

School will remain open for Key Worker and Vulnerable groups.

Reopening of School from Monday 8th March

The following sections detail our plans to bring pupils back to full time education as safely as possible. A copy of the updated risk assessment can be found on our website.

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible; however, Public Health England (PHE) advice remains that the system of controls introduced in September remain the same. The school is strengthening these measures to provide more reassurance and to help decrease the disruption the virus causes to education.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
 - 2) Ensure face coverings are used in recommended circumstances.
 - 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
 - 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
 - 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
 - 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
 - 7) Keep occupied spaces well ventilated.
- In specific circumstances:
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
 - 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.



Helping everyone reach their potential



School Uniform:

Pupils are expected to return to school in **full school uniform**. Please ensure pupils are no longer attending in hoodies or jumpers that are not part of their uniform. Additional layers can be worn as classrooms are ventilated as per DFE and PHE guidance but must be in keeping with uniform expectations.

Pupils will be expected to attend school on the day they are timetabled to have PE in their kit. This is as follows:

Tuesday – Year 8

Friday – Year 7

Staggered start and end times of the school day:

We are continuing with staggered start and end times of the school day, taking in to account first and foremost the safety of the pupils and staff. Now that the pupils are in a routine and understand the protective measures in place in school, we are maintaining the staggered times every 15 minutes (please see table below).

Woodfield Academy has two gates for entrance and exit to the site off Studley Road. We will be managing the safety of 150 pupils at the start and end of each year group bubbles' allocated times so it is vitally important pupils only arrive in their allocated 15-minute window.

As a result of the staggered start and end times allocated to Year Group Bubbles, we are aware some parents will have more than one child attending different allocated start and end times at Woodfield Academy and possibly other local schools too. We have provided wrap-around-care to parents who requested it and this will continue within the normal school hours (please see table below).

At present the gate between Oak Hill and Woodfield Academy will not be opened for pupils to walk to Woodfield Academy from as Oak Hill are also staggering their pupils through the school day.

Please note: Staff will be on duty to welcome and supervise pupils from gate opening times only.

Start of School for Pupils	Year Group	Gate	Gate Opens	Registration Starts	Finish Time	Wrap-around-care
From Monday 8 th March	7	KS2	9:00am	9:15am	3:00pm	8:45 – 9:15am 3:00 – 3:15pm
	8	KS3	8:45am	9:00am	2:45pm	2:45 – 3:15pm

Lunches:

Pupils are able to order food each morning from the kitchen for lunch. The following options will be available to pupils who wish to purchase food and for those in receipt of free school meals.

- Packed lunch (sandwich with choice of fillings, fruit, pudding and drink)
- Jacket potato with a choice of fillings
- Pasta pot with sauce/cheese

All hot options are also supplied with a pudding and drink.

Pupils will continue to eat lunch in their classrooms supervised by teachers before heading out to the playground for a break. Unfortunately, we are still not offering break time tuck this half term.

Free School Meal Vouchers will come to an end on Friday 5th March. Parents wishing to top up their dinner accounts can do so online using ParentMail.

Water Stations:

There is still no access to water fountains around school so please ensure that your child attends school with enough water for the day.

Return of School issued laptops.

If your child has been issued with a school laptop these must be **returned on the day that your child returns to school**. When returning the laptop, you should ensure that the device is clean and packed with the charger in the case provided. Any personal files should be backed up and removed before returning as the devices will be reset on return. In the event of further school closures, laptops will be reissued to pupils who have completed a contract.

Lateral Flow Device Testing (LFD)

LFD testing is a crucial part of the control measures in place at school. Rapid testing will help to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.

Staff at Woodfield have been tested at school using the schools testing site throughout the Spring term. Pupils in Key Worker and Vulnerable groups were tested on their return to school in January.

Following the Government's plans to extend mass LFD testing, all pupils with consent, in KS3 will be tested on their return to school. Three tests will be administered at the designated school testing site by trained staff before pupils move to home testing. We thank all the parents who have given consent and will share more information on home testing once pupils have returned to school.

Year 7 pupils have been invited for their first test on Thursday 4th and Year 8 have been invited for their first test on Friday 5th March. Further details about testing on these dates have been emailed to parent(s)/carer(s) who have given consent. Pupils will be expected to complete set work on these days. Please note the following:

Pupils in KS3, who have been invited in for a pre-visit with their form tutor will stay in school after their test.

Pupils in KS3, who are part of the key worker and vulnerable groups will stay in school for the rest of the school day.

Face Coverings:

As the risk level in the local area remains higher than other areas of Worcestershire, we will be following the advice from Public Health England and Worcestershire Children's First in relation to pupils wearing face coverings. Parent(s)/Carer(s) are reminded a face mask must be worn if visiting the school for an appointment or any other reason.

[Face Coverings in Education, Guidance from DFE](#)

The World Health Organisation published advise that, "children aged 12 and over should wear a face covering under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area."

Where pupils and students in Year 7 and 8 are educated, it is recommended that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises.

In addition to this and following advice from PHE, we now also recommend that face coverings should be worn in classrooms unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.

In Year 5 and 6, we recommend that face coverings should be worn by staff only. Children in primary school do not need to wear a face covering.

Warm regards,

A handwritten signature in black ink, appearing to read 'S K Power', with a long horizontal flourish extending to the right.

Mrs S K Power
Headteacher