

Principal
Miss. D. Givens
B.A.(Hons) Q.T.S



Burtens Way
Smith's Wood
Birmingham
B36 0SZ

Tel: 0121 779 8050

Dear Parents and Carers,

29th May 2020

Wider opening to children in Nursery, Reception, Year 1 and Year 6

Following the confirmation for the wider opening of schools to children in Nursery, Reception, Year 1 and Year 6 announced by the Government last night, I am writing to give you further details of the arrangements for Smith's Wood Primary Academy from the 1st June onwards. As I communicated on the 21st May, Solihull LA indicated that schools may not be in a position to open fully to all the named year groups from the 1st June, and may need that week of the 1st June to prepare.

With this in mind, as a school, we have planned for some short, taster sessions to be offered for the pupils in the named year groups in the week of the 1st June. The wider reopening for all pupils in the named year groups is then being planned for the week of the 8th June.

As a school, we have worked hard to put in place the protective measures as set out in the government guidance to reduce the risk of transmission of Covid-19 and have produced a comprehensive risk assessment, which has been shared with school staff and the Governing Body.

Parents, of the named year groups were contacted in the week of the 11th and 18th May to determine whether they wished for their child to return from the 1st June. Senior staff contacted each parent, via phone and then further reminders were sent out via the school text message system/ website and school Facebook page. The deadline for parents to confirm whether they wished for their child to return from the 1st June was **Friday 22nd May**.

The school has now placed all confirmed pupils into a 'bubble group' where they will remain each day. If you did not confirm a definite 'yes' to the school **by the 22nd May**, then please do not send your child from the 1st June, as they will not have been allocated a group and we are unable to add children, without notice, to a group.

Moving forwards, if you wish for your child to return to school (if they are in the named year groups of Nursery/ Reception/ Year 1/ Year 6) then we require that you give the school a week's notice. This weeks' notice is essential for the school to prepare the provision of a bubble group and allocated teaching teams for any additional pupils. Any additional pupils will begin on the 15th June.

In order to begin the phased return of pupils from the 1st June, the table below gives the dedicated times for the taster sessions for each of the 4 year groups. Please only send your child to the taster session if you confirmed a definite 'yes' with the school by the 22nd May. Parents who were unsure, and did not ring, or email to confirm, have not been allocated a place for their child in these taster sessions. Each bubble group of pupils has been allocated a team of staff, who will remain with that group.

| Year group & date | Time and entry point for each class | | |
|---|--|--|--|
| | Nursery Group 1 (am nursery) | Nursery Group 2 (pm nursery) | |
| Tuesday 2 nd June Nursery | 9.00-11.00 Main nursery doors | 9.15-11.15 Door to the 4D room | |
| | RPT | RHP | REB |
| Wednesday 3 rd June Reception | 8.45-10.45 Reception small gate, through the large grey gates onto KS1 playground | 8.55-10.55 Reception small gate, through the large grey gates onto KS1 playground | 9.00-11.00 Reception small gate, through the large grey gates onto KS1 playground |
| | 6AM | 6RO | 6ST |
| Thursday 4 th June Year 6 | 8.45-11.15 Green gate in the corner of the car park | 8.50-11.20 Green gate in the corner of the car park | 8.55-11.25 Green gate in the corner of the car park |
| | 1RC | 1SG | |
| Friday 5 th June Year 1 | 8.45-10.45 Brown wooden gate, through the large grey gates onto KS1 playground | 8.55-10.55 Brown wooden gate, through the large grey gates onto KS1 playground | |

CHALLENGE, SUPPORT, PROGRESS

Email: office@smithswoodpri.solihull.sch.uk www.smithswoodpri.solihull.sch.uk
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Registered in England & Wales – Registration number 09065312
VAT number 189285257

Registered office is situated at Burtens Way, Smith's Wood, Birmingham, B36 0SZ



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Children will only come into school in the week of the 1st June during their named taster sessions and for the dedicated period of time. Parents will not be able to access the main school site, due to the need to reduce the number of people on the site, however staff will be at the relevant gates to welcome the pupils into school and will wait for their bubble group. We ask that parents are prompt in their arrival for their time, and leave their child as soon as they have handed them over to the member of staff. Please do not gather in groups on the school site and if you need to talk to a member of staff, then we ask that you email the school office on office@smithswoodpri.solihull.sch.uk or call the school on 0121 779 8050 and a member of staff will get back to you at the earliest convenience.

- Pupils will need to wear full school uniform, including school shoes, when they begin their return to school; this also includes the taster sessions. If parents have been unable to get out to buy uniform, and pupils have grown out of it, then the school has purchased some brand new trousers/ dresses and pumps, which can be given to pupils as a last resort if parents are unable to source full school uniform themselves. This uniform will remain the sole property of one child and will remain in school for children to change into each day if required.
- The school will be marking out clear areas to queue for Nursery, Reception and Year 1 parents and pupils, which will be spaced 2m apart. We ask that parents adhere to these markings and wait patiently for their child to reach the designated gate and meet their member of staff. With regards to Year 6 pupils, we would encourage them to enter and exit the school site on their own and arrange to meet parents out the front of the school.
- Parents will not be able to enter the main school reception, unless it is an emergency. In order to safeguard the pupils and staff in school, the school are limiting any additional adults on site. If you wish to speak to someone in the school office, then please call on 0121 779 8050.
- During the week of the taster session (week of the 1st June) and then from the 8th June, key worker and vulnerable pupils, who have been attending the school for the last 9 weeks will still be able to attend for the whole day. As a change to the usual routine though, we ask that key worker pupils and vulnerable pupils now arrive at the small hall door, where they will be greeted by a member of staff. From the 8th June, key worker and vulnerable pupils will access the school along with their bubble group if they are in the named year groups. All other key worker pupils will continue to access via the small hall door.
- We ask that pupils do not bring any personal belongings from home, apart for their lunchbox and water bottle. Soft toys, or personal items are not to be brought in and must be left with the parent at the school gate.
- We ask that parents commit to the full taster session in the week of the 1st June and the full day, moving forwards from the 8th June. The bubble groups have been prepared carefully to ensure the safety and well-being of pupils and staff and so it is essential that you arrive at the specified times for drop off and collection. The school will not be able to accommodate pupils who are late, as once the gates have been locked, then they will not be reopened for late pupils. As the school office will not be open for parents, unless in an emergency, then late pupils cannot be accepted during this phased return.
- Guidance says that the use of face masks or PPE is not recommended for staff in school and it is not necessary for PPE to be worn in school by staff or pupils; Smith's Wood Primary Academy will not be promoting the wearing of PPE equipment by staff or pupils.
- If you, or any member of your household display symptoms, then please do not come to the school and call the office to inform them of your child's name. Tests are available for pupils of all ages and the school can support you with details of where to access a test if required.
- Whilst waiting to release or collect your child, please maintain a social distance from other families and only come into the dedicated area for drop off and pick up at the specified times. Do not gather in groups and please make your way home once you have dropped your child off/ picked them up.

I will also send a further letter next week which will clearly set out the staggered arrival and departure times for the different bubbles of pupils, as well as the gate entry points for each year group.

In the meantime, I thank you for your support and hope that you and your families stay safe and well.

Miss D Givens

Principal

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