



14<sup>th</sup> July 2020

**Dear Parents/Carers,**

I find it hard to believe that this is my last letter of the academic year. It certainly has been a very different year and has been challenging for us all living, working and keeping our children safe during a pandemic. We have missed all the children in school so much. Thankfully, the coronavirus infection rates are now decreasing and we can look forward to all children returning on **Thursday 3<sup>rd</sup> September**.

I would like to take this opportunity to thank all the staff that have continued to work throughout the lockdowns to support our more vulnerable children and those of key workers. It has been wonderful to see more children returning to school since the beginning of June.

**Last Day of Term**

The last day of term for Foundation Stage, Years 1, 5 and 6 will be **Wednesday 22<sup>nd</sup> July**. The school will remain open for the children of key workers and vulnerable children until **Friday 24<sup>th</sup> July**, when we will close the school for the summer holidays.

**Annual Reports to Parents**

Teachers have written children's annual reports; they outline your child's achievements up until the national lockdown on March 20th. You will also receive a print out of your child's attendance report up to this date. These will be posted home for you to keep on **Friday 17<sup>th</sup> July**.

You may wish to speak with your child's teacher about their report; we have set two days aside for this, **Thursday 23<sup>rd</sup> July and Friday 24<sup>th</sup> July**. Please ring the school office on 0115 9150195 and they will give you an appointment slot when your child's class teacher will ring you to discuss your child's report.

**Good Bye and Welcome**

After a phenomenal 25 years of teaching at Windmill, Mrs Price is retiring at the end of term. Miss O'Neill (teaching assistant in Year 5), Mr Heaton, (Year 5 teacher), Ms Bennardino (teaching assistant in Year 1), Ms Bramhall (apprentice in Foundation Stage) and Mrs Mahmood (who covers classes) will also be leaving to follow new opportunities.

I would like to thank all the staff, who are leaving, for their hard work and commitment to Windmill and wish them the very best for the future.

I would like to say welcome to Miss Osbourne, who will teach Year 6, as well as being phase leader for Upper

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Key Stage Two. Miss Thomas, who trained with us last year in Miss Mahmood's class, will be taking a Year 3 class and Miss Saunders, will be joining us as a Year 1 teacher. They are all excited to be starting with us in September.

### Farewell to Year 6

It has been lovely to see some of our Year 6 children returning for the last 4 weeks. We have ordered a little Oxford dictionary along with a certificate for all our Year 6 children to keep and remember their time at Windmill. If Year 6 children (except the children that are in school now) would like to come and collect their certificate and dictionary on either **Thursday 23<sup>rd</sup> or Friday 24<sup>th</sup> July**, Miss Pickering and Mr Whale would love to see you. Please come to the main office between 1:30pm and 3pm.

### School will be statutory again from September 2020

The Government has clearly stated that from September, it will again be law that children come to school every day. It states, "Returning to school is vital for children's wellbeing and their academic development. School is the best place for your child to be educated. The risk to children themselves of becoming severely ill from COVID-19 is very low and there are negative health impacts of being out of school. Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school."

I understand, as a parent myself, having your child return to school may make you feel quite anxious. We want to work with you to help get your children back into school. Please come and talk to your child's teacher or a member of the leadership team, you can make an appointment before we break up. Mel Jago, our Attendance Officer, is also available, you can contact her on 07808 528065 or email her on [melanie.jago@leadacademytrust.co.uk](mailto:melanie.jago@leadacademytrust.co.uk).

### New Classes for Next Year

Please read below to find out how classes will be organised next year:

- The Foundation classes will be mixed to balance the different characteristics of the classes. They will move to Miss Bester (3 days) and Miss Wayne (2 days) and Miss Saunders in the other Year 1 class.
- Miss Wayne's class will move to Miss Spencer in Year 2
- Miss Gorton's class in Year 1 will again be with Miss Gorton in Year 2
- Ms Spencer's class will move to Miss Thomas in Year 3
- Miss Gorton's Year 2 class will move to Miss Kinhead in Year 3

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- Mrs Price's class will move to Miss Campbell in Year 4 (Miss Campbell worked as a teaching assistant last year but is actually a qualified teacher, so she will now be a class teacher)
- Miss Kinkead's class will move to Miss Pickering in Year 4
- Miss Mahmood's class will stay with Miss Mahmood in Year 5
- Mr Purdon's class will move Mr Whale's class in Year 5
- Miss Hamilton's class will stay with Miss Hamilton in Year 6
- Mr Heaton's class will move to Miss Osbourne in Year 6

Teachers, along with their class teaching assistants, have produced a short welcome film clip for their class to watch, so they know that they are looking forward to welcoming them on **Thursday 3<sup>rd</sup> September**. A link to these will be texted to your mobile along with this letter. If you would like to speak with your child's new teacher before you meet them in September, please ring the school on 0115 9150195 and during **Thursday 23<sup>rd</sup> July and Friday 24<sup>th</sup> July** you will be given an appointment slot when your child's class teacher will ring you. If your child is feeling particularly anxious about returning in September, we can also arrange for them to visit and meet their new teacher.

### New Routines for September

Many of the routines that we have set up for children returning to school in June will remain in place, such as:

- **Only one parent/ carer may bring a child to the school** and you will unfortunately not be able to go into the classes. If you have a younger child and your child does not settle, you will need to stay with them outside of the classroom until they are happy to come into their class, as staff will be unable to help you with handling your child - such as holding their hand or to give them a reassuring hug.
- Whilst children are not expected to socially distance from one another, **children will not be able to touch staff** and must stay, if possible, **2 metres** away from them. Teaching staff for short periods will work closer to your child but this is strictly timed to be less than 15 minutes.
- Adults will be required to **queue 2 metres apart** from one another wherever possible, otherwise it will be at least 1 metre.
- Children will be **sat in rows** so that they are not facing one another.
- There will be fewer soft furnishings and equipment that cannot be wiped.
- Children will have a wallet that will have their pencils etc in so that we can **limit the sharing of resources**. This will not be possible in the early years as they use a wide variety of equipment all the time.
- **Children will be able to bring reading books and diaries** between home and school.

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- **Children will be given their own school water bottles** but they will be responsible for washing them and keeping them in school.
- We have **strict cleaning rotas** and personal hygiene procedures in place. Your child will be expected to wash their hands as they come into their class and throughout the day.
- Children may see staff wearing **PPE** if they have to administer first aid or if a child is showing Covid-19 symptoms and needs to be isolated, whilst we wait for parents/carers to collect.
- Only one person at a time can come into the school reception area. It is better to phone if possible.

The Government guidance says that teachers/teaching assistant will be able to move between classes. It also states that we should, wherever possible, limit the contact between groups of children. Therefore, children will remain as they usually do for lessons within their class but the start of the day, break times, lunches and the end of the day will be different depending which **phase** your child's class is in.

**Foundation 1 (Nursery), Foundation 2 classes will be Phase 1**

**Year 1 and 2 classes will be Phase 2**

**Year 3 and 4 classes will be Phase 3**

**Year 5 and 6 classes will be Phase 4**

### Phase 1

Foundation 1 (Nursery) (AM) session will be **8:30am – 11:30am**

Foundation 1 (Nursery) (PM) session will be **12pm – 3pm**

There will be no full-time places initially in Foundation 1. We will aim to offer some full time spaces as soon as we can.

Foundation 2 (Reception) session will be **8:40am – 2:50pm**

### Year 1 and 2 (Phase 2)

They will need to arrive for **9am** and will finish at **3:20pm**

### Year 3 and 4 (Phase 3)

They will need to arrive at **8:50am** and will finish at **3:10pm**

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### Year 5 and 6 (Phase 4)

They will need to arrive at **8:30am** and finish at **3:00pm**

All classes (except Years 5 and 6) will need to come into the **front entrance**. Years 5 and 6 will need to come in via the **back gate** and they will go straight in the back door and not queue. If you are late, please report to the school office.

Foundation classes, Years 1 and 2 will enter their classrooms as usual when they open. Years 3 and 4 will be expected to queue and wait for their teacher to collect them. They will need to queue leaving spaces of at least one metre between each other.

We understand that the staggered start and finish times may be inconvenient for families with a child in more than one phase. However, Government guidance recommends that schools stagger the times for arriving and leaving school to limit contact across groups of children. Therefore, we ask you to support us in protecting your children, staff and the community by keeping to these times.

Teaching time will not be reduced but to get all phases through the dining hall and allow for cleaning between sittings, lunch times will be 30 minutes long. This will give your child enough time to have their lunch and to have a play outside.

### Hygiene practices between home and school

As mentioned earlier we will be following strict guidelines on regular handwashing in school. However, there are also things that you can do to avoid the potential transmission of the virus between home and school.

- As soon as you arrive back into your family home, ensure that your child along with yourself washes their hands.
- Ask your child to change their clothes as soon as they come into the house.
- If possible, it would be good to have a clean set of clothes each day but if this is not possible, hang your child's clothes up away from everyone and air them.
- Blazers for Years 5 and 6, they should be hung up and aired overnight and washed weekly.
- Your child may also want to have a shower as soon as they get home; this is a good hygienic practice when your child has been in a busy environment with other people.
- Children will keep their PE kits as usual in class and bring them home at least every half term for washing. We will be providing new PE kits to any children that require them in September.

**These simple practices should help protect bringing the virus into your home.**

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### If your child is ill

If your child is ill and showing one or more coronavirus symptoms (new continuous cough, fever, loss of sense of taste or smell), you **MUST NOT** send him/her to school. We all have a responsibility to protect our community by isolating and following government guidelines, if a member of your family shows COVID-19 symptoms they need to isolate for 7 days and the rest of the family should isolate for 14 days.

If your child starts to display symptoms in school, they will be removed from the class and will wait in the front meeting room for you to collect them, so that they are isolated. You will also see the member of staff attending to your child wearing PPE. Schools will be having a stock of testing kits for Covid-19. We can support you with administering the test and then we can send it away. If we do not have any kits, we can also help you in arranging a test for your child. This will be very important, because if your child's test came back positive, we would work with Public Health England to determine our next actions, this could involve closing down a phase for up to 14 days.

### School Meals

Our fabulous kitchen team will be operating with more hygiene routines and preparing delicious meals for our children every day. The cost of school dinners remains at £1.70, which is great value for money. We are starting a new cashless system for collecting dinner monies called School Gateway, this is an app that will go onto your smart phone. The office will be sending out details of how to install and use this system in September. There is also an option for paying using PayPoint if you do not have a smart phone.

**Free School Meal (FSM) vouchers** will be issued to all families who are eligible to Free School Meals for the summer holidays.

### Breakfast Club, Breakfast Bagels and After School Clubs

We are keen to get our breakfast club and after school clubs running as soon as possible. They will not run for the first two weeks of the new term. We aim to have them running from Monday September 14<sup>th</sup>. There will be new application procedures that will be sent out when we return to school.

Breakfast bagels will no longer be available on the playground but we have set up a system where children can have one when they first arrive into class.

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### Finally

Apologies for the length of this letter but I thought you would like to be well informed before September. I would like to wish you all a happy and safe summer holiday and to thank you for your support over the last academic year. It continues to be an absolute privilege to be Headteacher at Windmill. I cannot wait to see all our wonderful children returning on **Thursday September 3<sup>rd</sup>**.

Take care and keep safe

Best Wishes

*Teresa Shrestha*

Headteacher



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