



Winterbourne Junior Girls' School

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Headteacher: Mrs M. A. Berkeley - Agyepong

Deputy Headteacher: Mrs T Scott Cree

21/08/20

Dear Parents and Carers,

We are looking forward to welcoming your daughter back to school on **Monday 7th September 2020**. As you know the government has asked all school leaders to get schools ready for the return of ALL their pupils.

Our intention is to bring the children back through a clearly laid out programme, including systems and procedures that meet the government's requirements to introduce new ways of working to minimise risk.

The following measures have been put in place:

- All areas have been thoroughly cleaned and are cleaned several times per day. A further deep clean has taken place over the summer break term. Once we are open, the school will continue to be thoroughly cleaned at the end of each day, with a deep clean happening at least once a week.
- The children will be working in year group zones with a maximum of 30 pupils per class – each year group has also been allocated a break out area to enable us to reduce class sizes.
- Year 6 will be set for maths and English and will therefore move within their zone. The area that the pupil has vacated will be thoroughly cleaned down before another pupil will be able to sit in that area.
- All year groups will work in their class sets for all subjects to minimise movement.
- Excess furniture has been removed from classrooms so that we can ensure that the staff are 2m away from the pupils.
- Break and lunch times will be staggered and the playground will be divided into zones, with restrictions on free flow play and interaction.
- The girls will be reminded to wash their hands regularly, and use the hand sanitiser stations installed in corridor areas.

- Staff will have access to PPE when they require it e.g. when they are working closer than 2 metres with pupils.
- Windows and doors will be kept open to increase the air flow within the school.
- We ask the girls to bring in their own hand sanitisers and tissues as they did before the Lockdown.
- The girls will be expected to wear face coverings to and from school (to be kept on until temperature has been checked) and have a plastic zip loc bag available to keep it in whilst at school.
- If a parent so requires your child may wear a transparent face shield during the day
- Each child will have a temperature check each day prior to entering the building. If a child's temperature is 37.8 or above they will be sent home for everyone's safety.
- To help protect children, staff and all members of our school community, we have implemented a one-way system around the school both inside and outside the building.
- Social distancing of 2 metres will be expected in all communal areas e.g. corridors, queues etc...
- For your safety and ours, we prefer to deal with office queries via email or telephone. The reception area will be open to one person (family group) at a time.

Your daughter will be expected to wear her full school uniform, including her school blazer – (summer or winter uniform is permissible).

Your daughter will need to bring her:

- WJGS P.E. kit
- Mini hand sanitiser and personal tissues
- Packed lunch – if she is not having a school dinner
- Water bottle – as drinking water fountains have been turned off for hygiene reasons

- Plastic zip loc bag for her face covering (mask)

She will be provided with a new fully stocked pencil case – which will stay in school and is for her personal use only. Please do not send in any other equipment.

As you know, the safety of all members of our school community is our top priority. I wanted to share with you the measures we have put in place to support social distancing during drop offs and pick ups.

We plan to set staggered pick up times to reduce the number of people on the school site at any one time and avoid crowding at school entrances and exits, so that everyone can keep to a safe distance.

Here is our planned timetable for the start and end of the school day for pupil groups:

For the first week we will be operating a staggered start and finish to the day – so that the girls can familiarise themselves with the routines and expectations.

- **Year 6 children** will be temperature checked and collected from the playground at **8.45am**. Their finish time will be **3.40pm**
- **Year 5 children** will be temperature checked and collected from the playground at **8.55am**. Their finish time will be **3.35pm**
- **Year 4 children** will be temperature checked and collected from the playground at **9.00am**. Their finish time will be **3.30pm**
- **Year 3 children** will be temperature checked and collected from the playground at **9.05am**. Their finish time will be **3.25pm**

Could parents please ensure that their daughters arrive to school at their specified times.

After the first week we will only be operating a staggered finish to the day, going back to the normal routine of collecting pupils from the playground at 8.45am with the gates closing at 9am. Finish times, however, will be staggered in order to cope with the number of parents collecting their daughters and social distancing requirements.

Week 2 onwards:

- **Year 6 children** will be temperature checked and collected from the playground between **8.45am – 9.00am**. Their finish time will be **3.40pm**
- **Year 5 children** will be temperature checked and collected from the playground between **8.45am – 9.00am**. Their finish time will be **3.35pm**

- **Year 4 children** will be temperature checked and collected from the playground between **8.45am – 9.00am**. Their finish time will be **3.30pm**
- **Year 3 children** will be temperature checked and collected from the playground between **8.45am – 9.00am**. Their finish time will be **3.25pm**

When you get to school, the following measures will be in place for everyone's safety:

Please **ONLY** use the **GIRLS' SCHOOL** pedestrian gate on entering the site.

The exit will be through the main vehicle gates

DROP OFF

1. Follow the socially distanced yellow lines to the playground – please note if somebody is on the line in front of you please do not move forward until it is clear.
2. Please ask your child to stand on a red spot in their class lines, where they will wait for their temperature to be taken.
3. Parents are asked to ensure they have moved away from the pupil collection points and entrance door area and disperse around the edges of the playground. Please ensure that you are at least 2 metres away from other parents/ family groups.
4. The children will be supervised into the building.
5. Parents are asked to exit the playground through the clearly marked exit gate and join the main flow of parents exiting through the vehicle gate of the school site – observing social distancing.

PICK UP

1. The playground will be opened at 3.20pm for pupil collection. Please do not arrive before 3.20pm and take note of your daughter's finishing time – you need only arrive 5 minutes before they are scheduled to leave.
2. Parents are again asked to disperse around the edges of the playground making sure they are socially distancing and are visible to the member of staff who will be dismissing their daughter from the red spots in the playground.
3. All pupils will be escorted out of the building and asked to stand on their red spot in their class lines.
4. Pupils who are going home by themselves will be escorted to the playground exit gate by a member of staff
5. Parents are asked to be patient as class teachers dismiss each child to their waiting adult.
6. Please exit the playground through the clearly marked exit gate (maintaining a 2 metre gap) and join the main flow of parents and children exiting through the vehicle gates of the school site.

Getting to school

If you can, I would like to encourage you to walk, scoot or cycle to school with your child.

If this isn't possible, then:

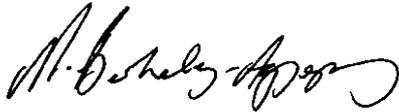
If you are planning to drive, please remember that restrictions are still in place on Winterbourne Road.

If you are planning to use public transport, do your best to avoid peak times and stick to government guidance.

If you have any questions, please contact the school office on 020 6843532

Thank you for your continued support, and we look forward to being able to welcome your child back to school in September.

Kind Regards

A handwritten signature in black ink, appearing to read 'M. Berkeley-Agyepong', written in a cursive style.

M. Berkeley-Agyepong
HEADTEACHER