



# Winter Gardens Academy

Winter Gardens Academy,  
Hilton Road, Canvey Island,  
Essex SS8 9QA

Tel: 01268 699305

Web: [www.wintergardensacademy.org](http://www.wintergardensacademy.org)

Headteacher: Catherine Stalham

15<sup>th</sup> July 2020

Dear Parents/Carers,

I hope this letter finds you well. I cannot believe that this is the last week of term: it's been an emotional one already! As we approach September, I know there will be a wide range of emotions and feelings surrounding the children returning to school. Some of you will be relieved and excited, and others will be feeling extremely anxious, which of course is understandable. Some of you may even have a mixture of both feelings. I want you to know that we continue to take our responsibilities extremely seriously. As always, our top priority is to keep your children safe. We are doing everything possible to reduce any risk to your children, your families, our staff and our community. Your children are extremely precious to us and we will continue to look after them as if they are our own.

It may be reassuring to know that the school has been successfully operating in a very similar way for a couple of months and the children have barely seemed to notice! The children have adapted quickly and have taken the changes in their stride. We are holding staff training next week. One area we will be focusing on includes: top tips for helping children with anxiety or attachment concerns. We will continue to prioritise the wellbeing of every child to ensure they are safe and happy, ready to learn.

I recently sent you a letter with some details of how school will work in September. There were some areas that have required more thought and planning and I informed you this information would follow. I am now able to share more information on these areas with you. I have copied the original table onto this letter and have highlighted the additions in yellow so that you have all the information in one place. I hope this helps you to be clear on the plans for welcoming all children back to school in September and helps ease any anxieties, knowing that we are thinking of all situations. If you would like to know any more details, you will be able to read our school risk assessment on our website from 20<sup>th</sup> July. This risk assessment has been written in line with government guidance and has been approved by Directors.

Returning to school	<ul style="list-style-type: none"> <li>All children (including those that are clinically vulnerable) are able to return to school unless recommended otherwise by a medical professional (please contact the school office if this is the case, evidence may be required).</li> <li>Attendance is mandatory from September and the usual rules around this apply (please see our attendance policy on the school website).</li> <li>We are awaiting further guidance from the Local Authority attendance teams and will send more information out shortly.</li> <li>The school has written a new risk assessment based on the new guidance and this will be published on our website on 20th July 2020.</li> </ul>
Times of school day	<ul style="list-style-type: none"> <li>Preschool 8.30am – 3.30pm, Friday 8.30am – 11.30, lunchclub 11.30 - 12.30pm.</li> <li>Reception 9.00am – 3.00pm, Friday 9.00am – 1.15pm.</li> <li>Yr 1, 2, 3, 4 8.30am – 8.40am until 3.10pm, Friday – 1.25pm</li> <li>Years 5, 6 8.40am – 8.50am until 3.20pm, Friday – 1.35pm</li> </ul>

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	<ul style="list-style-type: none"> <li>• If a parent has a child in Reception/KS1 and needs to pick up a KS2 child, they can walk back through the playground as an exception to the one-way system but then must exit through gate near the lake. Please continue to follow social distancing guidelines.</li> <li>• Please restrict drop off and pick up to one adult only and please be punctual adhering to your time slot.</li> <li>• Parents must line up ON the yellow markings in the playground, not just anywhere in the playground.</li> <li>• Parents are not able to stay and chat in the playground, please pick up your child and leave the playground as quickly as you can.</li> <li>• Parents need to observe social distancing at all times.</li> <li>• We encourage children to walk or cycle to school but if you are using public transport please follow all Public Health England guidance - adhere to social distancing and wear a face mask.</li> <li>• Any child that is reluctant to attend school must wait to the side until other children have entered. We will not use any physical intervention to persuade the child in. If the child is very distressed we may ask the parent to try again the following day.</li> </ul>
Symptoms/ cases of COVID 19	<ul style="list-style-type: none"> <li>• Anyone with symptoms of COVID-19 will need to self-isolate and not attend school. This is the same for anyone who has a member of their household who has symptoms. Please ring the office and follow the normal procedure for reporting a child's absence.</li> <li>• If a child or adult tests positive in the school, the whole bubble will need to self isolate for 14 days. We will inform you of the advice from Public Health England. If a child attends breakfast or after school club this may apply to all other children that the child may have come into contact with.</li> <li>• We will follow guidance from Public Health England and our local health protection team.</li> <li>• The school will engage with NHS Test and Trace procedures.</li> </ul>
Hygiene and social distancing	<ul style="list-style-type: none"> <li>• Enhanced cleaning measures will continue to take place throughout the school, including during the summer holidays.</li> <li>• Hand and respiratory hygiene will be encouraged and used at all times (frequent hand washing and 'catch it, kill it, bin it' approach).</li> <li>• Some organisation of the school day will need to change in order to reduce contact between staff/children/parents.</li> <li>• The one-way system currently in place inside school and through the playground will stay in place (please enter through the Hilton Road entrance and exit via the gate near the path to the lake).</li> <li>• Children will be grouped in their normal classes (their 'bubble') but at some points in the day this bubble may extend to their year group, for example lunchtimes, PE lessons and after school club.</li> <li>• Children are not required by government to socially distance within the bubbles, however, we will continue to encourage as much distance as is possible between children. Desks will be in rows to facilitate side to side contact rather than face on. Staff are advised to maintain social distancing from pupils as much as possible, but please be reassured support will be provided to all children as necessary throughout the day. Verbal feedback will be given during lessons to support and challenge.</li> </ul>

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	<ul style="list-style-type: none"> <li>Children in bubbles can share most equipment. Children will have their own individual resources for high contact items such as pencils/pens in a personal folder. Any resources shared between bubbles will be cleaned in between.</li> <li>Visitors to school will be limited to those that are essential.</li> <li>Please only come to the school's front office if absolutely necessary, otherwise please contact the office via telephone or email.</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>Schools are required to teach a broad and balanced curriculum in all subjects. The government aim is for us all to return to a normal curriculum by Summer 2021. This gives us time to catch children up on any lost learning during the lockdown period.</li> <li>As ever, children's wellbeing and social and emotional development will be prioritised in September.</li> <li>Whole school assemblies will take place virtually; assemblies will be carried out in classrooms instead.</li> <li>We will continue to use the outdoor area for learning opportunities and will continue to keep windows and doors open where possible.</li> <li>There will be no trips outside of school for children during the first half term. This will be reviewed at October half term.</li> <li>We are currently liaising with Waterside and will provide further information in September with regards to when swimming lessons will commence.</li> </ul>
Playtime/ Lunches	<ul style="list-style-type: none"> <li>There will be no fruit trolley for the juniors at playtime but they may bring in a healthy snack to eat.</li> <li>We are unaware if the normal delivery of fruit snack for infant children will be in place in September. Children are able to bring in a healthy snack from home.</li> <li>The kitchen will be fully open and the school will provide hot and cold meals in the normal way, as well as parents being able to bring in packed lunches for their children. The location of where children eat may change for some children in some year groups to ensure areas can be cleaned sufficiently.</li> </ul>
What to wear/bring	<ul style="list-style-type: none"> <li>School uniform will be worn as normal and there is no requirement to wash uniform daily.</li> <li>Children may bring in a school bag with essential items such as lunch box, a water bottle, sun cream, coat etc, however must not bring in any unnecessary items such as toys. They will need to bring in a PE bag as normal but no physical contact sport will take place.</li> <li>We will be able to send reading books home each day (their first book will be allocated by the end of the first full week back at school). Please continue to sign reading diaries when you hear your child read daily. These will be monitored daily.</li> </ul>
Breakfast clubs/After school club	<ul style="list-style-type: none"> <li>Breakfast club, Willows after school club and Friday afternoon club – these will take place in LVH as normal. Children will be allocated tables with children only in their year group. This will minimise contact with others. Places have already been allocated for the Autumn term to those who have signed up via the google form. No more spaces can be allocated. Entrance and exit will be via the side entrance of Lake View Hall.</li> <li>PE clubs – there will be one PE club per year group (from year 1 upwards). Spaces are limited and you must sign up via the google form by midnight on Sunday 19<sup>th</sup> July – places will be allocated on a first come first serve basis. Exit will be through the main school reception, but please wait outside on the yellow markers.</li> </ul>

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Homework/ home learning	<ul style="list-style-type: none"><li>• Reading books can go between home and school, books will stay within each class. Homework will all be online. More information in September.</li><li>• For any group that has been told to self- isolate the school will provide daily home learning activities in a similar way to lockdown home learning. More information to follow in September.</li><li>• Class Dojo has been an effective method of communication and this will be continued going forward. Please use the Class Dojo messaging facility to contact your child's class teacher if you have a query, as you will not be able to have 1:1s at the end or beginning of a day with any member of staff (you can always contact the school via telephone or email). Please try to be respectful of teacher's work life balance and message between 8am and 6pm.</li><li>• We would appreciate your feedback on the home learning via the surveys that have been sent on Class Dojo and emailed to you. Thank you to those who have completed this already.</li></ul>
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I appreciate that there is an incredible amount of information here, but would rather you felt prepared for September. Please feel free to contact myself, Miss Herbert or Mrs Fynn via the school office (telephone or email) or post/message us on Class Dojo. We are very happy to answer any questions or talk you through anything that is a particular concern or worry. We would prefer to discuss anything with you now, rather than anyone worrying over the holidays.

I would like to take this opportunity to thank you all sincerely for supporting us in every step of the way. To say this period of time has been a challenge is an understatement but we have been so overwhelmed by your support, trust and appreciation. What a fantastic community we are part of. Your children have been superb - whether coming into school every day, or learning at home, they have shown resilience and maturity. They are an absolute credit to you.

I am so looking forward to seeing all of you in September, but in the meantime, stay safe and take care. Have a lovely summer!

Mrs C. Stalham  
Headteacher

