



Preparing for September 2021

The school opens to all pupils on Thursday September 2nd. We are really looking forward to having the children back together and enjoying all that the new year will bring! As I am sure you know, usual school routines are starting to return and children will no longer be working in exclusive bubbles. We do, however, continue to recognise that COVID has not disappeared and risk assessments continue to maintain a vigilant approach. As always, our aim is to work together to make sure that the safety and wellbeing of our whole community is at the heart of our plans.

As we set many of our restrictions aside, the following information should guide your September start. We will be in touch as the term starts, but if you need clarification of anything before then, please ask.

Getting ready for School

School uniform

We relaxed our uniform a little over the past year to accommodate the year's shopping challenges. **From September children will return to wearing a full school uniform.** Full details of our uniform are included at the end of this communication. We particularly ask that children wear the correct footwear - they should not wear trainers.

What your child needs to bring

We continue to encourage children to bring as little as possible to school. A reading folder, a drinks bottle and a small morning snack/lunch box are all that is required. (Please remember that nuts and snacks containing sesame seeds should not be sent due to pupils in school who have allergies.)

We do not encourage children to bring toys, pencil cases or objects to share or show.

A small P.E. bag containing trainers/plimsoles, jogging bottoms, shorts and a t-shirt should be kept in school during the week. PE lessons can be rescheduled and a change of clothes is sometimes useful.

All stationery will be provided for your child.

The Start and End of the School Day

The start of the school day

The school day will begin for all at 8.50am. The school gate will be opened at 8.45am.

Our key stage 1 children (Reception, Year 1 and Year 2) will line up on bottom court.

Please join in encouraging the children to stand in their lines as they arrive. As soon as they are settled, we would certainly encourage our Year 2 children to be independent in lining up. Last year, our very grown-up Year 2's walked to the top playground by themselves to stand with their teacher and managed so well!

Our key stage 2 children (Years 3 – 6) should leave their parents at the playground entrance and make their own way to line up on the top playground. Their teachers will be waiting for them there. Parents can make their way out using the one-way system.

The end of the school day

The school gate will be opened at 3.15pm so that pre-school parents can collect their children.

At 3:20pm Reception and Year 1 children will be handed over to parents. Parents are asked to wait on the playground. Parents will use the marked exits promptly to allow for the next year groups to be collected safely.

The school day will end at 3:30pm for all other year groups. They will all leave school via the main playground. Again, parents are politely requested to leave the playground promptly so that the grounds can be secured for the use of after-school groups.

During the School Day

Lunchtimes

Our family service lunchtime sittings will return in September. Children who eat hot meals will be served at 12 midday, whilst those who bring packed lunches will eat at 12.30.

Breakfast and After School Club

Our Willow Brook Wraparound care will be operating after from Thursday 2nd September. As always, you will need to register and book with Mrs. Su Needham directly at wbswrap@gmail.com She will be more than happy to give you further details of their provision and confirm your place.

Extra-Curricular Clubs

Staff will start to offer lunchtime and after school clubs during the next half term. Whilst our EYFS children are given a time to settle before being invited to participate, other year groups will have a timetable of what is on offer. Activities vary and swap every half term

and some are led by outside providers. You will receive a letter with further details from Miss Johnston (who leads our extra-curricular timetable) in the first full week of term.

Attendance and Illness

It is expected that all children attend school daily. The procedure for authorising absence and registering attendance continues to apply. Children are only required to self-isolate if they test positive for COVID or have symptoms. (Full details of this will be sent at the start of the term.)

If your child is unwell in the morning

If your child is unwell, it is important that you telephone the office and register their absence before 9am. We expect that if children experience sickness, you will keep them at home for the next 24 hours.

If your child or anyone in your household displays any symptoms of the COVID virus you should contact us immediately. These symptoms include:

A high temperature

A new continuous cough

A loss or change to your child's sense of smell or taste.

If your child becomes unwell during the day

If your child becomes unwell during the school day or complains of feeling unwell, we will contact you and ask that you collect them immediately.

The procedure of removing a child to a safe space in school should they appear to display any symptoms of COVID continues. Staff have been trained to deal with such a situation. You will be required to collect your child immediately and follow the correct procedure.

If your child needs medication during the day

We would ask that any over the counter preventative medications are given before your child comes to school. 24-hour hay fever medication and sun cream can be purchased and applied at home. We encourage you to do so. Staff are happy to administer prescribed medication during the school day and these should be handed over to the office by an adult with a completed medicine form. A copy of this form is available on the school website and can be emailed upon request from the office.

If you feel your child needs Calpol during the day because they feel unwell, they should not be at school.

If you have indicated on your Pupil Information Sheet that your child has an on-going condition that requires medication (i.e. an inhaler, EpiPen) this should be handed to the office at the start of term with the accompanying signed form.

Communicating with the school and my child's teacher

To help our staff manage an efficient drop off and pick up routine, we politely request that parents do not expect staff to engage in long conversations at these times. Teachers are available before or after school and are best contacted by telephone.

Once the children have been taken into the building the playground gates are locked as part of our safeguarding procedure. We ask that you move quickly and safely from the premises following any directions given and being aware of social distancing.

We politely request that you contact the office by telephone or via email. Mrs. Roper will happily come out to talk if you wait at the door to main entrance of school.

If it is important for you to do so, you may contact staff via email. Please appreciate that staff will respond as soon as possible during their working hours. General enquiries should be made to Mrs. Roper office@willowbrook.notts.sch.uk or to me head@willowbrook.notts.sch.uk

Ongoing Covid Risk Assessment

The leadership at Willow Brook School are required to maintain a dynamic risk assessment that continues to reflect national updates, local spikes and variants of concern. We are also required to produce an Outbreak Management Plan. Whilst Test and Trace are now responsible for informing close contacts in the event of a positive case of Covid in school, certain control measures will continue to drive our practice. These include:

- supporting people who are unwell or have been instructed to isolate to stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- consideration of how to minimise potential for contamination so far as is reasonably practicable whilst working to teach the full curriculum

For fuller guidance for parents and carers (as updated on August 17th) please follow this link:

https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=c08875fe-9647-4cc8-9de8-7e25e53de99c&utm_content=daily

As you are aware, the government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.

Willow Brook Uniform 2021

We want our children to be comfortable and look smart and tidy in their appearance. We believe the wearing of a uniform reflects well on the school and gives our children a sense of identity, equality and pride.

The following list details our uniform:



- Grey or black trousers
- White shirt or white/bottle green polo shirt (with or without logo)
- Bottle green sweatshirt, jumper or cardigan (with or without logo)
- Black/dark coloured school flat shoes/boots. Sensible sandals (with socks) in the summer
- Grey or black skirt or pinafore dress
- Green gingham dress
- Grey or black tailored shorts

It is also essential that all children are provided with the appropriate clothing and footwear to enable them to participate in both indoor and outdoor P.E. activities and lessons.

PE KIT:

- Black shorts, white t-shirt and plimsolls for indoor PE.
- Plain tracksuit and trainers for outdoor PE
- Swimming forms part of the PE curriculum and boys are required to wear swimming trunks - not long shorts or cut-offs, and girls a one-piece swimming costume.

Fleeces and coats are available from the uniform suppliers and are recommended for outdoor wear.

We recognise the importance of appropriate footwear for young children and, unless permission has been sought from a member of staff, trainers should not be worn as part of a child's daily uniform. Whilst the final couple of weeks of the summer term may see shoes wearing out or becoming too small, this should not extend beyond an agreed, reasonable length of time.

Trainers worn during PE should be appropriate – designed for sports rather than fashion.

Our uniform supplier is School Wear Solutions. Full details of the store and ordering online are available on our website or from the school office.