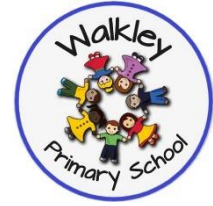


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'Enjoyment, Achievement and Learning for life...'

Headteacher: Val Sian
Deputy Headteacher: Chris Wallis
Chair of the Governing Body: Andy Wilcock

17th December 2020

The Opening of School: 8th January 2021

Dear Parents / Carers,

We are so excited to be moving into our new school family home next January. Sadly, COVID 19 is still with us, and as usual during this academic year, we cannot anticipate which Tier Sheffield will be in or whether another Lockdown will emerge. Disappointedly, we have recognised and accepted that the new Walkley site cannot be organised and up and running as envisaged for the foreseeable future. **We have prepared a video to mark the history and evolution of Walkley Primary School and to say a fond and emotional goodbye to Burnaby and Tennyson Building. This has also been shared with our children, staff and governors.**

[Click here to view: Thanks for the memories](#)

We also attach some social stories which can be shared with children of all ages who although excited, may be feel nervous or apprehensive about the move. Alternatively, you can access them on the website [here](#). Social stories are a tool to be shared with children to help them discuss changes.

1. How will the class bubbles work?

Government advice on the scientific evidence shows that the outdoor environment is much more manageable in terms of virus transmission. With the winter weather coming we will still be using an outdoor learning approach, where possible. Please continue to make sure that your children are well prepared for outdoor learning as you have done so successfully this year. However outside of this we endeavour to keep children within one set classroom for the day.

Our risk assessments around contact and spread are based around children being in a fixed and consistent 'bubble' of around 30 children with two adults. Where ever possible we will ensure that this bubble remains together at all times and does not cross with another bubble. However, the design of the new building, with its shared toilets in KS1 and KS2, means that year groups with 2 classes will come into contact in these shared areas. The areas where bubbles potentially will cross, e.g. sharing toilet facilities, will be cleaned more thoroughly throughout the day to reduce the risks of transmission of the virus. For the purposes of track and trace, in the event of a positive Covid case within a class, the 2 classes within the year group will be considered 1 bubble. With this in mind, the bubbles will now be extended to an F2 bubble, Y1 bubble, Y2 bubble, Y4 bubble and Y6 bubble, although in reality they will only come into contact for outdoor play where the risk of transmission is lower and briefly in shared toileting facilities. Aslans will remain in a bubble of one class as will Varjak Paws.

2. Will my child have their own place?

Each classroom and the designated furniture were designed pre Covid. Each bubble class will have two horseshoe tables (where pupil groups can be taught as a group of 6) by the teacher and teaching assistant and the remainder of the class will work on the other group tables. The children will move from table to table as directed by the staff within their class bubble during the teaching day but will have their own individual personal belongings as they do now. Tables and equipment will be cleaned regularly throughout the day. This is acceptable as there is no indoor mixing of bubbles.

3. How will lunch time work to ensure children are safe?

Our school will run a staggered playtime and lunchtime break to maintain as much spacing as is possible in the playground. We will continue to provide a hot grab bag lunch to those pupils who normally have school dinners. Children are still able to bring their own packed lunches should they want. All meals will be eaten in small groups in the classroom or in the outdoor space identified for

each bubble. Free School Meal children will continue to receive vouchers if they are not attending school. This will be reviewed during January 2021

4. Will my child still play in their own bubble?

As Phase 1 of the project (the school building), is now finished, almost immediately Phase 2 of the project begins, Phase 2 involves the demolition of Tennyson building and landscaping of the old school site, including developing a sports area on the Tennyson site. This work is expected to last 6 months. Whilst this work is happening, inevitably there will be a reduced play area. Children from Elmers, Seashells and Caterpillars classes will play in their own designated areas. The remainder of the school will have staggered playtimes and lunchtimes in designated areas with their cohort bubbles, except for Aslans and Varjak Paws who will play with their own classmates.

5. How will the hall be used?

The hall will be used for PE only, one class at a time as it is spacious and well ventilated. This will only happen if the weather is inclement and the hall will be thoroughly cleaned in between use. Again, we will not be able to open Breakfast Club nor After School Club due to the highly likely risk of transmission through the mixing of bubbles indoors. Nor can we hold assemblies or indoor performances for the same reasons.

6. How do we enter and leave the school site?

Attached to this Email you will find guidance for procedures of drop off and pick up at the new school from January. You will also find the timetable for dropping off and picking up pupils for each class bubble. Since March 2020, we have all benefited (staff and pupils) from your support with the efforts made by the school to minimize risk and we ask again that in our new location, you positively support us as we find our new safe routines during the transition to our new environment.

There are four main entrances onto the school site for drop off and pick up.

- Entrance and exit from Burnaby Crescent and Walkley Lane
- Entrance and exit from Burnaby Green (Opening late January)
- Entrance and exit from Lower Walkley Primary School
- Entrance and exit from Whitehouse Lane (Disabled access)

The staff car park remains for staff use only and the new car park is to be used by school delivery vehicles, invited visitors and the emergency services. **This car park must not be used by parents at any time and certainly not to drop off and pick up.** We hope that as many families as possible will walk to school and that eventually more children will take the opportunity to cycle and scoot to school.

7. Will everyone arrive at school at the same time causing an increase in risk?

School leaders have organised a staggered drop off and collection timetable for children and have identified entrances to school. **We will operate a one-way system around the school (clockwise).** We have informed you of the appropriate entrance for you and your child in the attachment. You will be able to come into the playground to drop your child/children off and join the one-way system around the school. This must be adhered to. Do please take the time to read the attachment in full. Please note, as has been the case throughout the pandemic, you will not be able to talk to the bubble staff, however, there may be opportunities to speak to members of the pastoral team, who are not part of the bubble arrangement. At all times we ask that parents keep themselves and children at the safe 2m distance. At morning drop off, we will not be waiting to line up, instead you will follow the one-way system in place, as you pass the appropriate classroom door, children will enter their classrooms and parents will continue on the one-way system and leave the site through one of the 4 exits. This will ensure we minimize mixing and reduce potential contact.

We will continue to do our very best to be sensitive to the needs of anxious children and I would encourage you to share with staff by Email if your child/children have any worries that we can help with. We ask that you continue to wear a mask on the school site.

Children must stay with their adults and not be allowed to play on any of the equipment on the school site or wander around the grounds unaccompanied as this will be the outdoor space of bubbles during the day. Children MUST stay with their parent/carer at all times.

8. Where do we line up?

From Friday 8th January you will have a designated drop off time at your classroom door or entrance. **Children must be accompanied on site by a parent for the first day.**

Please note there are no longer demarcated areas on the playground to show you where to stand. We ask you to apply common sense when on the school site by wearing a mask and keeping social distance requirements.

Please read the attached document which explains in more detail the arrangements for the drop off and pick up of pupils from January.

- Times for drop off and collection have been staggered for different classes of pupils to reduce the number of people on site at any one time. Please be sure to arrive at your designated drop off and pick up times. It is essential that children keep to their designated times as punctuality is key to us maintaining a safe system and minimizing mixing.
- Elmers, Seashells, Caterpillars, Giants, Anansi, Storm Whales and Gruffalo children will be dropped off at their class door within a five minute window. EYFS and KS1 pupils will also be collected from the classroom door. Please do your best to maintain social distancing at this time.
- Aslans, Fantastic Foxes and Charlies will use the same entrance through the North side door to access the first floor so it is imperative that they are punctual so that they do not interact with children from another bubble. Each class has a 5 minute time window for parents to drop off their child.
- Varjak Paws, Potters and Kensuke enter the school through the West door, next to the main entrance, to access the first floor, so it is essential that they are punctual so that they do not interact with children from another bubble. Each class has a 5 minute time window for parents to drop off their child.
- Please note, as has been the case throughout the pandemic, children are not allowed through Main Reception except with prior agreement from school.

Staff will be on hand throughout the first two or three weeks to greet you on your first day to show you where to go.

9. One way system

As stated above, a one way system has been introduced on the new site which everyone must follow just as our KS2 parents do now. We ask you to adhere to the one way system, even if you have to go round again to reduce the risk of contact at our hotspots. Just think of your fitness levels! Please see the diagram on the attached document. A big bonus of the new site is the land is flat with no steps. All this information can be found on the attachment.

10. Will the school review its start and finish times?

The school has reviewed its staggered drop off and pick up times to make our community as safe as possible. We will review again during the month of January.

11. Can I call into the school office?

The majority of parents have followed our request not to access the school office. Most issues can be dealt with through enquiries@walkley.sheffield.sch.uk or over the phone. If there is a need to come to the office, we request that that you ring first to secure an appointment time. This ensures that only one person will be in the entrance at a time.

12. How do I make payments?

We request that as little money as possible is exchanged on the school site and that you use the online school payment system [SIMS Pay](#). In preparation for the new school build and in an attempt to become a cashless school, as well as protecting our office staff from risk, we are asking all parents and carers to make payments to school only via SIMS Pay. There will be exceptions when cash maybe required for small amounts such as a donation for Junk Food or a charity. Obviously, some parents/carers may choose not to use these facilities and may have concerns about making payments. Please contact Mrs Jkinson or Mr Clements for further advice or speak to Mrs Prigmore or Mrs Amian in the School Office.

13. How do I get medication into school?

The process will be to ring to confirm a time to bring the medicine to the school office where the relevant paperwork will be completed and then we will take the medication to your child's class. We ask that the medication stays on site for the week.

14. Will Nursery remain the same?

Yes! Session times remain as they have been previously. The attached document highlights the entrance to Nursery.

15. Music lessons

Online music lessons will continue as usual in January for those children who presently access lessons with Heather Burge.

16. Will my child be expected to share resources, such as pens and pencils?

Classroom-based resources like books and games can be used and shared within a group and we will clean them regularly, as we do for frequently touched surfaces. However, children will not share individual and very frequently used equipment like pencils and pens. They will have their own labelled zippy bag and drawer for frequently used items. Children will be given their own equipment, which they must not share with anyone else. They must not bring any equipment in from home.

Any resources shared between groups, such as sports, art and science equipment, will be either:

- Cleaned frequently and meticulously, and always between groups using them; or
- Rotated so they can be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups

Each child will be provided with their own personal learning zippy bag which will be kept on their table. It will include a pencil or handwriting pen; a ruler; a whiteboard marker pen and white board; a glue stick; and a red, orange and green crayon to complete their own traffic light assessments. Also shared resources – such as books and games, which are not allowed under current rules – will be able to be used within bubbles, but they should be cleaned regularly.

Equipment that is used across bubbles – such as sports, art and science equipment – will be cleaned meticulously between bubbles, or rotated to allow them to be left unused for 48 hours between bubbles. We tend to have the same piece of PE equipment in a bubble for a week, then is disinfected on the Friday and moved to a new class bubble on the Monday

17. Will Forest School still be used?

Yes, Forest School will continue to be used by the pupils even though Phase 2 of the work will begin in January. You will receive the timetable in the January edition of the newsletter showing when your child/ren will have access to the woodland area which is constantly being developed. We are very grateful to the Friends of Walkley crowdfunder appeal who are trying to raise money so that we can buy an eco-toilet which will be placed near the Forest school area. Children should come to school dressed in their Forest School clothing.

18. Visits out

There are no planned visits out at this time. The situation will be reviewed in-line with advice and guidance from the DFE, Public Health and Sheffield City Council.

19. How will you have assemblies?

Assemblies will take place on Monday mornings at 10.15 via Google Meet. Golden Book assemblies will take place on Friday mornings at 9.15 with Mr Wallis and Mrs Sian taking Golden Book. These will also take place via Google Meet with the children in their classrooms and Mr Wallis and I in an office. It is with great sadness that we cannot meet together and therefore we cannot include our families in our celebration assemblies for the foreseeable future. Children who earn a certificate will have their names on the Website on Friday evening as usual. Certificates will be handed out by their class teacher and brought home on Friday after school.

20. Swimming lessons

There are no plans for swimming lessons to resume for the foreseeable future until we have the necessary guidance and risk assessments from the Schools Swimming Service.

21. What hygiene measures will be in place to keep my child safe?

We will:

- Follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.
- Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
- Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly.

- Ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
- Ensure that all adults and children are encouraged not to touch their mouth, eyes and nose.
- Ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins with lids for tissue waste ('catch it, bin it, kill it').
- Ensure that help is available for children and young people who have trouble cleaning their hands independently.
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Ensure that bins with lids for tissues are emptied throughout the day.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.
- We will prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

22. How will you support my child's emotional wellbeing?

In addition to that mentioned above, a team of staff will be available to provide support. Our Safeguarding Team are part of a very small number of adults in school who are able to cross into bubbles if needed and will observe tight hygiene routines; they alongside teachers and teaching assistants, will all work to ensure that children's needs are met. There will be plenty of opportunities for children to discuss their feelings, play and develop friendships. If you have any worries please call us and conversely, if we have any worries we will be in touch to discuss how we can help. We will be continuing our mini five point feeling chart for each pupil, as well as the usual worry box practices we have in school. We will continue to talk openly about the impact of the pandemic on all our lives, as well as the feelings and emotions that develop during this time of transition to our new surroundings.

23. Will staff and children wear masks or PPE?

Staff do not wear PPE in the classroom unless they are a PPA teacher, supply teacher or a member of the Pastoral team. All staff wear PPE when they leave the classroom to move around the school. Social distancing between staff is expected and the rule of 6 applies on all occasions.

24. Will we allow visitors and volunteers into school?

We will minimise additional adults coming in and out of school. We are also requesting that parents, instead of attending our school office or speaking to staff face to face, restrict themselves to using the telephone where messages are time sensitive or make use of our online platforms. Staff will still be responding to enquiries and Tapestry, albeit with less frequency because they will be teaching through the day.

25. Will extra-curricular clubs run (football club, dance club etc)?

Not immediately as this brings too many children into contact and mixes the school bubbles although we will be addressing how these clubs can run. Amy Burton will work with KS 1 pupils in January teaching dance classes throughout Thursday and Friday afternoons. This is a free class to all KS 1 pupils. Children should come to school in their PE kits as they do now.

26. How can I speak to the class teacher if we are socially distancing?

You can contact your child's class teacher through Tapestry (EYFS) or, you can email the office on enquiries@walkley.sheffield.sch.uk who will then pass the message on.

27. What should my child bring to school each day?

We do not want your child to bring anything into school with them other than a lunch box if required, water bottle, coat and a book bag. PE kit including a waterproof jacket should be worn to school on PE days. We are unable to use cups for those children without water bottles and so if you do not have one please consider saving an empty drinks bottle ready for our return, that they can use.

We hope that these responses to FAQs and attachments provide you with the essential information that you need for the new school move. Have a wonderful break; keep safe and healthy and we will see you on Friday 8th January 2021

Val Sian and the Walkley Team