



**The Willow Primary School and Broadwaters' Children
Centre**
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Headteacher: Dawn Ferdinand/Deputy Head: Sarah Harris

Thursday 2nd September 2021

Dear Parents and Carers,

All of us here at The Willow hope you have had a wonderful summer and that your children are ready and excited about starting a new year here - I know we all are! After a difficult last 18 months both in school and in life outside, we are hoping that this year will feel closer to a return to "normal" and that the impact of COVID on school life will be kept to an absolute minimum.

This letter is to give you the most important information you need to start the new year, and to give an update on the latest government COVID guidance for schools. There is a lot to understand, so please take your time to go through it all, and do feel free to email (admin@thewillow.haringey.sch.uk) or call the school office (0208 885 8800) if you have any questions or anything you wish to discuss.

1. School starts for children on MONDAY 6th SEPTEMBER 2021 at 8.40-45

2. Classes and teachers for 2021-22

Your child's new class/staff team was sent out at the end of last year. A copy of that information is at the end of this letter. Please do look to ensure you know your child's class and staff.

3. COVID update

The government released new operational guidance to schools on the 17th of August and continues to give regular updates. We have carried out internal risk assessments to help determine how we will operate. Below are answers to some of the key questions you may have:

How will you keep children safe?

- We will continue to practice good hygiene with regular washing/sanitising of children's hands
- We will continue to operate an enhanced cleaning regime
- We will continue to keep the building and classrooms well ventilated
- Staff will continue to be asked to take lateral flow tests twice a week
- We will continue to follow any guidance given to us by public health on testing, self isolation and managing any positive cases managing
- We will continue to support and advise families with questions about symptoms, testing, isolation

Will there still be pods / bubbles?

- *There will not be any class or year group bubbles/pods*
- Outside in the playground, children from across the school will be able to mix
- Inside the school building KS1 and KS2 will remain separate but within each key stage children may mix (reception, year 1 & year 2 may mix together, and years 3,4,5,6 may mix together)

What happens if my child has COVID symptoms?

- **Children with COVID symptoms should not come to school and will need to remain at home, in isolation and must have a PCR test (not a home lateral flow test)**
- Any child who comes to school with symptoms, or develops them in school, will be put in an isolation room and you will be called to collect them immediately
- All children who have symptoms must have a PCR test (not home test / lateral flow)
- A child who has a negative PCR and who no longer has symptoms, may return to school
- A child who has a negative PCR but still has symptoms, must stay off school until they no longer have symptoms
- Brothers and sisters of a child with symptoms can continue to come to school
- If an adult in a house has symptoms the children can continue to come to school (as long as they are well and do not have symptoms)
- Covid symptoms are:
 - **a high temperature**
 - **a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours**
 - **a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal**

What happens if a child tests positive?

- If a child tests positive they must isolate at home for 10 days from the start of symptoms or the positive test, whichever came first. After 10 days if they are well and no longer have symptoms, they can return to school - please see flow chart at the end of this letter for an overview
- Year groups / classes will not close and children will not need to isolate unless there are a number of positive cases in a group
- Brothers and sisters of the positive child can continue to come to school but should have a PCR test
- Adults (anyone over 18) who live with the positive case do not need to isolate if they have been double vaccinated, but should still have a PCR test
- Adults (anyone over 18) who live with the positive case **MUST** isolate for 10 days if they have NOT been double vaccinated, they should have a PCR test but must continue to isolate even if the test is negative

What happens if someone else (older sibling / parent etc) who lives in the home tests positive?

- If an adult in a house tests positive, the children can all continue to come to school (providing they are brought by someone else or come on their own) but they should all also have a PCR test

How will the school day be organised?

- The school timetable will run as usual with the full curriculum being taught in all year groups
- **All children will stay in school until 3.15 on Fridays (no home learning afternoon)**
- ***There will be no staggered start / end to the school day - all children will start and end at the same time***
- There are some changes to drop off and pick up at the start and end of the day - please see the **'Start and End of Day'** section further down.

If you are not sure about what to do if someone in the house is unwell, or has tested positive, or been in contact with a positive case - please do call and ask. The rules are complicated and we are here to help!

Please note all the above is subject to change depending on the COVID situation both nationally and locally. We are required to have a contingency plan, which will include class / year group and even school closure, and we will implement this plan if certain criteria are met or at the request of public health Haringey or England.

To help us make a safe start to the school year for everyone, we kindly request that **all children do a home lateral flow test over the weekend before returning to school on Monday the 6th**. Free home lateral tests can be

collected from some pharmacies and can also be ordered from online for no cost:

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

4. Start and end of the school day

- Please see the **table below (and school map at the end of the letter)** for the drop off and pick up times and places for children, starting Monday 6th September.
- In the **morning all children from years 2-6** will be **dropped at the gates** and will walk to class themselves, **reception and year 1 parents and carers will be able to drop off inside the gates.**
- All children in years 2-6 should be dropped off between 8.40 & 8.45am, Reception and year 1 will start at 8.45am.
- Gates will be locked at 8.50am. Any children who arrive after 8.50am **are late** and must go to the main school entrance.
- At the end of the day parents and carers who collect their children will be able to come into the playground to collect from their child's class pick up points - please see below.
- School finishes for all children at 3.15pm.
- Parents, carers and staff no longer need to wear masks when on the school site, but can continue to do so at pick up and drop off if they choose to.

Year group	Drop off time	Drop off place	Parents / carers allowed on site?	Pick up time	Pick up place	Parents / carers allowed on site?
Reception	8.45	Reception playground (come in through main school gate)	Yes	3.15	Reception playground	Yes
Year 1	8.45	Meadow/picnic area in front of the school through the main gate - class staff will collect the children from here and walk them to class	Yes	3.15	Blue Island area in the main playground	Yes
Year 2	8.40-8.45	Either KS2 Gate or Moira Close gate	No	3.15	Blue Island area in the main playground	Yes
Year 3	8.40-8.45	Either KS2 Gate or Moira Close gate	No	3.15	Outside year 3 classrooms	Yes
Year 4	8.40-8.45	Either KS2 Gate or Moira Close gate	No	3.15	Year 4 exit doors	Yes
Year 5	8.40-8.45	Either KS2 Gate or Moira Close gate	No	3.15	Year 5 exit doors	Yes
Year 6	8.40-8.45	Either KS2 Gate or Moira Close gate	No	3.15	Year 6 exit doors	Yes

Staff will be available at the start and end of each day to help you, and your children, know where to go.

5. Communicating with your child's teacher or class staff

- You can **email the school** to ask for an appointment with the teacher
- You can **email the school** with a message who will pass the information on to the relevant staff
- You can **call the school** and ask for a message to be given to the staff
- You can **send a note** with your child who can give it to the staff
- **At the end of the day you may speak to your child's class teacher**, however you must wait until all, or almost all, children have been collected before you do so. ***Teachers need to be able to manage and dismiss the children safely and are not able to have conversations with parents/carers until the other children have gone.***

6. What can my child bring to school?

- Water bottle
- Snacks if attending after school activities
- School bag but only if necessary, no large bags if possible
- Packed lunch (if they are not having school dinner)

Please don't allow children to bring toys to school, this includes poppits which are not allowed in school.

I hope the above gives you everything you need to make a smooth start back in school. ***We will be writing again soon after school begins with further information on the school day, books, uniform, home learning and all the other things that would be useful for you.*** You will also receive a curriculum information letter from the teachers letting you know what areas of learning the class will be focusing on this term.

All that remains is for me to wish you a fantastic weekend.. We look forward to seeing you and your children on Monday the 6th.

Best wishes

Sarah Harris
Deputy Head

Pages below

1. Map of drop off / pick up locations
2. Classes and staff for this year
3. COVID symptoms flow chart

Map for drop off and pick up places.

Remember:

- Y2, 3, 4, 5, 6 - drop off is at the KS2 or Moira Close gate between 8.40-8.45
- Y1 drop off in the meadow in front of school - parents/carers wait here with children and the staff will collect them at 8.45
- Reception parents/carers go through to the reception playground and children will go in to class at 8.45
- Gates will be locked at 8.50 - late children will need to go through the main gate to the office
- Pick up places are on the map at go - school finishes at 3.15 for all children

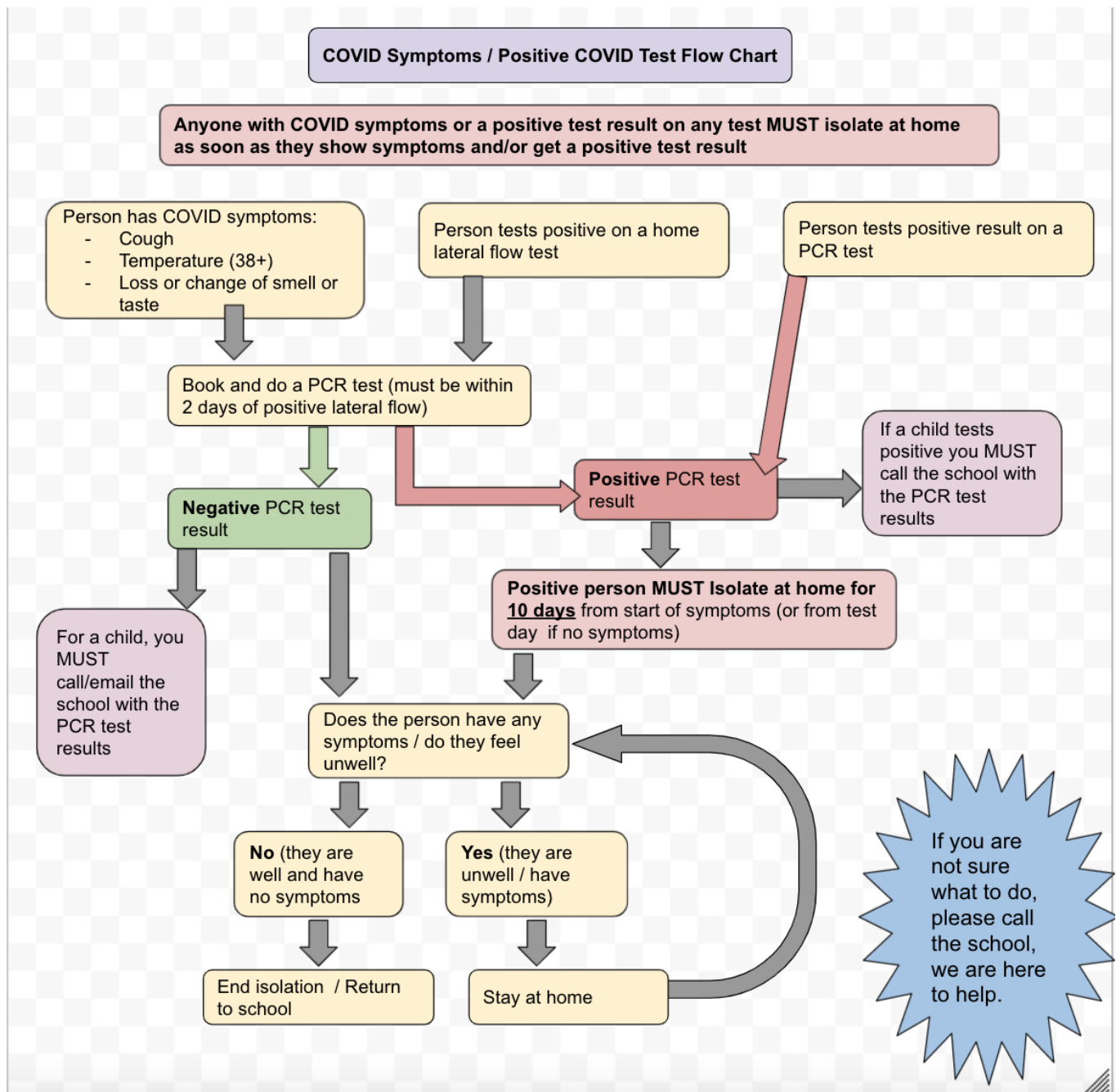


Classes & staffing for 2021-22

Child's current class	Next year September 2021-July 2022 they will be....	Next year September 2021-July 2022, their teacher will be...	Next year September 2021-July 2022, their staff team will be....
Nursery / Forest	Butterfly	Mr Rob Ford	Coleen, Gladys, Audrey D
Nursery / Forest	Frog	Ms Ozlem Djoshkoun	Myra, Suada, Audrey D
Butterfly	Squirrel	Ms Ismaili	Audrey L / Clarice Bintou Cheryle Meme
Frog	Rabbit	Ms Mason	
Squirrel	Fox	Ms Jehal / Ms Price	Rita Miriam
Rabbit	Hedgehog	Ms Clunis	
Fox	Primrose	Ms Collier / Ms Dawson	Erica Andrea
Hedgehog	Buttercup	Ms Dolphy	
Primrose	Lily	Ms Wright	George Malachi
Buttercup	Bluebell	Ms Choudhury	
Lily	Owl	Ms Afrifa	Richard
Bluebell	Cuckoo	Ms Turan	
Owl	Woodpecker	Ms Richards / Mr Deenoo	Sangeeta
Cuckoo	Hawk	Ms Hawthorne / Mr Deenoo	
<i>Otter class / SEN intervention</i>	<i>Otter/SEN intervention</i>	<i>Mr Harry</i>	<i>Miriam & Cheryle</i>
<i>Other Intervention teachers</i>		<i>Ms Ahwe (Y1/2)</i>	<i>Ms Moore (Y4/5)</i>

Please use this flow chart to help you know what to do if your child, or someone in the house, is unwell or has a positive COVID test.

Please also see the notes below about isolation of people who live with /are close contacts of the person with symptoms / positive test.



If someone in the house has symptoms or tests positive:

- The person with symptoms or a positive test must isolate (see chart above)
- They, and everyone they live, with MUST have a PCR test
- Other children they live with, who are under 18, do NOT have to isolate, they can go to school as normal
- Other adults (over 18) they live with, who have had both vaccinations, do not need to isolate
- Other adults (over 18) they live with, who have not been vaccinated, or have only one vaccination, MUST isolate for 10 days