



Dear parents and guardians,

We have been working very hard to prepare the school to reopen to all our staff and students in a safe and controlled manner. Attached are a number of documents which are very important for you to read and understand. They are already uploaded to the school website. The Infant, Junior and Senior Departments have produced a Newsletter below, detailing what your children need each day to attend school and other information.

**You must also read carefully the Wingate COVID Policy and School Opening Plan and the School Day Protocol Appendix via the following links:**

<https://www.wingateschool.com/docs/School%20Day%20Protocol%20Appendices%20en.pdf>

<https://www.wingateschool.com/docs/Wingate%20Covid%20Protocol%20Policy%20en.pdf>

There are many changes to the school systems:

Parents will not be permitted entrance to the school at any time of the day (other than Nursery and Reception parents for the first 2 days). Consequently, the school office must be contacted by phone or email and cannot be accessed directly.

Students aged 6 or more will not be allowed onto the school bus or entry into school without wearing a plain mask. Please make sure your child has an abundant supply.

**At 9.00 am School Gates will be locked. Students arriving after this time will not be permitted to enter school until 09.50.**

There will be no tuck shop facilities, so students will have to bring their own snack and lunch. Or, take advantage of the hot food catering service – see information below.

Parking is always an issue but with just a 'drop off' for most students, we would strongly encourage families to use our bus service reducing the congestion – see information below.

Uniform: ALL items of uniform must be named as this year we will not have a “Lost Property” system available. Un-named uniform items found around the school will be bagged and disposed of. We will stress this to the students too.

Just these few points are fundamental changes to our traditional friendly, open and relaxed atmosphere. Hopefully, we can return to 'normal' eventually!

Please read all the documentation carefully.

Thank you for your continued support.

Mr Colin Macrae  
Head of Wingate School  
Tenerife

### **School Office Information**

We are pleased to welcome Katy Roscoe as our new member of the school office.

Please contact the school office either by phone or email between the hours of 8.30 am and 4.00 pm.

Purchases from the Uniform Shop are by appointment only up to the 9th of September. After this date we ask parents to advise the office by email of any items they wish to purchase.

### **The School Holiday Calendar can be found via the following link:**

<https://www.wingateschool.com/docs/Calendar%202020-2021%20as%20of%20September%202020.pdf>

**BUSES:** School Buses commence on the 10<sup>th</sup> of September for the Infants and Juniors and the 11<sup>th</sup> for the Seniors and Sixth Form – To enrol your child and further information on the routes and prices please see

<https://www.wingateschool.com/docs/School%20Bus%20Service%20as%20of%20September%202020.pdf>

### **CATERING: Catering Service will commence on the 10<sup>th</sup> of September for the Infants and Juniors and the 11<sup>th</sup> for the Seniors and Sixth Form**

We are pleased to be able to recommence the catering service that was so popular before lockdown so that our students can continue to benefit from good nutritious hot food. We will give even more thoughtful care and planning due to the current pandemic legislation and make sure that school lunchtime is an enjoyable and safe experience with time spent enjoying good food in the company of their peers and teachers.

We will follow strict guidelines for the catering to be provided and we will make washing hands the school mantra. As per new government protocols, the children will have their meals delivered directly to their classrooms or designated class area so that they do not mix with any other classes. Tables and chairs that the children use for the catering service will be cleaned before and after use. Disposable gloves, aprons and face-masks will be used by all serving staff at all times. A specific risk assessment for managing the risk of COVID-19 transmission in the kitchen has been undertaken and the strictest measures are being taken to mitigate any risk. To enrol your child for the catering service please see further information via the following link:

<https://www.wingateschool.com/docs/Wingate%20School%20Catering%20Service%20as%20of%20September%202020.pdf>

**September's menus can be found:**

<https://www.wingateschool.com/docs/School%20Meals%20menu%20September%202020%20en.pdf>

## **INFANT DEPARTMENT**

I hope everyone has had a lovely Summer!

I am really looking forward to seeing everyone again, although there are obviously a number of important changes which will make it seem very different for a while. Could I please ask you to check your emails regularly for updates and information from me, Mr Macrae or the school office and it is VITAL that we have up to date contact information for everyone(emails and telephone numbers).

Staff have been working hard during Summer to ensure we have a great start to the school year. Policies and procedures are now in place, and we very much look forward to getting the children back into their school routines with their new teachers. I would like to welcome Miss Styles as our Year 2 teacher, and Miss Thiry as a teaching assistant.

One of the most notable changes is the children entering and leaving school. As you may have read in other school publications (Nursery and Reception parents already have their initial information and times

Nursery class information:

<https://www.wingateschool.com/docs/Nursery%20letter%20starting%20dates%20September%202020.pdf>

Reception class information:

<https://www.wingateschool.com/docs/Reception%20letter%20starting%20dates%20September%202020.pdf> ) we

regret to say that parents are not allowed into school. As you will appreciate, we need to be extremely careful during these times for the greater good of all our children and staff. This is going to be very strange for you, as parents, and for the children (who are used to parents carrying all their bags into class!) PLEASE DON'T WORRY!

A number of staff (including me) will be at the school gate to welcome the children and help them to their classrooms and to settle quickly.

*I would really like you to talk to your child - Tell them how grown up they are now, going into a new class. Tell them how sensible they are being able to just kiss or wave goodbye to mummy/daddy. Tell them how proud you will be when you see all the stickers they will bring home, etc. If you talk about these things a few days before we start it will make things much easier for the children. This is the new "normal" for now. We know some children may cry a little (and the youngest ones like to scream a lot from time to time!) but with the teachers and assistants we have to help, we hope the majority of the children will be happy to be back to school and see teachers and friends! (And for those who like to cry and scream it doesn't usually last long, from experience! We will cope!!)*

Please note: **At 9.00 am School Gates will be locked. Students arriving after this time will not be permitted to enter school until 09.50.**

Except for the introductory timetable for Nursery and Reception classes, the children begin at 9am. The usual entrance near the Nursery, now called Gate 1, will open from 8.45-8.55am for Infant children only. Children aged 6 years and above must wear a mask, or will not be allowed into school.

School finishes at slightly different times, depending on the age of your child. Staff will bring the children to the gate at the following times:

Nursery - 3.15pm

Reception - 3.20pm

Year 1 - 3.30pm

Year 2 - 3.35pm

Please be prompt in collecting your child. It is essential that children are collected punctually and if you do not have another child to collect that you leave the car park straight away. Due to the Covid-19 Regulations the school currently has no facilities to supervise children after the close of school.

Bus children should now have received detailed information regarding their journey.

Parents will not be able to enter the school to speak to teachers during this "new normal", but if you have any concerns at all please contact your child's teacher (who will give a contact email address at the start of term) or email me ([lynne.pearson@wingateschool.com](mailto:lynne.pearson@wingateschool.com)) if I can help in any way.

Several parents have already asked what they need to bring. Following Infant staff meetings at the start of September, additions may be suggested for individual classes but at the moment your child will need :

-A plain mask (from age 6 and above) with spares in their bag in case they break. Please name!

-A water bottle (named) which can be refilled from our drinking taps

-A book bag - available from the uniform shop if you need a new one

-A morning snack and lunch in a lunch/cool bag if not using the catering service

-A named pencil case which we will keep in school at the start so it's not forgotten at home.

-**Y1 & 2** - writing pencil and coloured pencils, rubber, children's scissors, felt tip pens

-**Nursery & Reception** - children's scissors (We like the younger children to use wider pencils for their little hands so we will provide a starter set for them)

Please make sure all items of clothing and belongings are named clearly.

I will email in September with any other information that arises, PE times, etc.

Each Friday you will receive an Infant newsletter to keep you updated on events, diary dates, etc.

I know there is a lot of information to understand but **together** we can do this. As many of us got to know during the last few months, the education of our children is far more productive when Wingate teachers and parents work together.

At this point I usually say "My door is always open if you want to chat..." This time I'll say "Don't worry, please trust us in looking after your child, and email me anytime you need a chat and I'll try to help all I can"

I look forward to seeing everyone on Thursday 10th September!

Miss Pearson  
Head of Infants

## **JUNIOR DEPARTMENT**

Welcome back! I hope everyone has had a relaxing summer holiday and are ready for a new school year. Firstly, I would like to welcome Miss Stobbs who will be teaching Year 3. I would also like to welcome back Mrs Earl from her maternity leave. I am excited to be back at school, albeit with quite a few new changes following the government guidelines. Could I please ask you to check your emails regularly for updates and information from me, Mr Macrae or the school office and it is VITAL that we have up to date contact information for everyone(emails and telephone numbers). Policies and procedures are now in place, and we very much look forward to getting the children back into their school routines with their new teachers.

**Please read the attached documents carefully as there are many changes to the school day.**

The start of the day: All Junior children arriving by private car will enter the school through the second entrance on Calle Mirador de la Cumbrita.

**The school entrance will open from 08.45 - 08.55.** Parents and carers will drop their child/children off.

Please note;

1. **Parents will NOT be permitted entrance into the school at any time of the day.**
2. **All children must be wearing a mask on entry to school. Children will not be permitted to enter if they are NOT wearing a mask.**
3. **At 9.00 am School Gates will be locked. Students arriving after this time will not be permitted to enter school until 09.50**

Masks: Children will need to be wearing a mask to be permitted entry to school every day. The Junior children will need to wear their masks throughout the day at the following times;

1. Morning lines
2. Break time
3. Lunchtime play
4. During Spanish classes
5. When moving around the school, ie going to the toilet etc.

There will be no access to the Tuck Shop so children will need to bring their own snacks to school for Break time. The children will also need to bring their own personal water bottles to school, as usual. There will be access to fresh drinking water in school but if you know your child is likely to drink more than one bottle in the day it would be advisable to provide your child with 2 full bottles.

As mentioned above, parents will not be permitted entry to the school premises. There will be no face to face meetings for the time being. Therefore, if you wish to contact a teacher please do not hesitate to send your class teacher an email and they will get back to you as soon as possible. Similarly, the children's Home School Records/Diaries can be used as a communication tool between home and school.

Due to the Covid restrictions all children will need their own personal equipment. Some items will be provided by the school, however, they will need to bring in the following equipment;

- Named pencil case
- Pencils
- Coloured pencils
- Writing pen - Year 6 only
- Highlighter pens
- Scissors
- Rubber
- Pencil sharpener
- Coloured pens for polishing - Year 4 and above. The children know what these are.
- 30cm Ruler.

All items will need to be named. They may if they wish bring their own hand sanitizer in a small, **NAMED** bottle which can be kept in their trays.

Uniform: Please be vigilant of the labels on your child's school uniform, including masks, as we are unable to keep any lost property in school and can only return property when it is clearly labelled.

The end of the day: As noted in the Protocols and Appendix linked at the beginning of this newsletter, the Junior hometime will be staggered. The Junior children will exit the school through the second entrance on Calle Mirador de la Cumbrita.

Please note the following hometimes:

1. 15.30 - Year 3
2. 15.35 - Year 4
3. 15.40 - Year 5 and 6

Please be prompt in collecting your child/children. **It is essential that children are collected from school punctually. Due to the COVID-19 Regulations, the school currently has no facilities to maintain class or group bubbles after the close of school.**

I will continue to send my weekly newsletter with updates and new information.

We all look forward to seeing the children on Thursday 10th September.

Mrs L Estevez  
Head of Juniors

## SENIOR DEPARTMENT

Welcome back to all our students on Friday 11 September. We have been working very hard to prepare the school in all aspects. It is very important that you read and understand the changes to the school due to COVID-19. Please take some time to read the Protocols we have in place and the changes to the school day. The morning of the 11th will be given over to teaching our students how the new protocols affect them: arrival and departure from school; in classrooms; moving around the school; break times and lunches; all the changes to make them and staff as safe as possible.

New students will be nervous of course but there will be lots of staff and Prefects on hand to introduce them into school. As you can see in the Protocol, no parents are allowed in school. We will look after them.

To comply with COVID-19 restrictions it is paramount that all students have their own personal stationery supplies **as sharing equipment will not be permitted.**

A daily supply of **PLAIN masks**. We recommend a pack of disposable masks in their bags so they can be changed during the day if needed. We will only accept plain masks. Fabric or filter masks are acceptable but must be plain. Students must arrive at school in a mask or they will be refused entry.

**At 9.00 am School Gates will be locked. Students arriving after this time will not be permitted to enter school until 09.50.**

Remember no tuck shop, so:

Refillable water bottles - full on arrival

Snack and lunch (if not having hot lunch)

Absolutely NO caffeinated drinks e.g. red bull etc

Uniform: remember there is no lost property so it is very important all uniform is named but particularly sweatshirts, tracksuits etc, any items students may remove and forget where they left them!

Normal stationery supplies to include:

**Black** writing pens

Pencils

Pencil sharpener

Coloured Pens/pencils

Highlighters

Ruler

Compass

Protractor

Eraser

Scientific Calculator

All preferably in a sealed bag or pencil case with your child's name clearly marked on it.

**Chromebooks must be fully charged as there will be no facility for sharing other chargers.**

Please could you read through the new rules and regulations, as well as the daily routines and protocols with your child to help them ready themselves for school. Should you have any concerns please email me and I will try my very best to help.

Thank you for your continued support.

Colette Tolfrey

Head of Senior School