

# HERTFORDSHIRE COUNTY COUNCIL

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Westfield Primary School  
& Nursery  
Durrants Lane  
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26<sup>th</sup> August 2020

Dear Parents and Carers,

I hope that you have all had a good summer break and enjoyed getting back to a little more 'norm' with your family and friends and at the same time kept safe and well.

The staff and I are really looking forward to your child/children returning to school next Thursday 3<sup>rd</sup> September and welcoming our new Nursery children the following week.

We are all extremely excited to be able to finally provide full time education again to all of your children. We very much hope that if we all work together to follow the safety protocols we have put in place that we will all be able to keep safe and well and remain open. In order for this to happen, I do feel it is vitally important that we remember that COVID-19 still remains and that we are ALL responsible for continuing to follow the Government's guidance to prioritise the health and safety of the 'whole Westfield family'. This includes the health and safety of all of my staff, which is paramount in order for us to remain open and educate our children.

Thank you all for working so closely with us to follow our new systems at the end of last term and for your positive feedback. I thought it would be helpful after the six-week break to send a reminder letter since my end of term letter, detailing again the protective measures in place following DfE guidance; balancing minimising any risks from coronavirus with also providing a fuller educational experience for our children.

**Please remember: From September, attendance is compulsory for ALL children**

**Essential measures -**

- A requirement that staff, children or parents who are ill stay at home
- Continued regular handwashing throughout the day at school and home
- Enhanced cleaning methods
- Active engagement with NHS Test and Trace

Wherever possible and where reasonably practical we plan to minimise the number of contacts that a child/member of staff has during the school day and maximise distancing between those in school.



As we have previously stated, it is not possible to guarantee social distancing in school, however following government guidance the following measures are being put in place to minimise the risk to staff and children in order to support the health and safety of us all:-

- **STAGGERED START**- parents can bring their child between 8.35am and **NO LATER THAN 8.55am**. **NOTE:** IF there is a high volume of families arriving at a **PEAK** time we may need to review this arrangement and revert back to assigning set arrival times.
- **PICK UP ARRANGEMENTS** - (enter school from TOP gate)

Nursery - 11.45am from Meeting place opposite TOP car park

Reception - 3.00pm from Classroom door

Year 1 - 3.10pm from classroom gated area

Year 2 - 3.10pm from BOTTOM PLAYGROUND

Year 3/4 - 3.20pm from outside classroom steps (TOP PLAYGROUND)

Year 5/6 - 3.20pm - children will leave through the FRONT school entrance and dismissed independently. *(If you are collecting your child please wait for them inside school premises by the hedge)*

**PLEASE ENSURE THAT YOU ARRIVE ON TIME AND LEAVE SCHOOL PREMISES PROMPTLY ONCE YOU HAVE COLLECTED TO REDUCE TRAFFIC FLOW OF PEOPLE ON SITE. PLEASE ENSURE YOUR CHILD/CHILDREN REMAIN WITH YOU AT ALL TIMES WHEN IN YOUR CARE. IF YOU HAVE TO PICK UP A SIBLING PLEASE WAIT OUTSIDE THEIR PICK UP POINT.**

**PLEASE ENSURE THAT YOU FOLLOW SOCIAL DISTANCING RULES AT ALL TIMES.**

- Continue operating a one way system for drop off and pick up
- Y5 and Y6 must walk into the school premises without parents, however if a child does require parent to arrive during transition to new year group then parents to follow above drop off arrangements.
- All other year groups are to be dropped off at outside door of allocated classroom by **ONLY ONE PARENT ON SITE** to reduce number of adults on site.
- Children to remain in class year group Bubbles for teaching and phase sub bubbles for playtime. These phase sub bubbles will be EYFS (Nursery and Reception), KS1 (Y1 & 2), Lower KS2 (Y3 &4) and Upper KS2 (Y5 &6).
- Where possible, teaching staff to only teach across one phase sub class Bubbles with majority of teaching time in one class
- Staff to only have contact with any additional staff through being socially distanced
- In KS2 tables will be arranged forward facing in rows

As previously communicated, the bubbles can 'burst'. It is important that you are clear that if a child or staff member develops symptoms they will be asked to remain at home and follow Government guidance to be tested and inform the school of the result immediately. Following the current Government guidance please see the updated Bubble closure protocol attached to this letter. In the event of a Bubble having to be closed this will include the staff working with the bubble, it may be that a bubble may also need to close due to a lack of staffing provision.

- Children to continue to wear trainers to school (no school shoes or plimsoles to be brought in) This will be reviewed at October half-term.
- Only items to be brought in from home are a water bottle and sun hat - **MUST BE NAMED** *\*coats are obviously allowed if the temperature drops / weather changes*
- LUNCHES - for the first half of term we will continue with packed lunches for all children. This will then be reviewed before October half term.
- All KS2 children must bring a packed lunch IN A NAMED TUPPERWARE CONTAINER (NOT fabric) **or request a packed lunch from the kitchen by e mailing the Office staff**
- All children in Reception, Year 1 and Year 2 **will be provided with a free school packed lunch**
- No items from home to be brought in (no book bags, books or show and tell etc.)
- Reading books - our intention will be to start to send reading books home however if this changes we will inform you and you can continue to use the online resources from Oxford Owl
- No pink slips and only *very quick* message conversation with teacher will be had at drop off. If you wish to send any messages, these are to be written at home and dropped in clear plastic box by child drop off point or emailed. Teachers will respond to messages if required through calling home.
- Children in KS2 will be sat at desks for majority of learning time. Wandering around the classroom will not be permitted to ensure social distancing can be adhered to as much as practically possible.
- Break and lunch - children only allowed to play with others in their phase sub bubble. No contact games or resources are allowed.

### Class Bubbles

- Whole Class bubbles will be in operation. These bubbles will only interact with one other bubble in an outside space at playtimes / lunchtimes. These phase sub bubbles will be EYFS (Nursery and Reception), KS1 (Y1 & 2), Lower KS2 (Y3 &4) and Upper KS2 (Y5 &6).
- Bubbles will be taught by their Teacher and Teaching assistant/s. N.B A teaching assistant may work across two bubbles, however predominately based in one. One HLTA will work within two year group bubbles to release the teacher for planning PPA time one afternoon a week.
- Where possible, adults will stay with their bubble or phase sub bubble for the duration of the school day, including playtimes. However, where this is not possible, they will be overseen by a socially distanced member of staff.
- Pupils will enter via identified doors from the outside straight into classroom (*except Y6 who will use the silent corridor*). There will be limited movement through shared areas e.g hall / dining room / corridors
- Allocated child toilets for each bubble to ensure no interaction with other bubbles
- Majority of First aid / medical needs will be conducted within classroom bubble
- All internal doors in corridors will be wedged open so no handles will be touched
- Playground and field will be coned into areas for break and lunch.

## Learning

- A broad and balanced curriculum will resume as much as is practically possible within the COVID-19 health and safety measures
- If a Bubble closes, online learning will be provided, to ensure all children are able to continue working at home. In the event of this occurring, we will communicate further details out to you and would like to thank you in advance for continuing to support us with this.

## Health and safety

- Where possible, staff will adhere to the 2m social distancing expectation from each other and children. It is acknowledged however that this is extremely challenging across the school. We will not be reinforcing a 2m social distance between children as this is not logistically possible with 30 children in the classroom.
- Staff may choose to wear face coverings during the school day
- Bins will be emptied after every session (break, lunch and end of day)
- All tables will be wiped after every session (before start of day, at break, at lunch, end of day)
- Washing of hands will happen at start and end of every session (start of day, before break, after break, before lunch, after lunch, before end of day), as well as after toileting.
- **Please read the updated bubble closure procedures** sent out with this letter, for what will happen if there is a suspected case of COVID-19 and when a Bubble will be closed.
- Tissues will be available in all classrooms
- All children and staff will be reminded not to touch their eyes, nose or mouth with hands
- No parents allowed to enter school buildings except the Reception entrance **by prior arrangement with Office staff and following social distancing rules.**
- All rooms will be kept as ventilated as possible - windows will be left open and doors while temperature permits it to.

We appreciate that this is a lot of information, however it is ESSENTIAL that we all continue to work together so that we can try to keep safe and well. Please ENSURE that you continue to follow social distancing rules when coming on to the school site, keep your children with you at all times whilst in your care and also outside of the school gates.

Thank you in advance for your continued support, patience and understanding as we together continue to strive to face this pandemic safely and welcome everyone back.

Kind regards

Suzanne Stace and the Westfield Team