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Aspiration for All

Westfield Primary School

Plan to reopen

June 2020

Dear Parents and Carers,

I am finally in a position to communicate the plans for reopening for Reception, Year 1 and Year 6. It has taken a lot of planning and even up until this morning, things had changed. I wanted to assure you that I am working alongside Governors, the Local Authority and using the Government guidelines to make sure that the school is safe to open for you, your children and the staff. There is a robust risk assessment that we are working towards which has enabled us to make the changes as needed. The health and wellbeing of all is our principal concern. If I feel that school is not a safe environment for all, then we could be in a situation where we cannot and should not open for pupils, due to not meeting the criteria. In this case, Governors and I will communicate with you the next plan of action.

I hope that the information outlined below will give you a clear understanding to how we are operating the reopening and what it means for your child.

Dates for reopening

In conjunction with the Local Authority guidance and allowing for all policies and procedures to be put in place, school will reopen on the following dates.

Reception and Year 1 children – **Monday 8th June**

Year 6 children – **Wednesday 10th June**

Key worker children – Children will continue to be booked in as normal

Year 2, 3, 4 and 5 children – School will not reopen for these year groups – awaiting further Government guidance

Attendance is at the discretion of the parent and no penalty will be issued if your child does not attend.

School will phone you as per usual if we do not hear from you and your child is absent. If you are not sending your child in to school then please notify us.

Classes now called 'Bubbles'

There will be 5 class Bubbles.

Bubble 1 – Key worker children only

Bubble 2 – 13 Year 6 children led by Mrs Davies

Bubble 3 – 13 Year 6 children led by Mrs Havard

Bubble 4 – 15 Y1 children led by Mr Parker

Bubble 5 – 15 Reception and Y1 children led by Mrs McIlroy and Miss Evans

Children will be assigned to a bubble and this will be communicated to you by telephone call from the class teacher on the **3rd, 4th or 5th June.**

Start and end of the day

In order to ease the flow of parents at the start and the end of the day we will be operating a one way system to get children in and out of school. Signs have been put up around the school grounds to maintain the flow and staff will be on hand to support the need for social distancing between families.

Only 1 adult per child for drop off/pick up. If you are a one parent family and do not have anyone to support looking after a sibling as you bring your child to school, they can be with you however you must stay together as you move through the one way system and maintain 2m distance at all times.

To help we have also introduced staggered start and end times for each bubble. To enable for this to work smoothly we ask that you please follow the timings.

	Start of the day time	End of the day time
Bubble 1 – Key worker children	Flexible according to need	Flexible according to need
Bubble 2 – Year 6 Mrs Davies	9:10am	3:10pm
Bubble 3 – Year 6 Mrs Havard	9am	3pm
Bubble 4 – Year 1 Mr Parker	8:50am	2:40pm
Bubble 5 Rec/Y1 Mrs McIlroy/Miss Evans	8:40am	2:30pm

Please note that Bubble 4 and 5 have an earlier end of the day time to allow for deep cleaning of the Early Years environment and continuous provision resources ready for the next day.

In and out of the school grounds

School is pedestrian only from 8:15am till 3:30pm.

The one way system starts at the car gates for all children.

Year 6 children go left down the ramp and across the carpark. 2m markers have been set up the ramp and to the KS2 playground to wait to go in. A hand washing station will be available for the children to sanitise before entering school.

Year 6 parents to continue across the playground and then follow the way out signs up to the pedestrian gate which is out only.

Reception and Year 1 children enter from the car gates and follow the signs to the right to join the 2m markers to wait to enter school. At the gate you will be called one at a time to the classroom door to help your child to sanitise their hands before entering school.

Reception and Year 1 parents are then to continue across the KS1 and KS2 playground and follow the signs up to the pedestrian gate which is out only.

I understand it is hard to see what the one way system looks like but we have displayed many signs to help.

Classrooms, break and lunchtime

School will look and feel different for the children as they will need to stay in their bubble at all times.

We are planning as much outdoor learning as possible however they will not mix with another bubble during any part of the day.

Free School meal and paid lunches will be provided in the form of a grab bag/packed lunch and will be eaten in the classroom, followed by outside play. Children can bring their own packed lunch as before.

Classrooms will look different. Desks have been allocated to the children and have been set 2m apart to allow for the recommended social distancing. They will remain seated, other than to use the toilet, at break times and outdoor learning times. It will be individual learning only.

In Year 1 and Reception, the children will be given access to some continuous provision and carpet time, maintaining 2m distance where possible.

The children will have their own equipment and resources to use which can be cleaned at the end of each day. They must not bring a bag or anything in from home except a water bottle.

Children will be asked to wash their hands on several occasions throughout the day.

Lunch and break times will be staggered so that bubbles do not mix.

Curriculum and learning

Children will be taught some aspects of the curriculum including PSHE, Maths and English.

Aspects of the curriculum such as, PE and Music will be not be taught. Children do not need PE kits.

Home learning will continue for the children not attending school.

No homework will be set.

First aid and illness

You **must not** send your child to school if they are unwell or showing any signs Covid-19 symptoms.

If your child becomes ill during the day then they will be made comfortable in an isolation bay which has been set up in school and you will be called to come and collect immediately.

Regardless of incident or illness, a first aider will wear full PPE.

If there is a confirmed case of Covid-19 with a child or member of staff, all children and staff within that bubble will be placed on a 14 day quarantine period.

Other information

Children must wear clean clothes each day. This can be their own clothes or if you need to get the wear out of their summer uniforms, this is fine.

The office area will be closed as it is not big enough to maintain social distancing. If you wish to speak to somebody, please telephone between 9:30am and 2pm.

The provision for Breakfast club and After School Club is not available for children in bubbles 2-5.

Finally

Guidance does evolve and I am sure that there will be further information that I will need to send out to you.

I have added a Local Authority checklist designed to help you and your child return to school.

I have given you a lot of information today and I understand you will might have some follow up questions. I am in school all half term week if you wish to contact me and I can help you with your queries.

Take care,

Miss Pope

Primary: Parental checklist for children returning to school

Just before your child returns to school:

- Confirm when the school will re-open and for which year groups.
- Confirm your child's start and finish times – these may be different for different year groups.
- Confirm the arrangements for your child entering and leaving the school grounds and building.
- Confirm lunchtime arrangements including start and finish time.
- Check arrangements for packed lunches and snacks.
- If your child travels to school by pre-arranged transport, confirm arrangements including pick-up and drop-off times since they may be different to before school closure.
- Confirm with the school that your child will be attending provided neither they nor you need to self-isolate at short notice.

When your child returns to school

Stay safe:

- Stay at home if you or your child are ill. Children who arrive at school ill will be sent home.
- An at-risk child should continue to learn at home.
- If at all possible, avoid using public transport when taking your child to school or home. Do not use public transport if you or your child are ill.

Good hygiene matters:

- Remind your child that they are expected to follow good hygiene practices - wash and dry hands regularly, cough into their elbow, do not touch their face, and use hand sanitiser when provided.
- Let your child know that they will see more cleaning of the school and their classroom.
- Talk to your child about why it is important that they do not share any food or drinks with others at school.
- Talk to them about not sharing equipment such as pens, pencils and colouring pens. Explain they will be given
- If your child asks you about people wearing face coverings, let your child know that some children and adults may need or choose to wear these. It might be part of their cultural practice to do so or to support their hygiene needs. Encourage them to respect others' choices.

On the way to school on your child's first day back:

- Explain to your child that there will be different arrangements for them entering and leaving the building and, to younger children in particular, explain that you probably will not be able to go with them right up to the door.
- If you do not accompany your older child to or from school, explain to them why it is important that they must arrive at school and leave the school grounds at their allotted time.
- If applicable, talk to them about the physical distancing rule on school transport.

Being in school will not be the same:

- Let them know that school staff will explain the new routines and how, and why, being in school will not be the same as it was before. There will be classroom and playground rules that they must follow.
- Talk to your child about school groupings. Let your child know they may not be going back to their usual classroom. They may be in a different room with a different teacher but they will be with children and teachers they know.
- Talk to them about the school groupings rules –they need to stay in their school group and not mix with other school groups and, with older children, why this is important (contact tracing); physical distancing from other children and staff – no hugs; washing their hands properly and often; not sharing equipment. Remind your child that they need to stay two metres away from children who are not in their school group.
- Let them know the classroom may be set up differently.
- Let them know that they may be expected to sit in the same place each day they attend.