



Watton Westfield Infant and Nursery School, West Road, Watton, Norfolk, IP25 6AU

<http://watton.corvuseducation.com>

Tel: 01953 882669 Fax: 01953 881602 Email: office@westfield.norfolk.sch.uk

Executive Headteacher: Mrs A Lightbown

Headteacher: Mrs H Kemp

Thursday 21st May 2020

Dear Parents and Carers,

RE: Procedures for re-opening the school

Now that we have confirmed the number of children who will be returning to us on 1st June should the Government criteria be met, we are able to share the routines and expectations that will be in place to safeguard your child while they are at school.

The children have been placed into a group or 'bubble' who they will spend their entire day with, this is to minimise the risk of exposure; these groups cannot be changed. You will shortly be receiving a text to notify you which group your child will be in and the days and time windows for them to enter and leave the school. As children from each group need to be kept separate, we are unable to offer a breakfast club or after school club.

Before school.

Uniform: To reduce the risk of contamination we expect children to come in wearing clean clothes every day. As such, we do not require pupils to wear their school uniform. They will need to wear clothes that are suitable for PE and outside activities and must wear trainers/sensible shoes for outside games and activities. Nursery children, or those who need intimate care, will need to bring a bag containing a change of their own clothes as we will be unable to use school spares.

Checking how they are feeling: We expect parents to monitor their child's general health and act with caution if there are any signs of them being unwell.

Equipment: We do not want the children to bring in any unnecessary equipment from home. Children should not bring in any toys, bags or pencil cases. Fluffy/furry keychains will also not be permitted in school. They will be allowed to bring in a lunchbox if necessary, which will be kept in their classroom 'bubble' with them. **Children must bring a named water bottle filled with water to school.**





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Travelling to and from school

To minimise the number of people at the entrances to our site, we ask that only one parent escorts their child to school and that they do not gather around the school gates or key parking areas. Parents and children should only be walking to school with other members of their household. If a parent in your household is classed as vulnerable to COVID-19, we ask that you arrange alternative drop off and collection provision for your child.

If you drive to the school, only members of your household should be in your car – car sharing is not permitted at the current time.

Start of the day.

Please note: Until further notice, parents will not be allowed on the school site unless they have an essential reason such as collecting an ill child.

Your child will need to enter the school via the front gates during their given 10-minute time window. Year 1 children to wait, socially distancing, with their adult at the main gate near the staff car park, and Reception/Nursery children at the gate to the left of the nursery building, socially distancing with their adult. At this time, they will be collected by their class teacher and escorted to their classroom, where they will wash their hands and begin their daily activities.

At the gates: We ask that you do not go inside the entrance gates until it is the dedicated time for your child to enter the school site. You will see 2m markings showing where you can line up safely.

If your child is late, they will need to wait until the last group has been admitted and then will be allowed to enter the school site.

Break and Lunch times.

Play and lunchtimes will be staggered to minimise the number of children who will be in an area at one time. During break and lunch, each group will be assigned a different area of the playground and field for the week. They will not be allowed to go into any area assigned to any other group. The children will eat their lunch in their classroom (the teachers will disinfect their desks before and after eating). If your child





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would like a school meal, they can order a packed lunch as usual with their class teacher and these will be delivered to their classroom.

Lessons

The Year 1 children will be assigned a desk in their classroom and they will use that desk every day they are in. They will also be given a pack of stationery for their individual use; they will need to look after these items. The children will work in their books, which will stay on their table. At this time there will be no formal marking but the teachers will be providing verbal feedback to all children during the lesson.

Other arrangements for the day

We will be encouraging the children to participate in lessons and activities outside throughout the week. Each bubble will be assigned toilets that they are able to use during the day. There will be no collective assemblies until further notice; teachers will conduct smaller assemblies in their classrooms. The children will be instructed to wash their hands regularly throughout the day.

At the end of the day

Like the start of the day, the children will be assigned a 10-minute window during which they must be collected.

Please do not enter the school site until your 10-minute window, and then line up along the path either near the staff car park for Y1, or near the nursery for Reception/Nursery. When you are at the start of the line, your child will be released to you.

Illness

If a child or staff member develops coronavirus symptoms, they will be sent home to self-isolate for 7 days. Their household members should self-isolate for 14 days. All staff and students are encouraged to get tested in this scenario. **In this situation, you will be called to collect your child as soon as possible. Please make sure that your contact details are up-to-date so that we are able to contact you in an emergency.**

Where the child or staff member tests negative, they can return to school and their household members can end their self-isolation.





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Where the child or staff member tests positive, the rest of their bubble group will be sent home and advised to self-isolate for 14 days. The other household members of that bubble group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As each group has an assigned teacher, any staff illness will also, unfortunately, mean that the children in that group will be unable to come into school and will have to complete the Home Learning Menu tasks at home.

Social Distancing.

We have organised all of the classrooms so that the desks are socially distanced. All staff will be wearing face shields so that they are able to support the children when social distancing is not possible.

For the safety of the children, their families and the staff, if a child refuses to follow social distancing rules in school, the parents will be called and they will be sent home immediately. Any other unsafe behaviour during this time will also result in parents being called and appropriate actions being taken.

Thank you for your continued support and understanding. If you have any questions, please contact the school office.

With my thanks and best wishes,

Helen Kemp

Executive Headteacher





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