



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

Trust Lead: Mrs A Lightbown Executive Headteacher: Mrs H Kemp

Friday 17th July 2020

Dear Parents/Carers,

RE: Procedures for the wider re-opening of Watton Westfield & Watton Junior Schools in September

Now that we have received further advice from government and the local authority regarding Covid 19 risk assessment, we are able to share the routines and expectations that will be in place to safeguard your child while they are at school from September.

Children will be in a class 'bubble' of up to 30 who they will spend their entire day with, this is to minimise the risk of exposure; these groups cannot be changed and will not mix in school. Staffing will be kept as consistent as possible.

Before school.

Uniform: To reduce the risk of contamination we expect children to come in wearing uniform every day. On PE days children will be expected to come to school in their PE kit. Teachers will confirm PE days in September. PE will be outside whenever possible including in cooler weather. Children will be allowed to wear tracksuits. Birds of Dereham sell plain black or navy jogging bottoms and jackets which can be worn with your child's house colour t-shirt.

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. Do not send your child to school with a temperature, persistent new cough, and loss of taste or smell. Report any absence to the school office as soon as possible.

Equipment: It is expected that the children will bring their book bags and water bottles (filled with plain water only) every day. They will be allowed to bring in a lunchbox if necessary, which will be kept in their classroom 'bubble' with them. We do not want the children to bring in any unnecessary equipment from home. Children should not bring in any toys, unnecessary bags or pencil cases. Fluffy/furry keychains will also not be permitted in school. Any transitional objects must be agreed with staff before being brought in and must be able to be wiped clean.

Attendance

From Monday 7th September, school attendance will be mandatory for all year groups unless your child has received an NHS shielding letter, which we would need to see evidence of. Failure to attend school in September, unless your child is unwell, will be logged as unauthorised. If your child is absent for 10 consecutive sessions, it will be reported to Norfolk County Council and a fixed penalty notice will be issued.

It is also very important that you bring your child to school on time as the office staff are unable to take any late arrivals through to other classrooms. This is to prevent class bubbles being crossed and to keep the number of adults entering class bubbles at a safe amount.





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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.

Start of the day.

All children will be assigned a time slot to arrive and a designated gate or doorway to arrive at. Arrival and collection times will be staggered. Your child will need to enter the school during their given time slot. Please do not arrive earlier than this. On arrival at the gate any children wearing face coverings must remove them and hand them to their parent/carer or store them in a sealed bag.

Until further notice, parents will not be allowed beyond the school gates where you hand over and collect your child from unless you have an essential reason such as collecting an ill child or a pre-booked appointment. A member of staff will meet you and your child at their designated gate/door. If you need to speak to the office, please ring the door bell and wait for a member of staff to come to the door. Visitors will not be admitted into the building without a pre-booked appointment. Please telephone or email where possible.

Hedgehog Nursery children will enter via the Hedgehog Nursery door.

Monkey Nursey children will enter via the Watton Westfield main front door.

Reception children will enter via the side gate to the left of the Watton Westfield Nursery block onto to EYFS field.

Year 1 and Year 2 will enter via the main playground gate by the Watton Westfield staff car park.

Please socially distance according to the markings provided while you queue. Children must stay with their parents and not be allowed to wander off while waiting.

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.

Designated arrival and collection slots are as follows:

Class	Arrival Time	Collection Time	Comment
Hedgehogs	Transition w/c 7th Sept From 14th Sept: 9am (morning and 30hr children) 12noon (afternoon children)	Transition w/c 7th Sept From 14th Sept: 12noon (morning children) 3pm (30hr and afternoon children)	Nursery children assigned groups and times for transition during w/c 7 th Sept
Monkeys	Transition w/c 7 th Sept From 14 th Sept: 8.30am (morning children) 9am (30hr children) 12.30pm (afternoon children)	Transition w/c 7 th Sept From 14 th Sept: 11.30am (morning children) 3pm (30hr children) 3.30pm (afternoon children)	





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Class	Arrival Time	Collection Time	Comment
Pandas	8.30am	11.30am on 7 th , 8 th & 9 th Sept 1.30pm on 10 th & 11 th Sept 3pm from 14 th September onwards	Reception half classes only 7 th & 8 th Sept. Children will attend either Monday 7 th or Tuesday 8 th Sept Children who attended Westfield Nursery on 7 th Sept. Children who did not attend Westfield Nursery on 8 th Sept. Every child from 9 th Sept.
Koalas	8.40am	11.40am on 7 th , 8 th & 9 th Sept 1.40pm on 10 th & 11 th Sept 3.05pm from 14 th September onwards	
Polar Bears	8.50am	11.50am on 7 th , 8 th & 9 th September 1.50pm on 10 th & 11 th September 3.15pm from 14 th September onwards	
Honeybees (Inclusion class)	8.40am	3.05pm	
Elephants & Giraffes	8.30am	3.00pm	
Meerkats & Parrots	8.40am	3.05pm	
Cheetahs & Penguins	8.50am	3.15pm	

There will be hand sanitiser available at the gate and entrance doors. Children will be expected to sanitise or wash their hands on arrival at school, regularly throughout the day and before they leave.

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. 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 staff will disinfect their desks before and after eating). If your child would like a school meal, they can order a packed box meal as usual with their class teacher and these will be delivered to their classroom. The menus will follow.

At the end of the day.

Like the start of the day, your child will be assigned a time slot during which they must be collected. Please do not enter the school site until your allocated time. Please queue, socially distancing from other parents, at the same gate/door you dropped your child off at in the morning. When you are at the start of the line, your child will be released to you. Please leave site promptly.

We advise that all children wash their hands as soon as they arrive home.





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Illness.

All children will be asked about their health and general wellbeing on arrival every day. Parents will be asked for Early Years pupils. Any child who reports feeling unwell will be sent home. It is expected parents will collect them as soon as possible.

If a child is to be sent home they will be isolated from their bubble. A member of staff wearing PPE will stay with them until they are collected by a parent or carer. Further advice will be given to whoever collects.

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.

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.

Further information will be available on the school websites regarding procedures for illness, isolation and testing.

Other arrangements:

There will be robust hygiene and cleaning in place across school. High use touch points will be cleaned throughout the day by school staff.

If a child refuses to follow hygiene rules in school, they will be offered an alternative way to sanitise their hands. Continued refusal will result them being unable to take part in some of the planned school day because they will need to be kept separate from their peers. Any resources they have used that day will be separately and thoroughly cleaned. Their parent will be informed when they are collected at the end of the day. Any other unsafe behaviour will result in parents being called and appropriate actions being taken.

Certain curriculum activities will be limited, e.g. singing or group demonstrations. PE will be non-contact and the use of shared resources will be avoided where possible.

Interventions and group support will resume. Staff will clean high touch points between groups.

We advise parents to use minimal outside providers for childcare and activity clubs to minimise wider contact. Where this is not possible we advise that this is kept consistent.

School breakfast and afterschool club will run but must be booked in advance by the half term. We will not accept ad-hoc or last minute bookings. Children will be outside as much as possible.





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Parent – teacher meetings are likely to be conducted over the telephone or by video call until further notice.

We will be complying with test and trace regulations and all visitors on site will be asked to leave contact details. These will be passed on to the test and trace program if a positive test is recorded at school.

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

With my thanks and best wishes,

Mrs H Kemp

Executive Headteacher





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Registered in England & Wales No 10523505. Registered office: Manor Road, Long Stratton, Norwich NR15 2XR
Trust Lead: Mrs A Lightbown