



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

Thursday 9th July 2020

Dear Year 2 Parents and Carers,

RE: Procedures for Year 2 children attending on Monday 20th, Tuesday 21st and Wednesday 22nd July 2020

Thank you for letting us know your child will be attending our transition days on Monday 20th, Tuesday 21st and Wednesday 22nd July 2020. **Children are invited to attend all three days, unless they are not moving up to Watton Junior School in which case they should only attend on Monday and Wednesday.** They will spend time reigniting their friendships, thinking about what they have enjoyed at Westfield and are looking forward to or worried about at their new school, and saying goodbye to their teacher and any friends who may be moving to different schools. We will have lots of fun, play games and enjoy each other's company in a safe way under current government guidance for Covid 19.

On the Tuesday each class will have a visit to Watton Junior School to meet some of the staff, look around the school and ask any questions they may have. If your child is not going to Watton Junior School in September, please keep them at home on Tuesday 21st July.

The children will stay in their class group or 'bubble' who they will spend their entire day with and these groups cannot be changed or mixed to minimise the risk of exposure.

Please help us keep everyone safe by following the procedures below:

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.

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 items 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.

Reading and Library Books: Please return any school reading or library books to the box available at the gate. Please do not put anything other than school reading or library books in this box. The box and its contents will be quarantined over the summer holiday before they are used again.





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Sun Protection: Please apply a once a day or high factor sun cream to your child before school. If you wish to send sun cream into school for your child the bottle must be named and will stay on their desk for the duration of the three days. It will not be able to go home and come back over the course of the transition days. Children must be able to apply their own sun cream and we cannot help them with this. They may also bring and wear a sun hat to school.

Travelling to and from school.

To minimise the number of people at the entrances to our site, we ask that only one parent or carer 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.

Start of the day and staggered drop off and collection times

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

Entry and collection times will be staggered. Your child will need to enter the school via the front gates during their given 10-minute time window (below), waiting socially distanced with their adult at the main gate near the staff carpark. There are marks on the paths to help with this. At their allotted time, your child will be collected by their class teacher and escorted to their classroom, where they will wash their hands and begin their activities. 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.

Giraffes and Elephants	8.40am to 2.40pm
Meerkats and Parrots	8.50am to 2.50pm
Cheetahs	9am to 3pm

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 three days. 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 would like a school meal, we can provide a school packed lunch on Monday and Tuesday only. On Wednesday all children will need to bring a packed lunch from home** as this was originally an Inset day and there is not a kitchen open to prepare the meals.

At the end of the day.

Like the start of the day, the children will be assigned a 10-minute window (as above) 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 carpark. When you are at the start of the line, your child will be released to you.





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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 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 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.

Social Distancing.

We have organised all of the classrooms so that the desks are socially distanced. All staff have been issued 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.

If you have any questions, please contact the school office.

Thank you for your continued support and understanding. We are delighted to be able to welcome the Year 2 children back for these last few days. We will miss them all very much when they move up to their new schools.

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