



*Headteacher: Mrs Toni Kittle*

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**Tuesday 3<sup>rd</sup> November,**

Dear Parents,

Following the Government's announcement, we have reviewed our risk assessment and procedures in anticipation of the national lockdown from Thursday 5<sup>th</sup> November.

Our school will remain open and all children are expected to attend except for the following reasons;

- illness
- self-isolation as directed by NHS Track or Trace or whilst they or a member of their household is awaiting Covid-19 test results.

If your child is self-isolating, we will provide them with remote learning. This can be done either as a pack which can be collected from school or via Class Dojo. Your class teacher will communicate with you through Class Dojo to keep you informed of learning to do at home.

Guidance for children categorised as clinically vulnerable or extremely clinically vulnerable has not changed and children should still attend school unless otherwise advised by a medical practitioner. Should this guidance change we will update you further.

We are pleased that we have not had any cases of Covid-19 at Westfield so far and that we have not had to close any bubbles. We are keen to ensure our site remains safe and as part of our continuing self-evaluation, we have made the following changes.

All external lettings at school have been cancelled.

***Courage - Determination - Inspiration - Excellence - Respect***

## **Ensuring Safety on Site**

From Thursday 5<sup>th</sup> November, we are asking all parents to please adhere to the following expectations;

- 1) To wear a face mask at all times whilst on the school site, this includes at drop offs and collections and during any meeting you have with a member of the school team. Our staff will wear a face shield at drop and collections.
- 2) To ensure children are dropped and collected promptly at designated times 8:45/9:00am and 3:15/3:30pm and to not arrive early or stay on site after collection to avoid congregating. Our staff will ensure doors are open on time and there should be a fluid and distanced handover please.
- 3) To ensure adults maintain social distancing of 1m+ whilst on the school site.
- 4) To adhere to the one-way system around our site, collecting any siblings from youngest to oldest, using the main pathway to enter the site and the turning circle pathway to exit as signposted.
- 5) To respect the decision that only one parent per household should be present please.

## **Further Changes**

**Reading** is an essential skill and our books are designed carefully to support the systematic teaching of reading. Therefore, reading books will still be issued and sent home. We have robust 72-hour quarantine procedures in place to ensure books are safely returned and reissued. Children will be asked to bring in their reading records and have them open on their desks for teachers to review to ensure reading is regularly carried out at home and recorded. Stamps will be used by staff.

**Homework books** should now be kept at home and homework sheets for Maths, spelling and other assigned work will be sent home to be added to their homework book. Children should complete their homework and post a picture onto Class Dojo of their work for their teacher to review and give feedback on. Any creative work that supports the children's learning can be completed at home and pictures and short videos of what they have made can be uploaded onto Class Dojo to share with the class teacher and can be shown to the class.

**Instruments** – pupils in Year 4 and 5 who are taking their instrument home can still do so and bring them into school for their lesson each week. The instruments are used only by the pupil themselves and will be stored without touching other instruments during the school day. Music lessons will continue to be taught in class bubbles.

**Bringing in items from home** – we are keen to reduce the number of items travelling between home and school. Children will continue to bring in book bags and PE kits and these will be stored on the pupil's peg. Book bags can be brought in daily. PE kits should arrive having been washed over the weekend. They will be sent home each Friday. Packed lunches and water bottles are also permitted. There is no need for pupils to bring in stationary items as these are provided. Mobile phones for pupils in Years 5 and 6 may be brought into school, these will be wiped on arrival using an antibacterial wipe before being locked in a cupboard during the school day.

**Birthdays-** unfortunately, at this time we cannot allow children to bring in cakes or sweets to share with their friends. Even prior to lockdown, this was not permitted at Westfield. Thank you for your understanding.

### **Bubbles**

Children continue to learn within their own classrooms only. During all lessons, there is no class mixing. The only time children mix with another class is during break time of 15 minutes and a 30-minute outdoor play at lunch. During these times, they play outside with their parallel year group only. We do not have the time within the school day, or space outside to allow 15 classes to have separate breaks and lunchtimes.

After school clubs are also within year groups. Mulitsports takes place outside and year group clubs allow for class groups to stay together within their own rooms-with double doors separating them.

### **Wraparound care**

Breakfast Boost and Woodlanders remains fully operational and the Government have made it clear that childcare arrangements should remain open during the forthcoming lockdown.

### **Communication**

We know how important collaborative working is and we are therefore prepared to meet with parents should a face to face meeting be required. Masks for all parties will need to be worn. We would however invite a phone call or zoom meeting in the first instance. Please use dojo to contact any member of our team to arrange this. Parents evening this term will take place during the week of **23<sup>rd</sup> November** and a link to arrange a 1:1 online meeting will be sent out shortly. We are also arranging a number of curriculum meetings and forums-again these will be remote.

Finally, I hope you feel able to contact us if you have any concerns, questions and thoughts regarding our current approaches to ensuring children are safe and thriving. I really do want to work in partnership and your voice matters.

With kindest regards,

Toni Kittle

Headteacher