



School Lane, Yateley, Hampshire, GU46 6NN  
Tel: (01252) 408218 Fax: (01252) 408216

Headteacher: Miss J Redman  
[www.westfields-jun.hants.sch.uk](http://www.westfields-jun.hants.sch.uk)

@westfields\_jun

UNITE - INSPIRE - EXCEL

Dear Parents,

Firstly may I say, I hope you have all enjoyed a lovely summer holiday! Ahead of the children's return to school for the new academic year on Monday 7<sup>th</sup> September and further to my letter at the end of term, I wanted to write again to clarify final details following further detailed review of the latest DfE guidance. I have attached the 'Returning to primary school: what parents need to know' document.

Over the summer holidays we have continued to work hard to plan and prepare for the new term and we are all very excited to be welcoming our children back! Every effort has been made to maximise safety whilst making arrangements that are as 'normal' as possible to support the children in their transition back to school.

For clarity, below is an updated summary of our plan for your reference:

Attendance	<ul style="list-style-type: none"> <li>School attendance will be mandatory from the beginning of the Autumn Term; this means from that point, the usual expectations regarding school attendance will apply. Please refer to our Attendance Policy for reference. Current guidance states that all adults and children shielding will pause on the 1<sup>st</sup> August. If you believe you have mitigating circumstances not to follow this government advice, please contact Miss Redman as soon as possible.</li> <li>Any absence should be communicated as usual before 9.00am on the day of absence to support safeguarding measures – monitoring of attendance will be resumed from September.</li> <li>If you have returned to the UK from one of the countries that require self-isolation, please let us know as a matter of urgency as these expectations must be adhered to and we can record absence appropriately.</li> </ul>
Group organisation (bubbles)	<ul style="list-style-type: none"> <li>Pupils will predominantly be in their classes for the majority of the school day however, it is recognised that there are times during the school day where being a part of a year group bubble would ensure full curriculum provision e.g. lessons where resources need to be shared. It would also support the practical logistics of the school day e.g. staggered starts and departures, assemblies, breaktimes and lunchtimes</li> <li>Maintaining consistent groupings is key and bubbles will be kept apart although adults are now able to move across classes/bubbles but will be encouraged to keep their distance. As such, for the Autumn Term, there will be no parent helpers or volunteers in school.</li> </ul> <p>The guidance states: Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission of COVID-19. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p>

ParentalEngagement  
QualityStandard



Classrooms and equipment	<ul style="list-style-type: none"> <li>• Classrooms will have windows and doors open to increase ventilation wherever possible.</li> <li>• Classrooms will have minimal furniture (e.g. no soft furnishings) and have been deep cleaned over the summer holidays.</li> <li>• The children's tables are separated out as much as possible with them all facing the front of the classroom.</li> <li>• Children will sit side by side facing the front of the classroom.</li> <li>• Classrooms that need to be accessed in a fire evacuation have a taped off walkway.</li> <li>• Children will bring their belongings into school in a sensibly sized bag which they will hang on their peg with their PE kits and coat. They will be encouraged to limit the amount of equipment they bring into school each day to essentials such as lunch boxes, water bottles (these are ESSENTIAL to be brought from home daily to avoid unnecessary contact), coats, books, stationery and mobile phones (Year 5/6 – if a Mobile Phone Agreement has been signed). Children will be encouraged to have all belongings in their bag, preferably on their shoulders so that hands are free for quick sanitisation when entering school.</li> <li>• Wherever possible, staff and children will have their own items which are not shared. With this in mind, children will be encouraged to bring in their own pencil case ideally containing: pencil, handwriting pen, rubber, sharpener, highlighter, whiteboard pen, green pen, colouring pencils, ruler and glue stick</li> <li>• Classroom based resources, such as books, wet play games, laminated word mats, maths equipment in class (e.g. Numicon, 100 squares, Diennes) can be used and shared within the year group bubble; these will be cleaned regularly, along with all frequently touched surfaces.</li> </ul>
Uniform	<ul style="list-style-type: none"> <li>• Children will be expected to comply with all expectations as outlined in the Uniform Policy including clothing (uniform and PE kit), hair colour/styles and jewellery.</li> </ul>
Arriving at school	<ul style="list-style-type: none"> <li>• We have collaborated with Westfields Infant School to minimise inconvenience for parents whilst promoting safety.</li> <li>• To ease congestion and promote social distancing, children in Years 3 and 6 will arrive between 8.30am and 8.45am and children in Years 4 and 5 will arrive between 8.45am and 9.00am. Complying with these timings will be imperative to support safety of all.</li> <li>• Between 8.30am and 8.45am, Year 3 children (with any accompanying parents) will arrive, entering the school site via the side gate. They will walk onto the front playground and parents will say goodbye and move along the path signposted for them leaving the site via the front entrance. Children will meet a member of staff on the playground who will give them sanitising gel to use before they enter the school. Year 3 children will walk down the side of the school to access their classroom's back door.</li> <li>• Between 8.30am and 8.45am, Year 6 children will arrive (with any accompanying parents), entering the school site via the front entrance (gates will be closed at 8.30am to ensure the safety of the children) They will walk to the courtyard gates where a member of staff will give each child sanitising gel to use before they enter the school. All of Year 6 will use the Year 6 stairwell with 6HC walking through 6LL to reach their classroom.</li> <li>• Between 8.45am and 9.00am, the same system will be in place for children in Year 4 (who will walk to the courtyard gates) and Year 5 (who will walk to the front playground however, instead of walking round the back of the school, they will enter the school via the double doors to reach their classrooms).</li> <li>• If children in Years 4 and 5 arrive before 8.45am, they will need to wait until their allocated time before entering school to avoid mixing bubbles – unfortunately we are unable to allocate staff to supervise early arrivers . If children in Years 3 and 6 arrive later than 8.45am, they will be reminded about the need to follow the clear guidelines about arriving to school to keep everyone safe. These children will only enter if there is limited risk of meeting another bubble. Whilst we appreciate this may be difficult for some parents, we are discouraging pupil and parents arriving beyond their allocated time to promote safety for all.</li> <li>• Parents will not be able to come to the school office or enter the school building. They will be asked to communicate via phone or email wherever possible. PLEASE NOTE: We are doing our very best but particularly on day 1, we will want all of the children to get to their bubbles safely and feel confident about where they are based. This may take a little extra time particularly initially, so we would appreciate your patience and support in regards to social distancing measures.</li> </ul>

	<ul style="list-style-type: none"> <li>• A need to continue social distancing is in place (particularly if queuing to drop off children) and as such may we ask that parents do not gather at entrances or gates.</li> <li>• If any items (e.g. packed lunches/water bottles/PE kits) are forgotten these can be placed in the red box by the front door after 9.00am.</li> </ul>
Handwashing	<ul style="list-style-type: none"> <li>• Children will be given sanitiser gel on entry to the school.</li> <li>• Visual reminders of thorough handwashing technique are on display around school</li> <li>• Children will be given regular verbal reminders about frequently and thoroughly washing their hands (e.g. before break and after break, before lunch and after lunch as well as at any other time it is deemed necessary).</li> <li>• Handwashing will take place in the classrooms where possible to avoid congestion in toilet areas.</li> </ul>
Medication and first aid	<ul style="list-style-type: none"> <li>• Medication needed for children in bubbles will be organised and stored in boxes in the classroom cupboards.</li> <li>• If a child has a minor incident, first aid will be administered by a member of staff following DfE safety guidelines.</li> <li>• If a child presents any Covid19 symptoms DfE guidelines will be followed, they will leave their classroom and be cared for until a parent can collect them. Following this, the parents will be advised to call 111, get a test and report results as soon as possible to Miss Redman.</li> </ul>
Response to possible infection	<ul style="list-style-type: none"> <li>• Anyone displaying any of the following COVID-19 symptoms: <ul style="list-style-type: none"> <li>➢ a new continuous cough</li> <li>➢ a high temperature</li> <li>➢ a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> should <b>not attend school</b> until they have been tested. Please advise us of this immediately. </li> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> <li>• If you or your child display symptoms, we respectfully ask that you book a test at the earliest opportunity. If you test positive, we ask that you provide details to the NHS Test and Trace of anyone you have been in close contact with. Please advise us of the test results.</li> <li>• We will contact PHE health protection team in the case of any suspected or positive cases of COVID-19 so they can complete a risk assessment and advise us on next steps.</li> <li>• Please refer to <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> for further information.</li> </ul>
Break and Lunch Times	<ul style="list-style-type: none"> <li>• Break times and lunchtimes will be staggered to minimise contact between year group bubbles and give children more space.</li> <li>• Lunches will be eaten in classrooms, with the exception of Year 3 who will eat in the hall (desks will be cleaned afterwards).</li> <li>• Packed lunches can be brought in to school or HC3S can provide picnic bags with a daily choice (see attached) which can be ordered as usual with their morning register.</li> </ul>
End of Day Routine	<ul style="list-style-type: none"> <li>• Pick up times will be staggered with Years 3 and 6 leaving between 3.00pm and 3.15pm and Years 4 and 5 leaving between 3.15pm and 3.30pm. Children will leave the school site as follows:</li> <li>• Classes will assemble on the back playground and a one-way system for collection will be in place from the gate on the front playground. Staff will be around to guide parents.</li> </ul>

	<ul style="list-style-type: none"> <li>• If parents are waiting for siblings, they will need to wait socially distanced on the barked area on the back playground. This includes childminders.</li> <li>• Any pupils walking home unaccompanied/leaving school site will be dismissed at their allotted time and will leave via the courtyard gates. Children will ideally not walk across to the infants however, if this is essential, they will be reminded about distancing and will not be permitted into the building.</li> <li>• If children are attending SCL or Woodlarks, the adults will assemble by the tree next to the fitness area to meet with their children (this is also signposted).</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• Teaching teams will clean within the bubble throughout the day including wiping over desks in classrooms after the children have eaten their lunch.</li> <li>• Toilets will be cleaned over lunchtime in addition to after school.</li> <li>• Additional emphasis will be made on mobility areas (e.g. bannisters and stairwells) during daily after school cleaning.</li> </ul>
Teaching and supporting our children	<ul style="list-style-type: none"> <li>• We will continue to provide all of our children with a well-planned, broad and rich curriculum. Time has been spent making sure that we are aware of the gaps in learning our children have experienced, that we are monitoring children's home learning efforts, providing feedback and support and tailoring our 'catch up' to effectively meet the needs of our learners.</li> <li>• Our priority will be ensuring our children transition back into school smoothly and all staff will focus on the children's well-being and emotional needs. Planned activities will take place around this with class contracts created and team building activities carried out.</li> <li>• Books can be brought from home and taken home so reading books, reading records and spelling books can come and go.</li> <li>• There will be no before or after school clubs in the Autumn Term. We would also like to request that parents limit the number of after school care providers/activities/clubs they use to minimise risk</li> </ul>

I am sure you will appreciate the challenges we have (and continue to!) face, just as we understand that each of our families have been on different journeys through the last few months, and have different circumstances but may I assure you we are doing our very best and will continue to do so. We are anticipating that some of our new routines will take some time to be established but your patience is essential – these guidelines and arrangements are new to us all!

As ever, I greatly appreciate your support and patience, please help us to keep all of our families safe by adhering to these guidelines and if you have any issues or concerns, contact us via email or phone and we will of course help in any way that we are able to.

Please continue to take care of yourselves, we are all looking forward to a safe and successful Autumn Term.

Kind regards,



Miss Jo Redman  
Headteacher