

Westfields

JUNIOR SCHOOL

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

Headteacher: Miss J Redman
www.westfields-jun.hants.sch.uk
@westfields_jun

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Dear Parents,

Further to my letter this morning, I am writing to clarify details regarding the start of term and our health and safety measures and procedures following further review of professional guidance from Public Health England, Department for Education and Hampshire County Council and in response to the rising numbers of coronavirus cases both locally and nationally.

For clarity, below is a summary of our plan with details for your reference:

Attendance	<ul style="list-style-type: none"> School attendance continues to be mandatory and the usual expectations regarding school attendance apply. However, as detailed in my letter this morning, due to NE Union guidance, from 5th January 2021-15th January 2021, the following class bubbles are closed and remote learning will be provided to all pupils in 3CC, 3MP, 4RP, 5DC, 6HC, 6LB and 6LL during this period. The exception to this is pupils of keyworkers and vulnerable pupils who will form a bubble for this period of time. Please refer to our Attendance Policy for reference but be aware if your child's bubble is open and as a parent you elect to keep your child at home, this must be recorded as unauthorised absence As usual any absence should be communicated before 9.00am on the day of absence to support safeguarding measures – monitoring of attendance will continue as a legal requirement.
Group organisation (bubbles)	<ul style="list-style-type: none"> Pupils are organised in class bubbles with designated learning spaces as well as playing spaces to minimise contact. Maintaining consistent groupings is key and bubbles will be kept apart with minimum staff changes and an expectation of staff maintaining a distance as much as possible. As such, for the Spring Term, there will be no parent helpers or volunteers in school. <p>The guidance states: Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to 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> <ul style="list-style-type: none"> Shared spaces such as the library are timetabled for individual bubble use only.
Face Masks	<ul style="list-style-type: none"> Although visitors are minimal, they must adhere to the visitor's guidelines and wear a face covering at all times.

ParentalEngagement
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	<ul style="list-style-type: none"> • All parents entering the school site to drop off and collect their children, must wear a face covering. • When not in their own classroom or office, staff wear face coverings as they move around the school and when on duty throughout the day. • Children are permitted to wear a face covering if they wish but must be encouraged to do so responsibly. The DfE states that, "Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully."
Classrooms and equipment	<ul style="list-style-type: none"> • Classrooms are well-ventilated with doors and windows kept open. • Classrooms are clear (e.g. no soft furnishings and removal of unnecessary furniture) and additional cleaning routines arranged. Classrooms are kept clear and organised to maximise space and minimise contact. • The class tables are separated out as much as possible with them all facing the front of the classroom. • Children sit side by side facing the front of the classroom. • Classrooms that need to be accessed in a fire evacuation have a taped off walkway. • Children bring their belongings into school in a bag which they hang on their peg with their PE kits and coat. They are encouraged to limit the amount of equipment they bring into school each day to essentials such as lunch boxes, water bottles, caps, coats, books, stationery and mobile phones (Year 5 and 6 only with signed agreements). Children are encouraged to have all belongings in their bag, preferably on their shoulders when they enter school so that hands are free for quick sanitisation when entering school. • Staff and children have their own items that are not shared as children have been asked to bring in their own pencil case. With this in mind, children will be encouraged to bring in their own pencil case ideally containing: pencil, rubber, sharpener, highlighter, whiteboard pen, green pen, colouring pencils, ruler and glue stick. • 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 class bubble; these should be cleaned regularly, along with all frequently touched surfaces and definitely cleaned before being passed to another class with the year group or across the school. • Each class bubble can access their year group iPad trolley but only by adults to ensure children do not mix across bubbles. iPads need to be responsibly and safely wiped by an adult before being returned to the trolley. • Resources that are shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Each year group is allocated a day(s) to visit the library (Year 3 Monday and Friday, Year 4 Tuesday, Year 5 Wednesday and Year 6 Thursday) to change reading books. Staff taking children to the library need to ensure that all surfaces are sprayed after use. Children cannot go by themselves to the library without an adult. They should be taken in either small groups or half classes with adult supervision. • Books that are returned need to go into a named year group box which are kept out of reach for 72 hours. • Children entering and leaving the library use hand sanitiser that is situated by the computer. Staff need to give children the hand sanitiser. • When lining up in class or in and around school, children need to be spaced out as much as possible.
Uniform	<ul style="list-style-type: none"> • Children are expected to continue to comply with all expectations as outlined in the Uniform Policy including clothing (uniform and PE kit), hair colour/styles and jewellery. • With windows needing to be open for ventilation, we suggest pupils who may be cold, wear a vest and/or skins under their uniform.
Arriving at school	<ul style="list-style-type: none"> • To ease congestion and promote social distancing, children in Years 3 and 6 arrive between 8.30am and 8.45am. Children in Years 4 and 5 arrive between 8.45am and 9.00am. • Between 8.30am and 8.45am, Year 3 children (with any accompanying parents) arrive, entering the school site via the side gate. They walk onto the front playground and parents say goodbye, leaving the school using the double gates leading to the front entrance.

	<p>Children meet the member of staff on the playground who gives them sanitising gel to use before they enter the school. Year 3 children walk down the side of 5DT to access their classroom's back door.</p> <ul style="list-style-type: none"> Between 8.30am and 8.45am, Year 6 children arrive, leave their parents at the main gate and enter the school site through the open gates. They walk to the courtyard gates where a member of staff gives each child sanitising gel to use before they enter the school. All of Year 6 use the Year 6 stairwell with 6HC walking through 6LL to reach their classroom. Between 8.45am and 9.00am, the same system is in place for children in Year 4 (who walk to the courtyard gates after leaving their parents at the main gate) and Year 5 (who walk to the front playground however, instead of walking round the back of the school, they enter the school via the double doors to reach their classrooms). If children in Years 4 and 5 arrive before 8.45am, they wait until their allocated time before entering school. If children in Years 3 and 6 arrive later than 8.45am, they (and their parents) are reminded about the need to follow the clear guidelines about arriving to school. These children only enter if there is limited risk of meeting another bubble. Parents are not able to come to the school office or enter school. They are asked to communicate via phone or email wherever possible. 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. We need to continue social distancing near to our school and as such, we ask that parents do not gather at entrances or gates.
Handwashing	<ul style="list-style-type: none"> Children will be given sanitiser gel on entry to the school. Visual reminders of thorough handwashing technique are on display around school 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). Handwashing will take place in the classrooms where possible to avoid congestion in toilet areas. Children can bring their own sanitiser gel into school for their own personal use through the school day.
Medication and first aid	<ul style="list-style-type: none"> Medication needed for children in bubbles will be organised and stored in boxes in the classroom cupboards. If a child has a minor incident, first aid will be administered by a member of staff following DfE safety guidelines. 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.
Response to possible infection	<ul style="list-style-type: none"> Anyone with COVID-19 symptoms should not attend school until they have been tested. Please advise us of this immediately. If an adult or child develops symptoms whilst at school they will be sent home and advised to self-isolate and arrange to get a test as soon as possible. Other members of their household should also self-isolate until test results are received. 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. Please advise us of the test results. 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.

- Please refer to <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> for further information.



CORONAVIRUS AND YOUR CHILD WHAT YOU NEED TO KNOW

Symptoms of coronavirus (Covid 19)*

High temperature
- chest or back
hot to touch

New, continuous cough

**Loss or change to
sense of smell or taste**

*If your child has any other symptoms and you are unsure what to do, check www.what0-18.nhs.uk/national/coronavirus

If your child or someone in your household has any one of the symptoms of Covid 19

**If your child develops
symptoms at school or
at home, or someone
else in your household
develops symptoms**

**Tell school and
arrange a test
for your child
or the affected
person**

**Whole
household
begins
isolation**

**Other children
in your child's
bubble stay at
school**

When you get the test results

**If test result is
POSITIVE**

**Tell the school
straight away**

**Continue
isolation**

**Public health will advise if
anyone else needs to isolate**

**Your child can
return to school
after 10 days**

**If test result is
NEGATIVE**

**Tell the school
straight away**

**Your child should
return to school
when well**

School staff will work closely with Public Health England to inform you of any confirmed cases of coronavirus at the school and whether anyone else needs to isolate.

This information is relevant to early years settings, pre-schools and schools. For more information, please check the early years setting or school website.

Testing

Ask for a test at nhs.uk/coronavirus or call 119

How to self-isolate

Person with symptoms:
Stay at home for 10 days from when you first noticed symptoms.

Householder members:
Stay at home for 10 days from the day the first person in house developed symptoms or from the day their test was taken if they have no symptoms.

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Assemblies	<ul style="list-style-type: none"> All assemblies will take place in classrooms to maintain class bubbles.
Break and Lunch Times	<ul style="list-style-type: none"> Class bubbles have allocated play spaces outside Break times and lunchtimes are staggered to minimise contact Lunches are eaten in classrooms Packed lunches can be brought in to school or HC3S continue to provide lunches with a daily choice which can be ordered as usual with their morning register.
End of Day Routine	<ul style="list-style-type: none"> Pick up times are 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: 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 Any pupils walking home unaccompanied will be dismissed at their allotted time and will leave via the Courtyard gates. If children are attending SCL or Woodlarks, the adults will assembly by the tree next to the fitness area to meet with their children. 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.
Cleaning	<ul style="list-style-type: none"> Premises staff are adhering to government guidance regarding cleaning practice and procedure Teaching teams will clean within the bubble throughout the day including wiping over desks in classrooms before and after the children have eaten their lunch. Toilets will be cleaned mid-morning and over lunchtime in addition to after school. Additional emphasis will be made on mobility areas (e.g. bannisters and stairwells) during lunchtime and after school cleaning. Deep cleans are completed as required

Teaching and supporting our children	<ul style="list-style-type: none"> • We will continue to provide all of our children with a well-planned, broad and rich curriculum. • Our priority continues to be ensuring our children's well-being and emotional needs are met in addition to their academic needs • Books can be brought from home and taken home so reading books, reading records and spelling books can come and go. • There will be no before or after school clubs in the Spring Term. We would also like to request that parents limit the number of after school care providers/activities/clubs they use to minimise risk
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As I am sure you are all aware, the picture and demands are changing at an incredible rate and we are all responding as quickly and professionally as possible; these details are accurate at the time of sending but as previously communicated, we continue to monitor all updates and will adjust as required whilst keeping our parents as quickly and transparently informed as possible. **AS WE ARE ABOUT TO SEND THIS UPDATE, THE BBC HAS ANNOUNCED THAT BORIS JOHNSON WILL MAKE A TELEVISED ADDRESS AT 8.00PM TO OUTLINE FURTHER STEPS TO TACKLE THE RISE IN CORONAVIRUS CASES IN ENGLAND AND WE WILL COMMUNICATE VIA TEXT OUR RESPONSE IF REQUIRED AS QUICKLY AS POSSIBLE.**

I greatly appreciate all of your support and patience at this time. As always, we are continuing to do our very best given the guidance we are receiving for the best outcomes for all of our children and families. Please continue to take care of yourselves and stay safe, every day we are a step closer to 'normality' and we will get through this working together.

Kind regards,



Miss Jo Redman
Headteacher