



Thursday 21st May 2020

Dear Parents and Carers,

Possible re-opening of schools June 1st for Nursery, Reception, Year 1 and Year 6 and Key Worker Children

I write this letter at such uncertain times and when we are so unsure of what will happen in the coming weeks. However, school leaders and governors continue to make plans so that should schools re-open to some children from June 1st we will be ready to do so. At the moment, should school open, it is likely that we would open to children in nursery and reception from Monday 1st June. We would then look to have Year 1 back in school on Wednesday 3rd June. Should we have staff available, we are provisionally aiming to have Year 6 in school from Monday 8th June. We aim to confirm this for Year 6 no later than Wednesday 3rd June. School will close to all children at 12.30pm, after lunch, on Friday afternoons.

I can assure you that we have a dedicated staff in school who have been working with the children of key workers since March 20th. We are looking forward to welcoming all children back when it is safe for everyone involved but at this point it is difficult to predict when or if this may happen before September. Children who are not able to return to school at the moment will continue to have work set for them to do at home.

Children of key workers from all year groups will continue to attend school. These children in Nursery, Reception, Year 1 and Year 6, will join their year groups as they return to school. The children from Years 2, 3, 4 and 5 will continue to be taught in groups, following the same guidelines as outlined below.

At Westfield, we will limit our group size to 10 children as most of our classrooms only allow for this number of tables at the acceptable 2 metre distance. Each group will be led by a teacher and some groups will have a TA to support. Once the groups have been established, the children will not be able to change groups. The children will not be able to move between groups, or have contact with, at any time during the day. The idea being that each group forms their own "family" group and they stay with the same member of staff throughout the day. Each group will work in their classroom space together and have breaktime and lunchtime together. All groups will have their break and lunch at different times or in different spaces to ensure there is minimal contact between them. Some children will be in a group with a teacher they have not worked with before.

Children in nursery and reception will work slightly differently as the government have recognised that these children will find it extremely difficult to socially distance. Children in these classes will be put into small groups of between 6 and 8 children with an adult leader. This may be a teacher or a teaching assistant. The adult may not be someone they have worked with before. They will spend the day with this group moving around the different zones we have created in the reception area and nursery. When groups move from one zone to the next, the equipment available will be cleaned before they start their activity. Time will be spent in the indoor areas as well as the outdoor spaces but at all times they will stay with their small "family group". We cannot guarantee that children within each family group will always be socially distanced at 2 metres. As you can imagine, we have had to remove many of the resources that we ordinarily use with children as we cannot ensure they can be adequately cleaned in between groups using them.

Email: office@westfield.staffs.sch.uk
Tel: 01902 892143
Website: www.westfield.staffs.sch.uk
Headteacher: Emma Lote

Ounsdale Road,
Wombourne,
Wolverhampton
WV5 8BH



While staff have been told there is no need to wear PPE (a government directive), this will be at the staff's discretion. However, if contact is made with children for medical reasons or for changing, staff must wear PPE, including a face mask.

Groups of children will arrive a school at different times to avoid groups of parents or children gathering on the playground. Allocated times will be between 8.40 and 9.10am. As children arrive, they will be called into school individually, where they will hang up bags and coats before going into the toilets to wash their hands ready to enter their classroom space. There will be designated zones with markers to distance the children/adults at 2 metre spaces. These will also be used at the end of the day for collection, which will again be staggered between 2.50 and 3.20pm.

Children will have the option to bring their own lunch to school or they will be able to pre-order a sandwich for a grab-bag. There will not be an option for hot dinners. They will also need to bring a snack and their water bottle. No other items should be brought into school.

In class, each child will have their own desk and their own pencil case provided by school with a pen, pencil, rubber, ruler, pencil sharpener, glue stick, scissors and coloured pencils. This is to ensure there is very limited sharing of resources. Any resources that are shared will be wipeable: each classroom has anti-bac wipes, disinfectant spray. There will also be hand sanitiser in the classroom and at key points around school. During lunchtime, key points of school will be cleaned including the toilet areas in addition to our usual cleaning at the end of the day.

The Powerpoint slides that are used in class will be the ones that are shared with parents who continue to home school. Where possible, activities will be completed digitally for teachers to see and give feedback on. Any activities completed in books will be self and peer marked to prevent books being collected in for the teacher.

We have been busy in all classrooms removing resources and materials that are not suitable in the current conditions: soft furnishings, small equipment that cannot be cleaned easily. All around school, in the corridors there will be markers reminding the children they must stay 2 metres apart and this will be reinforced by the staff at all times.

Unfortunately, we will not be able to extend our offer of breakfast club and after school club when we return except for the children of key workers who have been using this facility over the last 8 weeks.

The office will be open at usual times however only one person will be allowed into the reception area at a time. If another parent arrives, there will be 2 metre spaced markings for them to wait, under the canopy. We strongly encourage parents to contact the office by phone or email rather than come to the office.

During this time, children will be able to wear their own clothes to attend school. All clothes should be fresh each day to avoid any risks of contamination as outlined in government guidance. We would just ask parents to consider that children will be participating in a wide range of activities including physical and crafts.

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If you will be sending your child back to school, we will be asking you to sign up on one of our surveys during the week before. If parents later decide to send their child to school, they will be able to sign up for the following week. This allows us to ensure we have the staff and space capacity for the children who turn up to school.

Towards the end of next week, we will be able to send out specific times for different groups to arrive and inform you of your drop-off/collection points. If you do have any further questions, do not hesitate to email the office and we will get back to you with an answer.

I hope this letter answers the questions you may have about sending your child back to school. Ultimately, this is your decision as the government have stated that parents will not be penalised if they do not send their children to school in the current circumstances. Whenever your child returns to school, our curriculum will be adapted to meet the needs of the children in each class.

In the meantime, keep safe and well and continue to keep in touch with us through the year group emails. It has been great to see the range of work that has been going on at home.

Yours sincerely,

Handwritten signature of Emma Lote in black ink.

Emma Lote
Headteacher

Handwritten signature of Linda Atkins in black ink.

Linda Atkins
Chair of Governors

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