



Monday 13th July 2020

Dear Parents and Carers

We are very much looking forward to September, seeing children who haven't been to school for a considerable amount of time, those who have been into school but will now have the challenge of further changes and welcoming our new starters. Whilst we return as a whole school in unusual circumstances, we want to reassure you that we have everyone's safety and well-being at the forefront of all decisions that we make. We are carefully putting in place government guidance to ensure a smooth transition back to a new 'normal'. By sharing these changes and measures with you before the summer holidays we hope that you can start to discuss them as a family, so that when September comes, children feel reassured and will be aware of how some things may be different for them. A further letter with specific details, including start and finish times, for each class will also be sent out tomorrow. We apologise in advance for the length of this letter, you may wish to read with a cup of tea and a biscuit!

The protective measures that all schools will have in place are known as the 'System of Controls'. These are divided into two sections: 'Prevention' and 'Response to Infection.' Many of these are similar to the control measures that we put in place when some children returned to school on 1st June. We can reassure you since then, with the return of 150+ pupils, our measures have been smooth running. Children and staff have been very adaptable and resilient and picked up new routines very quickly.

An outline of the government guidance along with school systems are as follows:

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

In order to prevent the risk of transmission, anyone who has coronavirus (COVID-19) symptoms, or has tested positive in the last 7 days must not come into school. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

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If you have a holiday planned over the summer, please ensure you follow quarantine guidance on your return. It is also important to be mindful of the amount of contact children are having with others outside of their protective bubble in school.

2. Clean hands thoroughly more often than usual

All children and staff will wash their hands or sanitise when they enter school, after breaktimes, after they have been to the toilet, if they cough or sneeze, before eating and before they leave school. Our youngest children will be supervised to do this. Staff will recap the correct hand washing technique and posters around school will remind children of this. Hand sanitiser will be available in all classrooms and at key points around school such as the dinner hall.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Tissues will be available in all classrooms and children will be instructed to put them straight in the bin after use, bins have been upgraded to lidded pedal bins in classrooms. Teachers will reinforce good respiratory hygiene and posters are in place around school to remind children and staff of the 'catch it, kill it, bin it' approach. Classrooms will be well ventilated at all times. If children need to cough or sneeze, they are encouraged to do this into the crook of their arm to prevent touching surfaces and potentially spreading the virus.

4. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

It is inevitable that surfaces and resources will be touched throughout the day. We have increased the amount of times frequently touched surfaces and toilets are cleaned during the school day. However, our classrooms look very different at the moment as we have removed soft furnishings and resources that are tricky to clean. Each child will have their own resource pack which will limit the sharing of equipment. If there is no option but to share equipment, then it will be limited to use within their bubble and will be thoroughly cleaned before it is used by other groups. Children will also be seated in rows facing the front as the amount of time they are in face to face to contact whilst indoors lowers the risk of transmission.

Children can bring in their water bottles from home as normal, they will need to be thoroughly cleaned at home at the end of each day. Children will be able to re-fill their bottles in school but will be asked to use the antibacterial wipes available at the water coolers before use.

5. Minimise contact between individuals and maintain social distancing wherever possible

Protective bubbles

Throughout the guidance it is widely acknowledged that children, particularly our younger ones, cannot socially distance from staff or each other. We will encourage them to do so, however our main focus will be on maintaining distinct groups that do not mix. This approach reduces the possible transmission of coronavirus and in the event of having a positive case in school, it will make it easier to identify those who need to self-isolate and keep that number as low as possible. In order to limit social contact, each class will form a protective bubble with children staying within their class group wherever possible. The school day has been re-organised to enable activities such as breaktimes, lunchtimes, start and end times to take place without one bubble coming into close contact with another.

Drop off and collection

We will be operating a staggered start and end to the school day to ensure that the number of people on the playground at any one time is kept to a minimum. Please ensure that social distancing measures are adhered to on the playground and ensure that drop-off and collection happen in a timely manner to make way for the next group. Children should remain with their parents/carers at all times. Children will be required to wash their hands upon arrival, please be patient with this as it can take some time.

Lunchtimes

We have organised it so that Nursery, Reception, Years 1 & 2 will be eating in the hall (both packed lunches and hot dinners). Each group will eat, then the area will be cleaned for the arrival of the next group. Children usually eat and then go out onto the playground, however, from September children will be required to wait until all children have finished eating so that the group can go outside together in their allocated space on the playground/field.

Key Stage 2 will collect their lunch from the hall and eat in their classrooms, they will also wait until the group have finished eating and go onto the playground together in their allocated space on the playground/field.

All children will still be able to select their meal choice from the hatch, where there will be a protective screen in front of the food.

Communication

All staff will maintain social distancing from each other around school. We also respectfully ask that parents/carers do the same to protect staff and yourselves. We will continue to use class emails to communicate messages with staff rather than the red home book. Staff will check these emails regularly and endeavour to respond in a timely manner, however if there is an urgent matter please telephone the school office and a member of staff will contact you via telephone. We request that any contact with school is by appointment only and where possible should be done via telephone or email.

Out of hours clubs/School care club

Unfortunately, we will be unable to offer extra-curricular clubs for at least the first half term to prevent children from mixing with other bubbles. We will review this as and when guidance changes.

In order to operate school care club we will be creating phase (Cross year group) bubbles. In each bubble there should be no more than 20 children and they will use an allocated space and resources. Again, additional cleaning will be in place to ensure the space is cleaned frequently.

Forest school/PE

To reduce the amount of equipment/resources being brought in from home, we ask that children wear their PE kit or forest school kit rather than their uniform on their allocated days. This will also help to reduce the amount of contact between adults and children needed to help with changing. Children will need black/grey/navy coloured tracksuit/joggers/leggings, a house coloured t-shirt and a black/grey/navy coloured long sleeved top e.g. a hoody for PE. We will no longer be able to provide forest school kit so children will need a long sleeved top and trousers and a warm coat. Please ensure children also have comfortable, durable footwear e.g. trainers. Children may get dirty in forest school so please be mindful of this.

Reading books

We will send home school reading books, however this may not be as frequently as normal as books will be quarantined on their return to school. We encourage families to use e books available on Oxford Owl for Key Stage 1 and Reading Planet online for Key Stage 2.

Assemblies

Children will be having assemblies in their classes rather than collectively in the hall. Advice suggests that transmission can be increased through singing so this will be avoided.

6. Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff at Westfield will not require PPE beyond what they would normally need for their work.

PPE will only be needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Response to any infection

7. Engage with the NHS Test and Trace process

Whilst we hope to not have to engage with the NHS Test and Trace process, it is important to understand that your help may be needed with testing, self-isolating and providing details of close contacts should you be contacted by NHS Test and Trace. Staff and pupils must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

We are of course hopeful that we will not have to manage a confirmed case in school, however we have to be prepared that this may happen. Should there be a confirmed case, we will liaise directly with the local health protection team and follow their advice with regards to further action we need to take. This is likely to include sending home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

9. Contain any outbreak by following local health protection team advice

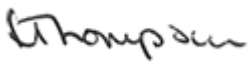
If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, then it is deemed that we may have an outbreak. In this unlikely event, we will continue to work with our local health protection team who will be able to advise if/what additional action is required. We will keep you all fully informed should this be the case.

We appreciate that there is a lot of information contained in this letter. Senior leaders are happy to discuss any concerns you may have, please contact the school office either by telephone or by email.

Staff are working very hard to adapt the curriculum to ensure children are given the best opportunities and above all, measures are being put in place to ensure that children's mental health and well-being is at the forefront of all that we do. We understand that every child will respond to this situation differently so we have differing levels of support in place to ensure a happy and smooth transition back to school.

All staff would like to wish our Westfield families safe and happy summer holidays and we look forward to seeing you all again in September.

Yours sincerely



Louise Thompson
Deputy Headteacher