



Newsletter no. 2 18th Sep 2020

Diary Dates:

INSET: 25th September—school closed to pupils

Half Term: Friday 23rd October—school closes

We keep the calendar on our website updated with events and activities [www.westfield.staffs.sch.uk](http://www.westfield.staffs.sch.uk)

### Accessing Information and Communicating with Parents and Carers

We have tried to ensure that everyone has access to the information they need about school in general and their own child. Hence we are sending a paper copy of the newsletter today to ensure that by letter or email you can read the information and identify the best place(s) for you to find what you need.

Please find attached to this newsletter a leaflet detailing the process we use to communicate with parents and carers. A paper copy of the leaflet has also been sent home with your child.

We aim to send a weekly newsletter every Friday which conveys messages that we would like all parents to see/read. In addition to this a curriculum newsletter will be uploaded to the school website sharing information about your child's class and their learning for this half term. A knowledge organiser will also be uploaded to the website. You can access this by clicking on the curriculum area and then clicking on your child's year group.



### Social Distancing

It is still extremely important within the school site and the surrounding areas that all adults follow social distancing rules. As you can imagine, with over 450 children in school and nursery this is a tricky task. It is for these reasons that we ask parents to keep their children with them at the start and the end of the day rather than letting them go to play with their friends or to play on the equipment.

It is also just as important that parents do not stay on the playground or by the school gates to chat with other parents as this causes blockages and makes it difficult for others to remain socially distanced. The guidelines still recommend that adults keep 2 metres between them where possible.

This also makes it easier for us to track and trace contacts should there be the need. These measures are in place to ensure the whole of our school community can stay safe and well. We all have a responsibility to each other.



### Water Bottles

All children should have a bottle in school for water. Children should not drink squash during the day unless it is in their packed lunch.

Some children have very large water bottles in school which do not fit under the water dispensers resulting in very wet shoes and even wetter carpets. Please ensure your child has a Westfield water bottle or one that is no bigger than this otherwise they will not be able to refill them during the day.

**Water bottles are available to buy from the office for £1.75**

### **Earrings in school**

Just a reminder that children should not wear earrings to school on their PE / Forest School days if they are unable to take them out themselves.

Children may put tape over their earrings however this still prevents them from being able to participate in many of the activities.

If a child has just had their piercings and is unable to take them out for 6 weeks then they are also unable to participate in many of the activities.

This information is based on Health and Safety guidelines published for physical activities. We thank you in advance for your support with this.



Don't forget  
Parents'  
Evening!

### **Parents' Evening**

As we are not currently inviting parents into school, we have been reviewing our system for parents evening. This term we will be inviting parents to attend a Google Meet session with their child's class teacher during the week beginning Monday 12th October.

Further information about how to book your slot will be sent home at the end of the month.



September 2020

Dear Parents and Carers,

### **Communicating with Parents and Accessing Information**

We communicate with parents electronically via text, email, the school website and App. Please find listed below the processes we use:

#### **Letters to Parents and consents**

We email letters to parents using ParentPay, for children in Reception to Year 6, or via the office email address to parents of children attending Nursery. Parents will receive an email from the ParentPay system with the letter from Westfield attached to the email. We will send a text to Parents when a letter is emailed to ensure the letter is located as some email accounts may place the email in a Junk/Spam folder. The letters **are not** accessible within a ParentPay account. A ParentPay account will be required to be setup and details on how to do this will be sent home when a child first joins Westfield. If you require this information to be sent home again please contact the school office. On occasions we may require information from parents to be returned to school e.g. parental consent for a trip, orders for lunches etc. We will include within the letter a link which when clicked will navigate to a survey page for you to complete. When completed by clicking on finish the information can be accessed by school.

#### **Weekly Newsletters to all Parents**

We compile a newsletter most weeks to let you know what has been happening in school during the week, notifications of upcoming events and general information. This is uploaded to the school website on a Friday. We send a text plus an email to parents to let them know it is ready to view, a notification is also sent to the Westfield App (details below) with a link to directly access the newsletter. To locate the newsletter please click on **view all newsletters** from the front page of the website. If the link on your phone does not work, turning your phone landscape does ensure the link opens.

#### **Westfield App**

The Westfield App can be downloaded free of charge from the App Store by searching for 'The Parent App'. When the App has been downloaded locate Westfield Primary School from the drop down box. The App picks up important information from our website in one easily accessible place.

#### **Curriculum Newsletters**

At the start of every half term, class teachers will compile a curriculum newsletter sharing information about your child's class and their learning for the half term ahead. A knowledge organiser will also be uploaded to the website. We will upload these newsletters to the year group section of the website which can be easily viewed by clicking on the curriculum tab and choosing the year group. A text will be sent to parents when these newsletters are uploaded.

#### **Texts**

We may send short texts with quick information and reminders. The system we use for this is Teachers2Parents Eduspot. At the end of each text is a link to download the Eduspot App. If the App is downloaded you will receive these messages as a notification within the App and **NOT** a text message. It is not necessary to download the App, but some parents may prefer this method of communication, if so please ensure notifications are enabled for the App within your mobile phone settings.

Yours sincerely

The Office Team

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Art and craft activities for children and families!



Become a Staffordshire  
#CreativeExplorer!

During September & October  
we will be creatively exploring  
**Staffordshire History Festival!**

Weekly online creative activities for children  
& young people. Suitable for ages 5-12!

Join us to explore themes such as;

- The Battle of Britain
- Staffordshire's History, Places & Legends
- The Staffordshire Hoard
- Black History Month
- Home Front WW2
- & Remembrance



Posted Saturdays at 10am  
12 Sept - 31 Oct  
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**#StaffordshireCreativeExplorers**  
**#StaffsHistFest**

**YOUR**  
LIBRARY

All Activities can be downloaded for print at:  
<https://staffslibrariesculture.wordpress.com>



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