

Yeadon Westfield Infant School
Westfield Grove
Yeadon
Leeds
LS19 7NQ
Tel: 01132505449



Head teacher: Ms D Lowry
E-mail: head@westfieldinfants.co.uk

www.westfieldinfants.co.uk

@YWIschool



Thursday 3rd September 2020

Dear Parents/Carers,

We are so pleased to welcome you back and we are looking forward to seeing you all!

The government has published guidance for the full opening of schools such that all pupils, in all year groups, will return to school full-time at the beginning of the Autumn term. We have used this guidance to put systems in place for September to keep everyone in our school community safe. We need everyone to work together and follow the guidance to ensure that school runs as smoothly as it normally does.

Leeds City Council Schools Health, Safety & Wellbeing Team released an updated risk assessment (RA) for schools to use to support the planning and implementation of the full opening. The RA is an updated version of that used for 1 June partial reopening. Each individual school is required to review the changes and make any adjustments to their plans and their approach. It covers the essential actions we must take to minimise the risk of transmission of coronavirus so that we can carry out our day to day school operations. Please find the Risk Assessment attached. It is important that you read this before your child starts school this year.

School will open to Y1 and Y2 on Wednesday 9th September. Nursery and Reception have staggered transition arrangements in place and those parents/carers will be informed of these.

Our priority is that the children and staff at Westfield Infants are able to attend school and be safe. Please be assured that this is the driving force behind every single decision we are taking.

If you or your family displays any of the symptoms outlined on the NHS website linked to coronavirus, you must not send your child to school or enter the school grounds. The main symptoms of coronavirus are: a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature); new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. Children can also experience headache, fatigue, sore throat and loss of appetite.

Please ensure that you ring the school office immediately, if you or a member of your family are displaying any of these symptoms. If your child becomes unwell at school, we will contact you and ask for you to collect them as soon as possible.

Our Plan

Before and After School Club (BASC): We are pleased to inform you that the before and after school provision will recommence in September and will be managed by school staff. Children will be in bubbles which will be slightly different from those during the school day.

The school day: Initially we plan to operate as year group bubbles. This will help reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus. Maintaining consistent groups remains important. Each bubble will have a start and finish time to the school day. We will stagger the start and finish times of the school day but this will not reduce the amount of overall teaching time. This will help us to continue to abide by social distancing rules and reduce the number of people in one place at one time. We have tried to accommodate those parents/carers with more than one



child and those who need to drop off and pick up at both the infant and junior schools but appreciate that it will not be ideal for everyone. If you do have to wait in the playground, we would ask that you do this at a safe distance.

Reception, Y1 and Y2 parents/carers will enter by the middle gate and leave by the top gate. Please follow this one-way system. Nursery parents and carers will use the driveway to exit and enter and will walk through the car park. Suppliers have been told that they cannot enter the car park between 8.50 and 9.15, and 2.50 and 3.15.

Red Classes (Rec, Y1 and Y2) will start at 8.55 and finish at 2.55.

Parents/Carers with children at the Junior School will start at 9.00 and finish at 3.00.

Blue Classes will start at 9.10 and finish at 3.10.

Nursery children will be given suitable start and finish times by the nursery team.

Please ensure that you arrive at your specified time to reduce the number of families accessing our school at any one time. We are keeping to 5 minute intervals to avoid any overflow from one group to another. To reduce the number of people on site, only one parent will be able to drop off and collect their child from school.

Parents will be expected to be socially distant whilst dropping off and collecting children - please do not congregate closely together. Parents will not be allowed to enter the classrooms with their children.

Whilst normally, we would be only too happy to have a chat and catch-up about your child's learning on arrival to school, please could we ask that if you have any concerns you telephone or email the school office; a member of the team will respond as soon as possible. This will help us to keep to social distancing guidelines and ensure that there is a steady flow of families at the drop off zones.

What your child needs to bring to school: Each day, your child will need their coat (and hat if it is sunny), a named water bottle and a packed lunch (if they have one). We would ask that children do not bring bags to school unless it is for a change of clothes if they are prone to toileting accidents. Children will not be changing for PE but we would ask that on days they have PE that they wear their kit to school and that this kit is appropriate for outdoor as well as indoor PE eg joggers, suitable top (t shirt and hoodie) and trainers. You will be informed of your child's PE day.

Our school office: The school office is open. However, the main entrance to the school is compact and as it is not possible to adhere to social distancing in this space, we ask that you make contact via email or telephone where possible. There will be a box outside the entrance for any notes, forgotten equipment etc.

Well-Being: We understand that for some children there may be some anxiety about returning to school. Equally, many will be looking forward to seeing their friends. Please be assured we will focus our efforts on making sure our children feel safe and happy. Well-being will be at the heart of our approach.

The children will be taught by their teachers and supported by their teaching assistants. This will be the regular ongoing staffing arrangements for each class. There will be instances when another adult works with your child's class but this will be kept to a minimum.

It is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group. The older children will be constantly reminded to give each other space. Classroom desks (Y1 and Y2) will be laid out to enable staff and pupils to move around the room safely and the children will be facing forward or sat side by side where possible. Any movement of children will be managed by the adults responsible for the class group and will adhere to social distancing guidelines. The children will continue to be asked to wash their hands frequently and will be encouraged to avoid touching their faces or putting objects in their mouths. They will be reminded of the phrase 'catch it, bin it, kill it' and facial tissues will be available in each classroom to facilitate this.

Lunchtime: The children will remain in their year group bubbles throughout lunchtime. There will be staggered arrangements in place to support social distancing at this time. Reception and Y2 pupils will eat

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in the main hall in their year group bubbles. Nursery and Y1 will eat in their classrooms. For the first three days those receiving school dinners will be provided with a grab bag. Hot dinners will start on Monday 14th September 2020. Lunchtime staff will be assigned to each bubble and this will remain constant throughout each week. Staff will encourage the children to play games that support distancing rules as much as possible.

Keeping us clean and safe: Our absolute priority is to ensure that we have effective measures in place to keep the children, staff and parents safe. To support this, throughout the school day, we will be minimising the contact that our bubbles have with different bubbles. Therefore, the children won't be able to play with their friends in other year groups for the time being. Whilst this is a real shame for the children, we will explain the reasons for this and the importance of keeping everyone safe. To keep the children safe, we will talk to them about: the importance of washing hands frequently with both soap and sanitiser; why we are staggering lunches and playtimes to keep the different bubbles separate and how the staff also need to do these essential jobs too - including wiping down any shared resources such as sports equipment. We will explain that these are the new school safety rules.

To ensure that our school is as safe an environment as possible, we will continue with our regular and thorough cleaning schedule which has been very successful following the 1 June partial re-opening. Each classroom and toilet facility will be wiped down on a more regular basis. Each morning and evening, our cleaners will be on site as usual to prepare our school for learning. We are taking every step possible to ensure that our school is as clean as it can be for our children and staff team. There is no need for anything other than normal personal hygiene. The most recent guidance says that school uniforms do not need to be cleaned more often than usual.

Attendance: School attendance will be mandatory again from the beginning of the autumn term; children of compulsory school age must be in school unless a statutory reason applies. If your child is absent, you must follow our absence procedures and contact the school office as soon as possible on the first day of absence before 09:30. If your child is absent and we have not heard from you, we will contact you by telephone to ascertain the reason for your child's absence. Any children arriving late will enter school through the office. From September 2020 our usual attendance policy will resume.

Your Child: Finally, but most importantly, we want to ensure that your child is prepared to come back to school and be supported to the best of our ability with the changes that will meet them. The children's safety is our priority and we will spend time each day reminding them of how they need to look after themselves, their friends and the staff. We will also be talking to them about the changes to routines at school and working with them closely to support their emotional well-being. We will be working with all of our children to identify any gaps in their learning and will continue to focus on the key skills of Reading, Writing and Maths through an engaging broad and balanced curriculum.

Regards,

Dawn Lowry

Headteacher

