



West Green Primary School

www.westgreen.haringey.sch.uk

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Dear West Green Families,

We are writing to update you on how school will look when the **children return on Monday 7th September** (or your Reception start date).

We are really looking forward to having your children back with us! We know you probably have questions about how things will look in school. We hope the information below will make clear the changes we have put in place to keep staff and students as safe as possible. As there are many changes to how the school day will look, please read the information below carefully and let us know if you have any questions.

Please remember that from September it is a statutory requirement that all children return to school full time. This will be in classes of 30 with their new teacher.

Please note, your child SHOULD NOT come to school if any of the following apply:

- They have been abroad in a country that requires a quarantine upon return within the last 14 days
 - They, or any household member, has any symptoms of Covid-19
 - If they have been asked to isolate by NHS Test and Trace or Public Health

Please contact school by telephone as soon as possible if any of the above apply to you.

Returning to school

Teachers will explain and model the hygiene and social distancing routines to the children regularly.

Hygiene

- Outdoor sinks have been installed at each entrance
- Hand washing facilities are available in all classrooms
- Disposable hand towels are available in all classrooms
- Each class has been provided with a bin with a lid
- We would encourage everyone to wash school uniform more regularly

Personal Protective Equipment (PPE) including face masks.

The current government guidance in England is that face masks will not be worn in primary schools. At West Green we are following this guidance but will keep it under review.

- If staff or children wear disposable facemasks to travel to school there are allocated bins to dispose of these on arrival as well as hand washing facilities
- If children wear a reusable facemask to travel to school they will need to take it off outside and give it to their parent or place it in a sealable plastic bag and put it in their bag until they go home

"Children Come First"

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Established Routines

- Staff will ensure children thoroughly wash their hands frequently. For example at arrival, when children change location and before/ after eating...
- Children will be reminded to use tissues and “Catch it, Bin it, Kill it” when sneezing or coughing, and to wash their hands after.
- Children can still borrow books to read at home. When these are returned, they will be put in a ‘quarantine box’ and left for at least 48 hours before anyone else can read them.

Social Distancing and Minimising Contact

- Children will be kept in their class bubbles for the majority of the day to minimise contacts
- At lunchtimes children will eat at a table with their class bubble
- Play times will be staggered and will take place in Phases. However, playgrounds will be zoned so children stay in their class bubbles.
- Start and finish times have been staggered and year groups will use different entrances and exits
- Classrooms have been set up in accordance with Government guidelines. Tables have been laid out in rows and children will sit facing the front
- Each child will be provided with a named tray with everything they need for their learning. Please do not send in any equipment from home.
- There are one way systems in place to help children move safely around the building. Staggered playtimes will mean that there are less people in the corridors at the same time
- Assemblies will now take place in classes

School Cleaning Measures

- We have increased the amount of cleaning before school and throughout the day
- Additional sinks have been installed in the playgrounds so that children can wash their hands before entering the building
- Every room has a cleaning kit with spray and disposable paper towels for staff to use
- A member of staff will clean the dining room tables before and after use

Timings

We want to encourage all our children to be in school **every day and on time**. Due to having to stagger arrivals, departures, playtimes, and lunchtimes, **arriving at the right time is especially important** to prevent overlapping with another group and to prevent transmission of infection.

Arriving at school - parents

- There are socially distanced markings on the pavement showing children where to line up and signs showing you where you can stand should you need to accompany your child
- Only one parent/carer per family please.
- Please remember to observe social distancing measures
- Please do not congregate outside the school entrance / exit
- There will be signs on the school gates to remind you what each entrance is for
- Please remember you cannot speak with staff or access the school office at this time (Please see the Parents/Carers in School section below)

Start and end of the school day – children

- We have changed the gates for drop off and pickups so that bubbles do not overlap.
- We have staggered the times to reduce the number of children and parents/carers.

Bubble	Gate	Start Time	Home Time	Friday Collection
Reception	Terront Road	9:05am	3:30pm	3:30pm
Year 1	Woodlands Park	9:05am	3:30pm	12:20pm
Year 2	Terront Road	9:05am	3:30pm	12:20pm
Year 3	Woodlands Park	8:55am	3:25pm	12:25pm
Year 4	Terront Road	8:55am	3:25pm	12:25pm
Year 5	Woodlands Park	8:45am	3:20pm	12:30pm
Year 6	Terront Road	8:45am	3:20pm	12:30pm

What can you bring to school?

Children are expected to wear full uniform in September.

On the days when your child has a PE lesson, they need to come to school wearing their PE kit.

In order to reduce the amount of items brought into the building children can **only** bring the following:

- A **named/labelled** water bottle (This is essential as there are no water fountains or jugs available. Bottles can be refilled from the drinking water taps)
- A school book bag / small bag for reading book and reading record **only** – ideally not a large school rucksack
- Years 5 & 6 can only bring in a mobile phone **if** they walk to or from school without an adult (please contact the office for a 'home alone' form to arrange this)
- Phones will be handed in to the class teacher and locked away in the school office during the school day. However, we cannot take any responsibility for the mobile phones brought into school.
- Any money for school dinners should be sent to school in an envelope with your child's name and class written on it and handed to the teacher/SLT member at drop off.

Extended day soft start & clubs

Breakfast Club from 8am

Breakfast club will be available to families from 8th September. Children will be kept in their bubbles on separate tables. You do not need to book a space for breakfast club in advance, you can use it as and when you need it. Children must arrive at breakfast club BEFORE 8:30am so that there is no cross over with other bubbles.

After school clubs

We are going to provide after school club for children from the second week (Monday 14th September). As with breakfast club, children will be kept in their bubbles as much as possible. To book a space in our after school club please go to: <https://www.energy-kidz.co.uk/breakfast-and-after-school-clubs/west-green-primary-school/>

You will notice that Energy Kidz after school club does not start until early October. Until they are able to start we will be running the after school club internally with West Green staff. If you need to book a place for September please email the office at: admin@westgreen.haringey.sch.uk

Normal activity clubs that are usually run by our staff will not be running at this time. We will keep this under review and let you know as and when this changes.

Attendance

From September it is a statutory requirement that all children return to school full time. We will fully support you in order for your child to return to school in September. If you have any concerns, please contact SLT by phoning or emailing the office.

Additionally, if you are worried about medical needs or particular vulnerabilities with regards to your child or someone in your household, please call the school office and arrange to speak with a member of SLT.

Parents are encouraged to visit www.gov.uk/backtoschool for information and practical guidance to help them plan for their children's return to school.

Quarantine

If you have visited a country which requires you to quarantine on return to the UK, please let the school office know ASAP. They will need to know where you have been and the date of your return.

Please DO NOT come in person to school - notify the school by calling the office.

Please check the government website if you are unsure of which countries are exempt from quarantine. If you need further help please contact the school office by phone.

Parents in school

In order to keep you safe and in line with social distancing guidance we need to reduce the amount of contact adults have with each other.

- Whenever possible all meetings will be conducted by telephone
- Any essential meetings will be arranged in advance and will be conducted with social distancing and hygiene measures in place
- If you need to give information to your child's class teacher at the start or end of the day, please alert a member of SLT in the playground who will be happy to help or phone the office.
- Should your child's teacher need to relay any information to you about their day they will contact you by phone.

Suspected case of COVID

Although children can get COVID 19, they seem to get it less often than adults and it's usually far less serious. However, we have very clear processes and procedures in place:

- Parents and carers **must not** send children to the school if they are unwell with COVID-19 symptoms (These include a high temperature, a new, continuous cough and a loss or change to sense of smell or taste)
- **Or** if someone living in their household is unwell with COVID-19 symptoms
- If your child is unwell with COVID-19 symptoms they should get a test immediately.
- If the test results are positive the child should not come to school and should self-isolate for **10 days. Please inform the school immediately.**
- If the test results are negative (the child does not have COVID-19) they can return to school (once feeling better)
- If you or someone in your household tests positive for COVID-19 please inform the school immediately by phone
- If someone in the household tests positive for COVID-19, everyone else in the household, including children, should self-isolate for **14 days**
- Families are expected to engage with the NHS Track and Trace systems.

The school can support you with all and any of the above.

If we become aware of a child in school showing symptoms of COVID-19 they will be taken to the medical isolation room and parents/carers will be called immediately and asked to collect the child. Children will need to be collected via the Terront road entrance. In the event of a school community member with a confirmed case of Covid 19, school will contact Public Health and act as advised.

Communication and updates

We will continue to keep you updated through text messages, newsletters and emails. As much of our communication will need to be by phone or email, it is of the utmost importance that we have correct and up to date contact information for you. If your details have changed please get in touch with us and let us know so we can update the system to ensure you get all of the relevant information.

Whilst we have introduced many changes we have also been working really hard on the curriculum and are excited about all the great learning opportunities and experiences we can look forward to this year. We will do our best to put children at ease with the new rules and behaviours and make school enjoyable as well as being as safe as possible.

We are looking forward to seeing you all. Don't forget, if you have any questions please email or ring the school office. We are here to help!

Best Wishes,