

WEETWOOD PRIMARY SCHOOL

Weetwood Lane Leeds LS16 5NW

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School Website: www.weetwoodprimary.co.uk

Headteacher: Mr Jonathan Iglesias

Deputy Headteacher: Mrs Anna Ellison



Dear Parents/Carers,

I hope this letter finds you well and you have all enjoyed a restful summer. I wanted to remind you of the key information I shared with you before the summer as well as update you on any further changes so both you and the children are ready to start back at school safely.

Firstly, some of you may have been aware that Mr Iglesias was unable to be in school at the end of last term. As we now anticipate he will still be absent when we return in September, I will be acting Head Teacher and will pass on updates of his return as and when I receive them. In the meantime, please feel free to contact me with any queries/questions you may have about school.

The School Day

School will open again for all pupils on **TUESDAY 8th SEPTEMBER**. We will operate a staggered start and finish time to avoid the spread of the virus and will be using the four entrances to the school - Weetwood Lane gate entrance, the main entrance, Nursery/Reception entrance and the WOOSC entrance.

Please see the table below for key information.

Times	Year Group	Entrance
8.50 – 3.10pm	Reception	Nursery/Reception gate.
8.50 – 3.10pm	Year 2	Main gate.
8.50 – 3.10pm	Year 4	Weetwood Lane gate
8.50 – 3.10pm	Year 6	WOOSC entrance

Times	Year Group	Entrance
9.00am – 3.00pm	Nursery	Nursery/Reception gate.
9.00am – 3.20pm	Year 1	Main gate.
9.00am – 3.20pm	Year 3	Weetwood Lane gate
9.00am – 3.20pm	Year 5	WOOSC entrance

- We will open the gates at the time stated above.
- Only one parent is allowed to bring their child on to the playground.
- Years 3,4,5 and 6, we ask that your child is left at the gate and that they walk themselves to their line.
- In Reception, Year 1 and 2, we request that you wait in line with your child. Once the teacher has taken the children in we request that you leave immediately.
- If you wish to make an appointment to see your child's teacher, please contact the school office or message the teacher using Class Dojo.
- Parents must not enter the school building. Please call or email if you wish to speak to the office team.
- Teachers will be waiting to receive your child in the lines.
- Adults inside and outside school should adhere to social distancing.

We ask that you arrive at school at your allocated time. We are trying to avoid congestion in and around the school to reduce the spread of the virus. If your child is late and your child's bubble group has already gone in to school, your child must join the next year group coming through your allocated gate or if that is not possible, please head to the main gate and wait for a member of the office staff to buzz your child in. A member of staff will then take your child to their classroom.

The Classes/Key Stages

The children will be working in their classes but will part of a larger bubble.

Year group	Bubble Group
Nursery and Reception	Bubble Group 1
Year 1 and Year 2	Bubble Group 2
Year 3 and Year 4	Bubble Group 3
Year 5 and Year 6	Bubble Group 4

The guidelines around social distancing in the bubble groups have changed and we no longer have to keep the pupils at a 2 metre distance, however, we are aiming to avoid contact between different bubble groups as much as possible, whilst fulfilling the practical logistics of running the school and supporting children who need to catch up due to lost learning.

Year 1 children will have a transition period in the autumn where some of the reception provision will be blended in to the Year 1 curriculum. Foundation Stage classes will offer the normal areas of provision, with additional cleaning. Year 2 to 6 will operate as normal but all desks and children will be forward facing in the classroom. Your class teacher will attach a picture to dojo ahead of your return.

Across school, all pupils will be allocated their own equipment and will have a space in which to store it.

Dinners

For the first half term, the school kitchen will be providing a 'grab bag' for pupils. The menu will be sent out via email and the class teachers will post a copy on Class Dojo. If you wish to change to or from this in September, you will need to provide two weeks' notice. Reception, Year 1 and Year 2 will still be entitled to their Free School Meals.

School Uniform and Personal Belongings

It is expected that all children will wear school uniform and the usual hygiene regimes will be resumed. We ask that we limit the amount of items coming to or from school. Your child can bring a book bag or bag to school, a coat, a lunch bag/box and a water bottle. We will be providing a reading book for all pupils, we ask that no books are bought from home.

PE

On the day/days your child has PE we ask that your child comes to school in their PE kit, your child's teacher will let you know the days of PE lessons. The school PE kit is: black joggers or shorts, a red t-shirt, a red hoodie and suitable trainers or pumps. We will be doing all PE outside for as long as possible so please ensure your child has extra layers (these could be kept in school) for the ever changing weather.

Prevention

We will adhere to the public health advice published by DfE on 2nd July. Essentially this is:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene (catch it, bin it, kill it)
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- reducing contacts and minimising distancing between those in school wherever possible and minimising the potential for contamination as far as is reasonable and practical.
- Visors are available for teachers to wear should they be working in close proximity with your child.

The aim is to minimise contact with individuals who are unwell by ensuring that those who have COVID 19 symptoms, or who have someone in their household who does, do not attend school.

Use of the Quarantine Room

We will be using the quarantine room if your child displays the following symptoms (from NHS website):

- High temperature – this means you feel hot to touch on your chest or back.
- 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 (anosmia) – this means you have noticed you cannot smell or taste anything, or that things smell or taste different to normal.

If staff notice a child with the first two symptoms, the child will be accompanied by an adult to the quarantine room and then the school office will contact you to take them home. The child will remain in the quarantine room with a member of staff until they are collected by a parent. Parents will be asked to come to school and take the child home for self-isolation for at least 7 days and arrange to have them tested. Other members of the child's household should self-isolate for 14 days (subject to test results). The bubble continues as normal unless the test is positive. The quarantine room will be thoroughly cleaned after every use.

NHS Test and Trace Process

It is essential that all members of the Weetwood community engage fully with the NHS Test and Trace process.

Please familiarise yourself with the following guidelines:

- Parents must book a test if their child is showing symptoms on the **Testing and Tracing coronavirus website. NHS 119.** <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>
- School and parents must provide details of close contacts should the test be positive or if asked by NHS Test and Trace. If the child tests **positive** they should continue to self-isolate for 7 days from the onset of their symptoms and then return to school **only** if they do not have symptoms other than a cough or loss of smell and taste. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature they should keep self-isolating until their temperature returns to normal. Other members of the household should continue self-isolating for the full 14 days.
- School will contact the local health protection team should someone who has attended test positive for COVID-19. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact and they will be asked to self-isolate. Close contact at school means: face to face within one metre or/and skin to skin contact. Proximity contacts – within 1-2 meters for more than 15 minutes. In a class bubble where children do not have to socially distance from each other this will mean the whole class and bubble group (depending on contact) will shut down and children will be asked to self-isolate for 14 days.
- Household members (parents, siblings etc) of contacts (children) sent home to self-isolate do not need to self-isolate themselves unless the person self-isolating develops symptoms.
- If there are two or more COVID-19 cases in school within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak.
- The local health protection team will then provide advice regarding larger numbers of people self-isolating, testing or possibly shutting down whole year groups or, occasionally, the whole school.
- Parents will receive notification letters should a case of Covid-19 be confirmed in school.

Leeds Local or Bubble Lockdowns

We have to be prepared for the autumn and winter months as we may well see local and school bubble lockdown periods. Despite all our best efforts, the Coronavirus can appear in any school setting. The Weetwood staff are preparing and training for this and aim to be able to immediately react to a school/bubble lockdown. If your child's year group or bubble was temporarily collapsed all learning will be uploaded on the Google Classroom.

Extra Cleaning and Virus Prevention

School staff will regularly clean and disinfect key touch areas such as door handles, staircase rails, taps, sanitisers, toilet doors, equipment, toys etc. being used by the children and staff.

COVID – 19 hand washing routines will take place at the following times:

- start of day
- before breaks and lunch
- after any other room has been used
- before they go home

Hand sanitiser will be available at entry points to the school building. This is alcohol free, hypoallergenic and has been tested against Covid 19. We will be using this when we return inside after break time and lunchtime and any other time we have been outside. If your child develops skin irritations from using this product, please contact your child's teacher. If your child wishes to bring their own hand sanitiser, please ensure that it is labelled and in a small bottle.

Further Information

At the beginning of a school term, we like to invite you in to share information specific to your child's class or show you specific ways we teach key skills. Unfortunately, we are unable to do this at the moment. By Friday 18th September, the class teachers will have put together information packs which will be put on Class Dojo and Google Classroom.

We plan to have parent's evenings on Wednesday 21st and Thursday 22nd October. We are awaiting further guidance from the local authority as to how we can do this safely. We are keen to meet with you and share with you where your child is and how they have settled back in to school life. I will be in touch with more information nearer the time but for now, please keep the dates free.

We are very much looking forward to welcoming all children back to school and want to ensure that this is done in the smoothest way possible. We will be sending out a Google Form with some questions to help us gain a better understanding of your child's views on returning to school. We ask that you return this to us as soon as possible and no later than **Monday 7th September**. On Monday 7th September, the class teachers will post a picture of the classroom and provide any reminders for the week ahead.

Thank you for your continued support.

Yours Sincerely,

Mrs Ellison