



Scarborough Road, Otley, West Yorkshire LS21 3JS

Tel: 01943 462349

Headteacher: Ms H.R. Carpenter • email: info@westgateprimary.co.uk

Monday 7th September 2020

Dear Parents/ Carers

I hope you have managed to have some family down-time during July and August, whether you have been at home or managed a holiday away of any kind. I am sure like me you are now looking forward to this week, when we will be welcoming all the children and staff back to school, with excitement and also with some questions about how it will be to have the whole school back. I thought it would be helpful to outline again the practicalities.

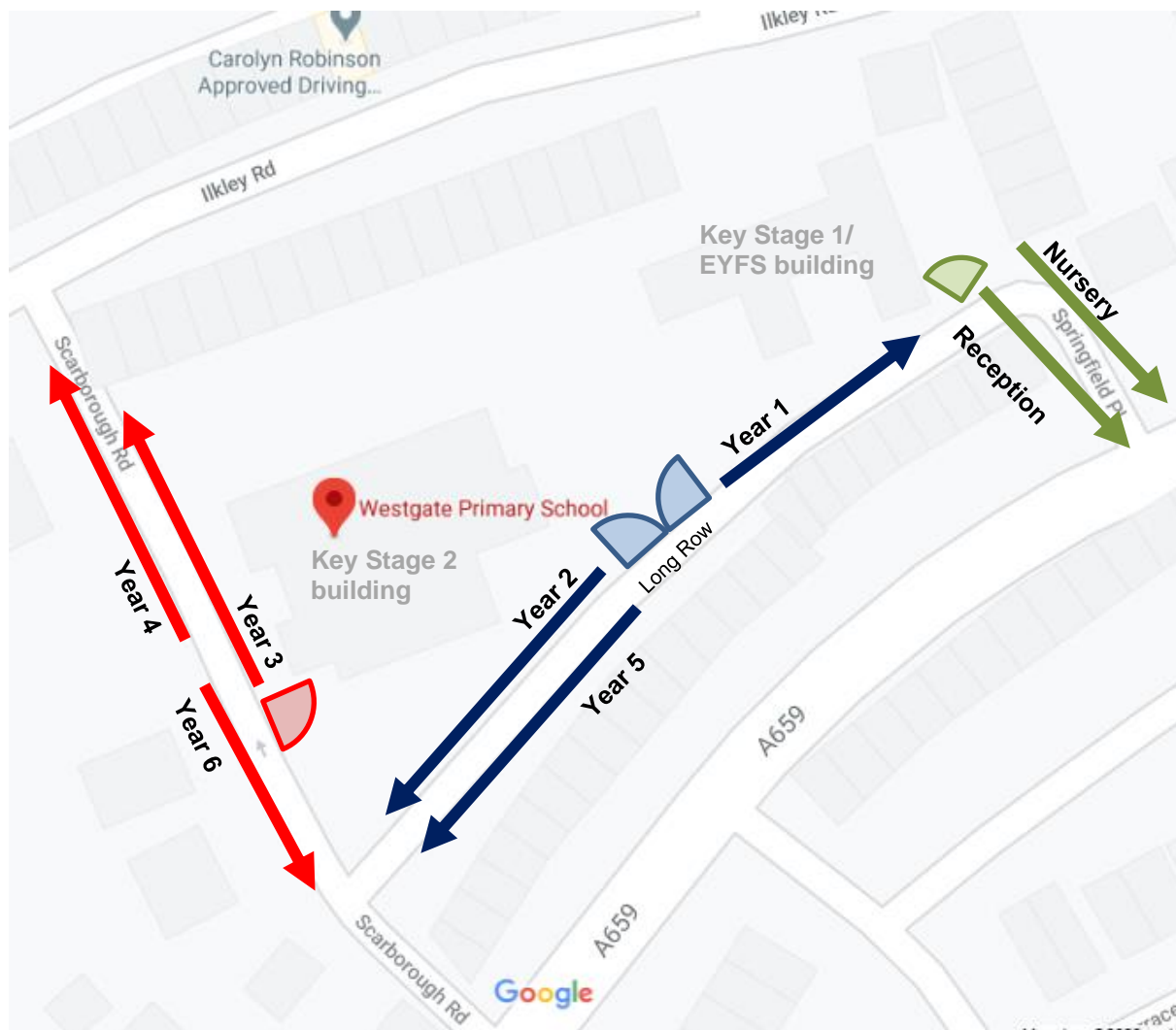
Uniform and Equipment

- Children should come in the usual school uniform and bring the following equipment on their first day:
 - School bag
 - Named pencil (Y1- Y6) and named blue pen (Y3- Y6) which will then be left at school
 - Named, filled sports top water bottle with contents visible- this will come home every day
- You will receive confirmation this week of regular PE days for your child's class. Your child should come in PE kit on those days every week. PE kit must **not** be kept at school. PE will normally take place **outdoors**.

Drop Off & Pick Up

- Line up using the red spots at the correct gate/ time for your child's class (see table and map below). To avoid congestion, ensure you are prompt- not too late or early and limit to 1 accompanying adult per child in any given line.
- Children in Y1-Y6 should park their cycles/ scooters at the front of school before lining up. A cycle lock/ padlock for scooters is recommended as everything is left at your own risk.
- Children in Reception/ Nursery can park scooters & cycles inside their gate as they enter.
- Where siblings need to be at different gates at the same time, **both children should line up at the younger child's gate and the older sibling will then make their way across the playground to their class.**
- Your child's class teacher will meet the class at the gate. No parents are allowed in the playground.
- Children attending WOOSH should be dropped off and collected at the main office entrance. There is a dedicated doorbell for when the office is unmanned.

	Gate	Start	Finish
Nursery	Black gate Springfield Place	08:45	15:15
Reception	Black gate Springfield Place	08:55	15:25
Year 1	Long Row	09:00	15:25
Year 2	Long Row	08:40	15:05
Year 3	Scarborough Road	08:40	15:05
Year 4	Scarborough Road	08:50	15:15
Year 5	Long Row	08:50	15:15
Year 6	Scarborough Road	09:00	15:25



Keeping your child safe in school

We have a whole raft of routines to keep children and staff safe at Westgate.

- Additional handwashing/ hand sanitising before and after each change of activity
- Keeping classes separate, including at breaks
- Minimising staff movement between classes where possible
- Limiting staff face to face contact eg through virtual meetings and training
- Additional cleaning of the environment and resources
- Purchase of additional cleaning equipment
- Limiting shared resources
- Changing routines to avoid crowding in classrooms
- No whole school/ whole key stage gatherings eg assemblies

School Food & Drink

- You **must** complete an online form each week indicating your child's lunch choices for the week ahead. This includes indicating whether or not your child will be having a packed lunch.
- If we do not receive a response, your child will automatically be given the red choice.
- Fruit/ vegetable snacks are provided for Nursery to Y2.
- Children in KS2 may bring fresh fruit or vegetables for morning snack, or a piece of cheese. No processed fruit snacks are allowed. The KS2 fruit stall will not run this term.
- Children will eat their lunch in their classrooms (except Reception, who will eat in the hall).
- The school packed lunch policy continues to apply as normal.
- Children may *only* bring water in their water bottle. You may order school milk via www.coolmilk.com

WOOSH

- WOOSH numbers are limited to 30 per session this term and we will be supporting the children to observe social distancing, eg through groupings and use of indoor and outdoor space as much as possible.
- WOOSH must be booked a week in advance using an online form, sent out to parents each week.

Worries & Anxieties

You and/ or your child may have worries about coming back to school. This year has placed families under immense pressure in many cases and we know that there is a wide variety of experiences within our school community. It is likely that for many children, the most anxious time will be the period leading up to their first day. You can help by focusing on the positives of coming back to school, seeing their friends and teachers, getting back into a routine, learning and having fun. We fully expect that some children will not be at the usual point in their learning in September, because of lockdown. Children should not worry about this: teachers and teaching assistants are ready to support everyone to get back on track over the year. All that we ask is that once in school, children give their best effort and that you support them to complete all homework to the best of their ability.

What happens if there is a suspected case of COVID-19?

- The NHS lists the main coronavirus symptoms as:
 - **a high temperature:** this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - **a 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)
 - **a 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
- In addition, some children *may* display the following symptoms:
 - **digestive symptoms:** some children develop vomiting, diarrhoea, nausea
 - **respiratory tract symptoms:** children with mild forms of the illness may develop a runny nose, cough, or sore throat
 - **pain:** some children may develop muscle pain or a headache
- If your child displays any of these symptoms you should arrange for them to have a test immediately and they should not attend school until you have received a negative test result and been told they can return to school, or they have completed their period of self-isolation.
- We will call you to collect your child if they show any symptoms in school and your child will be isolated from their class and looked after by an adult until you arrive.
- When you receive the test result, you should notify school immediately. Out of hours this can be done via head@westgateprimary.co.uk or 07891 279271. If the test result is positive, we will then liaise with Public Health England and follow their advice. Depending on when the child last attended school, this could include the whole class self-isolating for a fortnight. Self-isolation will not usually apply to the family members of other children in the class. Classes will be notified whenever a case is confirmed, along with the advice the PHE have given us.
- In the event that a whole class must self-isolate, online/ remote learning will be provided by the class teacher for the fortnight.

Your role

We all want school to remain open to all pupils. We want to get on with the vital job of educating and caring for the children on our roll. Staff are all very aware of their responsibilities, in and out of school, to make sure that they minimise the risk to the children and their families. However, every family also has an important role to play and it is your responsibility to do your very best to ensure that your family also does not increase the

risk of transmitting the virus to others- even if you feel that nobody in your household is obviously unwell. You can support us by:

- Sticking to the government guidelines about social distancing, travel, use of masks and hand hygiene
- Positively reinforcing with your child(ren) behaviours such as:
 - good hand hygiene
 - catch it, bin it, kill it
 - closing the lid before flushing the toilet
- Following the routines and procedures set out in this letter to the very best of your ability
- Informing us as soon as your child displays any symptoms and keeping them off school until they receive a negative test result and are told they can return to school, or their period of self-isolation ends

We will keep all of our procedures under continual review to ensure they are fit for purpose and inform you of any changes we make. We acknowledge that we may not get everything completely right first time, as this is a completely new situation. Thank you for your support and understanding: we are all doing the very best that we can. In the meantime, we can't wait to welcome everyone back and get on with our core business: **'Striving for excellence, caring for children'**.

Yours sincerely



Helen Carpenter
Head teacher