

# Westwood Community Primary School



## Return to School Handbook for our Westwood Family January 2022



**This booklet should be read in conjunction with latest School Risk Assessment.**

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## January 2022 - WELCOME BACK!!

**We present to you your updated 'Return to School Handbook' for all of our Westwood Family.** Within your 'Return to School handbook', there will be all the information you need for your return to school including clear guidance and organisation for your child's safe return, a Home School Agreement, a code of expectations and positive behaviour expectations. We would like you to share the information with your child before they return to school. To keep us all healthy, happy and safe, we will be carefully monitoring the systems we will be implementing for our return and will make any changes deemed necessary to secure success in all areas. As always, if you have any questions or need a translation, please email school on [wwmail@hwb.cymru.net](mailto:wwmail@hwb.cymru.net)- we are always happy to help.

### Current guidance

Current guidance for reopening for January 2022 can be found in the link below:

<https://gov.wales/coronavirus>

<https://gov.wales/reasonable-measures-action-card-schools-html>

<https://gov.wales/local-covid-19-infection-control-decision-framework-schools-autumn-2021-html>

and this handbook should be read alongside the current risk assessment.

At Westwood Community Primary we have been working hard on our plans for our reopening ensuring that we:

- fulfil the expectations required of us in line with Welsh Government guidance, Flintshire county council and local school decisions
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

Our reopening plan and the contents here are in line with guidance and unique to **Westwood**, as each school has to consider its individual capacity to provide a safe return for all of their learners. We want this to be a positive, happy and safe experience for all. Our 'Return to School handbook' will help us and your child to have the safest, happiest and best possible experience at school. If you want support with your child's return in any capacity, we are here to help so, please email school.

**By sending your child back to Westwood, we will deem that you have read the risk assessments and agreements in this handbook carefully, understood them and will abide by them. Our risk assessment for January 2022 will be available on the website and will offer further details of our full systems.**

### Covid 19 Procedures and Precautions - Keeping children, parents and staff safe

**We know that the current situation regarding Covid 19 has placed restrictions on all aspects of life and continues to do so.** We want our reopening to be happy and successful for all.

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill and display any Covid 19 symptoms stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable
- Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up learners unless exempt.
- Lateral Flow Testing for Staff thrice weekly

#### **Prevention:**

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

#### **Response to any infection:**

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

At Westwood, our Covid precautions are in place to keep us all safe! We request that you follow the Covid 19 precautions. Adults must socially distance wherever possible. Older children should be encouraged. Please keep your family close and safe around the school site at all time. Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up learners unless exempt. **Please do not congregate around the school gate and keep the pavements clear in the morning at drop off and at collection of your child/children.**

### Parental Responsibility - Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature -  $37.8^{\circ}+$
- a new, continuous cough
- a loss of, or change to the sense of smell or taste



If any of these symptoms are evident **do not send them to school**, contact our office on 01244 543207 or email [wwmail@hwbcymru.net](mailto:wwmail@hwbcymru.net)

Please be reminded that:

- 🧑‍🤝‍🧑 Social distancing wherever possible on the school grounds.
- 🧑‍🤝‍🧑 Wearing a face covering for drop off and pick up on the school grounds
- 🧑‍🤝‍🧑 Hygiene and stringent monitoring health questions are displayed, and signage must be followed by all around and entering the site. These questions will be:
  - *Are you or any members of your household included extended households self-isolating? If so, why?*
  - *Do your child / children have either a high temperature or a new and continuous cough? Loss of taste or smell?*
  - *Do any members of your household including extended household, have either a high temperature or a new and continuous cough? Loss of taste or smell?*
  - **Please do not send children to school if they present with any of these symptoms.**

**We appreciate your honesty when considering these health questions daily before your child enters the school site. Any child or family member within the household displaying symptoms will be asked to return home, obtain a PCR test and self- isolate in line with guidance from TTP and Welsh Government. If your child has had Calpol or other pain relief that day, we will refuse entry onto the school site, as they mask the symptoms of Covid 19. Please also be aware of the wider symptoms of Covid 19.**

# Coronavirus symptoms?

(A high temperature, new continuous cough and/or loss or change of taste or smell)

**Self-isolate immediately**  
You should stay at home and book a PCR test as soon as possible.

**Test negative?**  
You no longer need to isolate.

**Test positive?**  
Isolate for 7 days from the day you took the test.

You should take lateral flow tests on days 6 and 7.

If either tests are positive, you should isolate until you receive two negative tests, or until day 10.

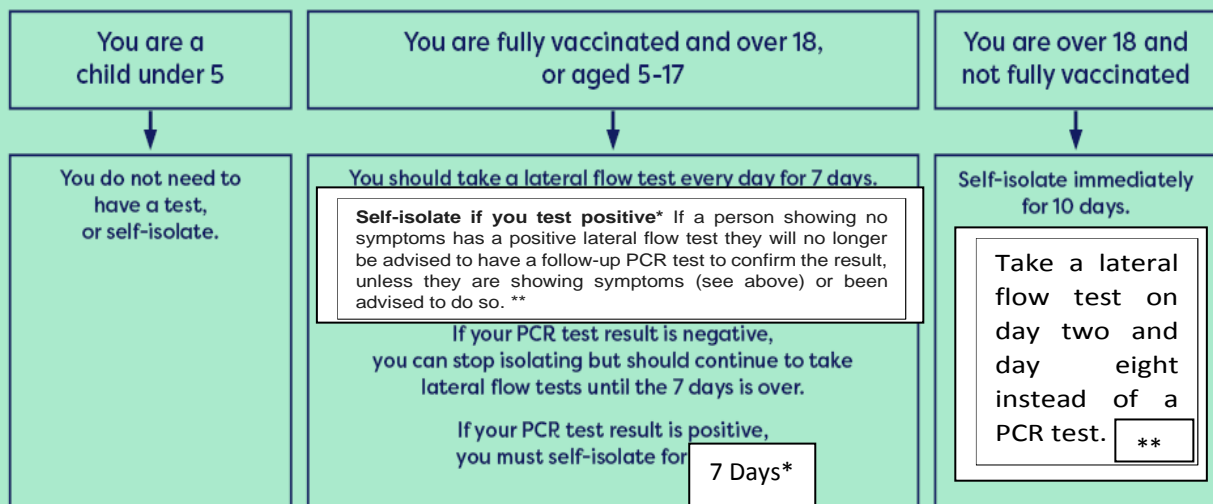


GIG  
CYMRU  
NHS  
WALES

Profi  
Olrhain  
Diogelu

Test  
Trace  
Protect

## You are a close contact of someone who has tested positive for COVID-19



#KeepWalesSafe



GIG  
CYMRU  
NHS  
WALES

Profi  
Olrhain  
Diogelu

Test  
Trace  
Protect



Llywodraeth Cymru  
Welsh Government

\*This means people who have tested positive for COVID-19 must self-isolate for seven days. On days six and seven of their self-isolation period they should take lateral flow tests and if these tests - taken 24 hours apart - are positive, they should continue to self-isolate for the full 10 days. (updated on Friday 31<sup>st</sup> December 2021)

\*\*Updated on January 5th

**In line with guidance, fully vaccinated adults, people under 18 and vaccine trial participants will not need to self-isolate if they are a close contact of someone with coronavirus but take daily lateral flow tests.**

If a lateral flow test identifies a positive result, follow the guidance on page 4 and if a PCR is necessary see here <https://gov.wales/get-tested-coronavirus-covid-19>. We will still work in bubbles to keep the possible contacts lesser in numbers, to assist TTP and for school organisation.

**PLEASE BE AWARE! The wider symptoms of the latest variant are the unusual experience of fatigue, myalgia (muscle ache or pain), a sore throat, a headache, loss of appetite, a runny nose, nausea, vomiting, or diarrhoea. We recommend you obtain a test if you or your child experience the wider symptoms and wait on the results before a return to school.**

**We ask that parents and staff inform the school immediately of the outcome of any test.**

**Your support and adherence are requested with the new guidance. Thank you**

In the case of a suspected infection the school will:

- 👤 engage with the NHS Test and Trace process.

- 👤 manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school engage with TTP in the event of a positive test who will contact parents with a notification of a confirmed infection including which 'contacts' this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus;

- 👤 contain any outbreak by following local health protection team advice.

'Close contact' means:

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- travelling in a small vehicle, like a car, with an infected person.

- 👤 When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff. The school will contact parents and request they collect their child from the school immediately.

- 👤 We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice and undertake a PCR test. You can check your symptoms here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*' **If you suspect Covid 19 and display the symptoms within your household, you should also request a test from the Welsh Government website. The link is here <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>**

If no test is undertaken then we expect children to self- isolate according to the welsh government guidance here: <https://gov.wales/self-isolation>

**Households with a confirmed case of Coronavirus** should follow the latest guidance regarding isolation and should keep school informed about their planned date of return following isolation.

**In the event of a local authority wide lockdown** school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown. This will include key worker hubs, blended learning and home support.

## Other Health & Safety precautions that we have included are:

🧑‍🎓 Your child's temperature will be taken by a member of staff on arrival and when they leave, using a non-contact British standard thermometer. If you wish to opt out of your child having their temperature taken, you must notify the office in writing.

🧑‍🎓 Once your child is inside the school building, we ask you to move away from the school premises as other groups will be on their way. This is to assist social distancing and the possibility of being identified as a close contact. Children are **expected to wear clean clothes daily.**

🧑‍🎓 **Resources are provided**

🧑‍🎓 All children should bring in only items allowed on our list: see page 8

🧑‍🎓 Outside areas will be allocated to groups for play and recreation. This is including breaks and lunch times.

🧑‍🎓 **Classes will still be organised in bubbles and** will be socially distanced from the other classes and **will still not mix during school hours.** Eating areas will be contained within classes

🧑‍🎓 Breakfast club will be operated and organised in classes

🧑‍🎓 **Toilet facilities will be allocated to the class groups** to ensure reduced risk of infection.

### Handwashing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. **Please ensure your child has washed their hands before coming to school.** They will wash their hands throughout the day. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus and please use paper towels. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>



**PLEASE SUPPORT US - IT IS FOR EVERYBODY'S SAFETY!**

## School Organisation

### Groupings in school

As you will know from the latest guidance, contact groups ceased and only close contacts identified by TTP will need to isolate if necessary. However, for school organisation we will be keeping the groupings in school smaller bubbles for the safety and least disruption to school and to yourselves. Your child will still be in the same classes we have shared with you and some classes will be able to be in contact with each other on the school site. Bubbles have been arranged because it will 'make it quicker and easier' in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible'.

Our school remaining safe is reliant on the successful implementation of our plans and is unique to Westwood; your full support with our plans is appreciated and paramount to the success of reopening Westwood safely and staying open. The changes are hopefully for a very limited period but will remain until there are improvements with regards to the situation with Covid 19 and Welsh Government amendments to operational guidance. As a reminder, here are the opening and end of the day organisation times and arrangements.

Year groups and Class Teacher	Class	Start time	End time	Children Entrance / Exit
Rowan Class – Nursery and Early Entitlement (am only) Bubble A	Mrs Ryan	9am	11.30am	TBC due to works on site. We will Meet and Greet you at the small silver gate.
Holly Class - Reception Bubble B	Mrs Hatton	8.50am	3.05pm	Small gate on the Padeswood Road – Meet & Greet to class door.
Elder Class - Reception / Year 1 Bubble B	Mrs Bannister (cover Mrs Fresa)	8.50am	3.05pm	Small gate on the Padeswood Road – Meet & Greet to class door.
Violet Class– Year 1 Bubble C	Miss Vickers	8.50am	3.05pm	Small silver gate on Tabernacle Street and children use front door near car park. Meet & Greet.
Derwen Class - Year 2	Mrs Donaghy Foundation Phase Manager	8.50am	3.05pm	Small silver gate on Tabernacle Street and Greet.
Beech Class- Year 3 Bubble D	Miss Bennett	8.45am	3.10pm	Small silver gate on Tabernacle Street and children use front door near car park. Meet & Greet.
Pine Class– Year 4 Bubble D	Mr Powell	8.45am	3.10pm	Small silver gate on Tabernacle Street and children use front door near car park. Meet & Greet.
Magnolia Class – Year 5 Bubble E	Miss Mattar	8.45am	3.10pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet.
Douglas Fir Class – Year 5 & 6 Bubble E	Miss Davies (cover Mrs Farrer)	8.45am	3.10pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet.
Birch Class – Year 6 Bubble E	Mrs Brown Acting Deputy Head	8.45am	3.10pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet.

### Why different times and entrances/exits?

To adhere to reopening guidelines outlined by Welsh Government to reopen for the safety of us all. It is very important that the times we have outlined are adhered to and please be prompt to avoid congestion at entrance and exit points; this will help greatly with the morning drop offs and home time pick-ups as social distancing of 2 meters for adults must be observed wherever possible for the safety of others and consideration of our neighbours. It is also important to keep your children safe and close to you. Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up learners unless exempt. Please do not congregate around the school gate and keep the pavements clear.

Also, as much as possible, we ask only one parent / carer with child/children to come to the site as it will be very busy around the entrances and exits. We appreciate there are parents with families, and they may be asked to come at different times- we ask you to be efficient as possible with your drop offs to limit your time around the school site please. If you use a car to travel to Westwood, I must encourage you to use the local car parks and keep the front of the school free from traffic. Staff will always be on the main gates so if you have a message for a class teacher, these can be passed on. We are happy to help you with our systems!



**We must ask if you, your child or household family member including extended households you are in contact with display any symptoms of Covid 19 or are in a period of self-isolation / quarantine, they must not attend school or attend the school site.**

We are happy to support you in any way to ensure the smoothness and safety of the morning and home time routines. Everybody's safety is important, and we all play our part in the success of reopening Westwood safely and keeping Westwood safe

## Reminders

**Always keep 2 - meter distance away from other adults wherever possible. Please leave the site promptly after drop off and pick up. Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up learners.**

### Morning drop offs - please be prompt

The morning drop- off times are communicated in the table and at the gates indicated. The times are staggered to allow the children to be dropped off and into school as efficiently as possible. We must restrict the movement of adults on site and around the site due to the strict 2m distancing and lessen the possibility of yourselves being identified as a close contact. Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up learners. Staff are on hand to help at all times.

**Bubbles C, D, and E:** for the morning drop off, we ask parents to leave their children with staff at the Tabernacle Street gate to be guided into school. Staff will be there to meet and greet you and direct our children to their entrances from the gates.

**Bubble B - Holly & Elder Classes:** children and parents, enter the Padeswood Road gate and stand on the small playground adhering to strict social distancing please. Staff are there to meet and greet to assist the smooth transition of the morning.

**Bubble A- Nursery:** Mrs Ryan and the Nursery team will be operating a Meet and Greet system from 9am. We will assist you to the correct gates for drop off and pick up. Visitors to the school setting should use a face covering, including parents/carers when dropping off and picking up learners and socially distance wherever possible.

### Pick up organisation - please be prompt

**Bubble A- Nursery:** Mrs Ryan and her team will be operating a Meet and Greet system from 11.30am. Please leave promptly after pick up. Please keep 2m social distancing wherever possible and leave the school site as soon as you have collected your child/children.

**Bubble B - 3.05pm pick up:** Parents will be accompanied onto the site by a member of staff to wait in Zone B to collect children in Classes Holly & Elder only. Please keep 2m social distancing wherever possible and leave the school site as soon as you have collected your child/children. Children in Bubble B must be accompanied off site, unless you are waiting for children elsewhere on site, and home.

**Bubble C - 3.05 pm pick up:** Parents will be accompanied onto site by a member of staff to wait in Zone C by the ladybirds to collect children in Classes Violet & Derwen only. Please keep 2m social distancing wherever possible and leave the school site as soon as you have collected your child/children. Children in Bubble C must be accompanied off site, unless you are waiting for other children/siblings elsewhere on site, and home.

**Bubble D - 3.10pm pick up:** Parents will be accompanied onto site by a member of staff to wait in Zone C by the ladybirds to collect children in Classes Beech and Pine only. Please keep 2m social distancing wherever possible and leave the school site as soon as you have collected your child/children. Children in Bubble D must be accompanied off site, unless you are waiting for other children/siblings elsewhere on site, and home.

**Bubble E - 3.10pm pick up:** Parents will be accompanied onto site by a member of staff to wait by the main entrance yard and collect children in Classes Magnolia, Douglas Fir and Birch only. If you are late for Bubble E, you will be asked to wait by the small gate and school wall. Please keep 2m social distancing wherever possible and leave the school site as soon as you have collected your child/children. Children in Bubble E must be accompanied off site, unless you are waiting for other children/siblings elsewhere on site, and home. If your child is walking home, please ensure they know this. Year 5 and 6 children in Bubble E are allowed to have mobile phones for walking home purposes only. A consent form must be signed before the children can have a phone at school. A separate letter will follow with a link and form to complete.

*\*\*Please note we will review the drop off and collection arrangements regularly throughout to ensure they are working effectively, and we are happy with the health and safety precautions in place. Please be aware we will make amendments to timings / drop offs / pickup locations if we feel it is necessary. Please keep 2m social distancing wherever possible and wear a face covering- thank you*

## General Guidance

### Attendance

**We expect all children to attend school if they fit and well to do so.** We have a duty and responsibility to follow up absence. If your child is absent, for whatever reason, please contact the school office on 01244 543207 or email on [wwmail@hwbcymru.net](mailto:wwmail@hwbcymru.net). If you need support or where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of our team and we will work with you to support your child the best possible way we can.

### Late arrivals

**You must be prompt and on time for drop off and pick up - We cannot stress enough the importance of this. By coming to school late, you will jeopardise the safety of staff, as they will then need to support children across class groups.** All late arrivals will be followed up by Westwood and passed onto Flintshire County Council Educational Social Working Teams. If you need support, please contact the office.

### School office

**School offices and internal site will remain closed to personal visitors.** Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches, glasses, kit) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements. Senior staff will then arrange to meet parents with their child in the open air.

All other communication should be made by telephone or e-mail as far as possible. Thank you for your support here.

### Communication

Communication with parents is really important to us. Due to the current restrictions we would request that essential meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. If you would like a phone conversation / meeting please email [wwmail@hwbcymru.net](mailto:wwmail@hwbcymru.net) or telephone the office 01244 543207 to support making these arrangements.

**Please keep face to face conversations to a minimum at the school gates. Staff on duty will relay messages- emails are always best for important information to be shared.**

### Bikes and scooters

We have asked children not to bring nor leave bikes or scooters at school at present. Any bikes or scooters ridden to school must be taken away by parents. This will be under review at the appropriate stage.

### School Uniform/ Outdoor Learning & P.E. Kit

**We are expecting children to wear their School Uniform please.** Children must wear a fresh set of clothes each day. Welly Wednesday recommences too. On Wednesday children may wear outdoor clothes of a practical nature and are suitable for the conditions. We are suggesting on P.E. days (these will be communicated to you) the children come in their **P.E. Kit. only not own clothes. Thank you.**

**Please ensure also that if your child has long hair, this is tied up in plaits, bunches etc for health and safety reasons. For expectations regarding uniform, jewellery and hair styles etc.** Please refer to the school uniform policy [http://www.westwoodprimary.co.uk/serve\\_file/383242](http://www.westwoodprimary.co.uk/serve_file/383242) Thank you for your support here.

## Coats and bags

As children have their own cloakroom facilities in their individual classrooms coats and bags can be left in their normal places. Please keep items brought into school to a minimum as much as possible.

## Equipment and resources in school

Children can bring school bags to school but will be encouraged to keep possessions on school site to a minimum and for their own personal use. The only things they should bring to school are;

- Sunhat (apply your child's sun cream at home)
- Coat
- Small hand sanitizer
- Rucksacks
- Reading Folder / Books
- Stationery in a small pencil case
- Water bottles
- Lunch box
- Healthy Morning snack - labelled
- Own medication if essential such as Epi pens and inhalers that are in date please
- Phones (Year 5 & 6 with permission only)

## Please do not bring in:

- toys
- books
- electronics
- money
- scooters / bikes

If you are unsure about items not on these lists, please email school for clarification- thanks.

## Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, ICT equipment can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In Foundation Phase and KS2 resources that are shared between contact groups / bubbles and classes, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

## Reading Books

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return on the first day back.



## Food, Drinks & Snacks - Reminder we are a healthy school!

- All children attending school can have a school lunch or bring in their own lunch from home. This is not to be shared.
- They can bring in their own water bottles to be refilled.
- **Healthy snack should be brought from home. We are not selling fruit at this time.**

## Lunches

All children attending school can have a school lunch or bring in their own healthy lunch from home. We have arrangements in place to ensure that during lunch time, separation between 'bubbles' is maintained. Children will always have the chance to wash their hands within the classroom / toilet block before eating. Newydd will be offering a menu and ways to order your school dinners we will share these in a separate communication. This will be a selection of food comprising of a hot and cold options, with a return to the normal payment arrangements via our School Comms System, if your child is not in receipt of Free School Meals. Free school meals for if your child is in isolation, will receive payment online.

## Healthy Packed lunches

**We are a healthy school. Please ensure your child has all the cutlery they need, and their healthy meal is easy for them to manage independently. See this link for ideas for healthy packed lunch ideas:**

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

## Availability of water on site

All pupils should have their own school water bottle that is untouched by other children. Water is available in school to refill children's own water bottles.



## Enhanced cleaning regimes

We have maintained our cleaning rotas with our site team to ensure that much more cleaning goes on during the school day - with particular attention paid to those surfaces that are frequently touched like door handles and areas including toilet and handwashing. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

## Arrangements in school

### Breakfast Club

We will be operational with breakfast clubs from 2<sup>nd</sup> September for Nursery to Year 6 (when the children are in attendance for their fulltime hours). Breakfast club starts at 7.45am and finish at 8.55am. **Breakfast club from 7.45am to 8.20am is £2.50 for the 1<sup>st</sup> child and £2 for further sibling places. Breakfast club after 8.25am to 8.55am is free. All children for the free element for breakfast club must be in breakfast club by 8.30am as the gates close.** All children are to come in through the small Padeswood Road gate and it will be a meet and greet system only. The breakfast club will need to be organised in small bubble groupings. Due to this fact, **breakfast club places will need to be booked via school comms in advance to allow safe organisation of bubbles and adequate staffing.**

To book your child's place in breakfast club, please log on to the schoolcomms app, where you will find both the 7.45am to 8:20am and the 8:20am to 8.55am clubs on there. These will be available to book up to the end of each half term. New term dates will be released towards the end of each half term.

If you require the paid element of the breakfast club, this will need to be paid for through School Comms. If you need help or assistance, please email the office. Thank you in advance with your support with this arrangement.

### Afterschool Club

This will be arranged through Penguins who are currently working with us to be fully operational from Thursday 2<sup>nd</sup> September. Please contact Penguins directly

You can contact Penguins on their email [penguingroup0@gmail.com](mailto:penguingroup0@gmail.com) or  
<https://www.facebook.com/Penguin-Playgroup-and-After-school-Club-824307194374391/> or  
07955 114184 for more information on this.



## Curriculum and Blended Learning

### Teaching and Learning:

We understand that for some of our learners coming back to school may be a challenge and for some Covid 19 and its challenges will have had a significant impact on their learning and engagement in school education. At Westwood we pride ourselves on the wealth of care, support and nurture that we provide for our families and our pupils. As our children return there will be a focus on pupil wellbeing as we reintegrate the children and prepare them once again for the structure of school and learning through the curriculum.

School may look a little different; this is to keep the children safe. Classrooms are a bit sparser; this is so that the surfaces can be easily cleaned. Where necessary, children will be arranged into small groups and activities will be planned to reduce the need for close face to face interaction. Children will receive feedback whilst learning, from teachers and support staff, however feedback to the children will be from the adults' level rather than the adult moving down towards the child. For younger children, teachers will allow more of a structured free flow approach to the provision, so that the children can learn through play. For all learners, there will be a real focus on outdoor learning, and use of the outside space to provide rich and purposeful curriculum experiences.



Our school vision has the four purposes of the new curriculum for Wales at its heart. We plan to offer a broad and balanced curriculum in September covering all subjects of the Welsh Curriculum, however there will be some changes to how that curriculum has been designed from previous years. We will be incorporating greater use of blended learning, which involves a combination of school, home and digital learning. The Hwb digital learning platform, which provides access to a wide range of digital tools and content that can support learning, will also play an increasing part in our school's curriculum (more details on blended learning and use of Hwb will follow during the Autumn term).

Planning will include opportunities to identify gaps in children's learning, following school closures and summer holidays. The focus will be to work towards closing these gaps and to ensure children move

on to their current year group's curriculum with the new curriculum for Wales pedagogy. The key focus will be on supporting children's resilience and wellbeing whilst addressing key areas in reading, writing and mathematics.

### Interventions:

We will be implementing a programme of in-school interventions to run throughout the academic year and initiatives will be targeted to close gaps and maximise pupil progress.

### Contingency Plans:

Contingency plans for extended home learning in the unfortunate event of self-isolation, a full or partial closure will your child the use of distance learning platforms, and learning grids where details of blended learning activities will be shown. We will be providing opportunities for Parents to engage and be supported in the use of digital devices and the use of online platforms. The children will be using online resources in school and in the event of contingency plans or your child being unable to attend, these can then be accessed at home confidently with your support. **If you need a device for home learning in these circumstances, please contact the school office or your child's class teacher.**

Welsh Government may also instruct schools to remain open to critical key workers and run hub facilities.

For full details of the Welsh Governments strategy to learning, see the link below: <https://gov.wales/schools-coronavirus-guidance#section-52378>

## Home School Agreement: Code of Expectations

All parents to agree to the home school agreement- code of expectations. If your child attends and returns to Westwood, we will accept that you have read this and will abide by these expectations -  
thank you

### School

- The school will; abide by its risk assessment- copy can be viewed when available on our website. [www.westwoodprimary.co.uk](http://www.westwoodprimary.co.uk)
- Provide as safe an environment as possible which has been cleaned and prepared as thorough risk assessment has dictated in response to the COVID-19 pandemic;
- Adhere to the social distancing rules as set out by the government in so much as is reasonably possible;
- **Ask parents and carers to consider the health and hygiene questions and expect to have confidence in the responses.**  
These questions are:
  - ✓ *Are you or any members of your household / extended household self-isolating? If so, why?*
  - ✓ *Does your child/ children have either a high temperature or a new and continuous cough? Loss of taste or smell?*
  - ✓ *Do any members of your household have either a high temperature or a new and continuous cough? Loss of taste or smell?*
- Continue to provide provision that meets the needs of your child's well-being, mental health needs whether they are in school or continuing to learn from home at present.
- Contact parents/carers if your child displays any of the recognisably associated symptoms of COVID-19 (including wider symptoms) and ask you to take them home, request a PCR test and self-isolate until a test is completed and negative results returned; <https://gov.wales/self-isolation>
- Have consideration for the wider symptoms, and recommend a PCR test
- Engage in the Test; Trace and Protect programme to ensure we keep our school community safe;
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations and procedures outlined in this agreement;
- Communicate frequently through email and the school website alongside phoning in emergencies or if one of the triggers mentioned above is activated.

## Parents

### To best support my child and the school, I understand that:

- ✓ I will not attempt to bring my child to school if they display any symptoms linked to Covid 19 including the wider symptoms
- ✓ My child will have their temperature taken on arrival to school and when exiting school, unless I have opted my child out in writing.
- ✓ **If my child has had Calpol or other pain relief that day, they will be refused entry onto the school site. I will not attempt to 'mask' any symptoms my child may have by using over-the-counter drugs, as this puts other children, parents and staff at risk.**
- ✓ I will answer all health questions honestly on behalf of my child and my family. I understand that **child or family member within the household and extended households, displaying symptoms will be asked to return home, obtain a PCR test and self-isolate as advised: see images on page 17.**
- ✓ If my child, or anyone in my household including my extended household, shows symptoms of Covid-19, I **will not** send them to school and obtain a PCR test. We will let the school know the results as soon as possible via telephone and a follow up email;
- ✓ **When dropping or picking up my child, I will stick strictly to the school's published timings for my child's class & will adhere to the 2-metre social distancing rules wherever possible;**
- ✓ **I appreciate I will not be allowed on site and through the school gate unless accompanied or by appointment.**
- ✓ **I should use a face covering when dropping off and picking up my child. If I am exempt, I must wear a lanyard.**
- ✓ If I am late for drop off/pick or there is a possibility of this, I will contact the school immediately.
- ✓ Apart from items on the resource list, my child will not bring any items into school or take any items home, from school.
- ✓ If my child shows symptoms of Covid-19 at school, I will collect my child as soon as is practically possible;
- ✓ My child must use good respiratory and hand hygiene;
- ✓ My child must wear clean clothes daily and shoes they can fasten themselves;
- ✓ I need to support all staff in their efforts to create an 'as safe as possible' environment;
- ✓ I must read all letters/messages/emails that are sent home;
- ✓ I will inform the school immediately of any changes to parents/carer and emergency contacts details;
- ✓ If my child is deemed unsafe in behaviours, he/she will be sent home and cannot return to school until they can be safe.



## Children

I will do my best to:

- Follow the rules around school and in the playground including not attempting to mix with pupils outside of my bubble group;
- Tell an adult if I feel unwell;
- Not bring things into school from home nor take things home from school unless it is on the resource list;
- Use the equipment provided to me by school and my own equipment- I cannot share my resources;
- Only enter and exit the school building using the doors for my class group and by following the one-way system/ keeping to the left;
- Follow good hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene - use soap and water for 20 seconds or a hand sanitiser regularly throughout the day;
- Behave well at all times to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, I could be sent home and would not be able to come back into school; until I could show I would be safe again.



## Positive Behaviour Expectations in school

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and this remains in place. In the addendum we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

All children must be made aware and reminded of the following expectations which **MUST** be adhered to without deviation:

- ✓ Children will enter and exit school via their entrance, keeping social distancing from other adults and following markings wherever possible with a common-sense approach expected;
- ✓ Children must wash their hands with soap and water whenever asked throughout the day;
- ✓ Children will remain with their classroom contact groups / bubbles at all times throughout the day, with outdoor areas planned;
- ✓ Children must use tissues to cover their mouths when coughing or sneezing;
- ✓ Children experiencing any symptoms must inform their adults, follow instructions for isolation and will be sent home;
- ✓ Children will have their own space in the classroom and will be reminded to keep all their resources and their equipment to themselves;
- ✓ Children must follow rules and systems around the school wherever possible;
- ✓ Children will be guided to different zones of the playground for breaks and lunchtime;
- ✓ Behaviour will be dealt with positively;
- ✓ Any child who refuses to follow the rules (rather than any child who does not understand the rules) must be risk assessed and measures put in place to pre-empt any issues;
- ✓ Any child who, following risk assessment and associated actions, is unable to follow the guidelines, must be referred to Head teacher;
- ✓ Any child who deliberately coughs or spits at another person could be sent home immediately.

## Latest Guidance from January 2022 is as follows:

<https://gov.wales/schools-coronavirus-guidance> updated on Friday 31st December 2021

# Coronavirus symptoms? (A high temperature, new continuous cough and/or loss or change of taste or smell)

## Self-isolate immediately

You should stay at home and book a PCR test as soon as possible.

### Test negative?

You no longer need to isolate.

### Test positive?

Isolate for 7 days from the day you took the test.

You should take lateral flow tests on days 6 and 7.

If either tests are positive, you should isolate until you receive two negative tests, or until day 10.



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CYMRU  
NHS  
WALES

Profi  
Olrhain  
Diogelu

Test  
Trace  
Protect

## You are a close contact of someone who has tested positive for COVID-19

You are a child under 5

You do not need to have a test, or self-isolate.

You are fully vaccinated and over 18, or aged 5-17

You should take a lateral flow test every day for 7 days.

**Self-isolate if you test positive\*** If a person showing no symptoms has a positive lateral flow test they will no longer be advised to have a follow-up PCR test to confirm the result, unless they are showing symptoms (see above) or been advised to do so. \*\*

If your PCR test result is negative, you can stop isolating but should continue to take lateral flow tests until the 7 days is over.

If your PCR test result is positive, you must self-isolate for

7 days\*

You are over 18 and not fully vaccinated

Self-isolate immediately

Take a lateral flow test on day two and day eight instead of a PCR test. \*\*

## #KeepWalesSafe



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Diogelu

Test  
Trace  
Protect



Llywodraeth Cymru  
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\*This means people who have tested positive for COVID-19 must self-isolate for seven days. On days six and seven of their self-isolation period they should take lateral flow tests and if these tests - taken 24 hours apart - are positive, they should continue to self-isolate for the full 10 days. (updated on Friday 31st December 2021)

\*\*Updated on January 5th