

To our Dear Westwood Family,

We are looking forward to seeing you and your child back at Westwood for a 'Check in and Catch up' before Summer. As you know we have been busy preparing your offer for your child's safe return and the focus is around wellbeing.

**Please take note of their Bubble number.**

**It is very important that you keep to these days and times.** We have worked incredibly hard to allow Westwood to be open to a small number of children and your cooperation is essential to ensure its safe success. Each group of children will be in a group called a 'Bubble'. Bubbles stay together and do not mix with other Bubbles.

Attached with this letter is the important 'Return to School Handbook'. Within this a brief reminder of the offer, with general guidance and the Home / School Code of Expectations and the Positive Behaviour Expectations.

**Please read everything attached with great care. It is important you understand the offer and guidelines we set out, and that you prepare your child for their return. By sending your child back to Westwood we will ascertain you have read all of the offer and the contents of the 'Return to School handbook carefully and agree to the contents.**

We would also like your child to complete a Wellbeing Survey before returning to school. We need their responses by Thursday 25<sup>th</sup> June @ 12pm. Here is the link below:

[https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4\\_TzS3ZEGUCRtgHRR5k-p0HRoHqmxNlszmYeIWSqBUN1hOQ0VRRTFMOFZBTTFRWE5FMVYyS0JFWS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4_TzS3ZEGUCRtgHRR5k-p0HRoHqmxNlszmYeIWSqBUN1hOQ0VRRTFMOFZBTTFRWE5FMVYyS0JFWS4u)

As we have said in our previous correspondence, Westwood is not the school we left behind in March and this is very sad for all. Over the last few months, you have worked hard with your families, staying positive and staying safe, working from home and ensuring your child's health, safety and wellbeing is paramount. Thank you.

As you will also know, home learning will continue until the end of term; this check in will also enable us to answer any questions your child has relating to learning at home, and will help in preparing for the new normal of education for the near future. We can also continue to support this via teacher contact via email too. Remember even at this stage of the offer, once you have read the 'Return to School' Handbook, you may decide that this is not right for you. We respect your decisions and your child will not be in anyway disadvantaged for not returning in this window, as many children have chosen not to return, and we are planning alternative ways to connect before the summer break.

You will too appreciate that during these times of crisis, our Westwood school is and has been so much more to you than a place of education. It's a place that continues to be the constant in the lives of our Westwood Family; we support, we listen, we comfort, we teach, we advise, we learn, and we nurture! Westwood is safe; its family; it's home!

We want our 'Catch up and Check in' to be a positive experience for all. We will do our best and we know you will aid us in this.

**Thank you for your support. Always!**

**We look forward to seeing you very soon!**

**Team Westwood** 

# Westwood Community Primary School



# Return to School Handbook



**Your Westwood Offer** is to 'check in with school and a catch up with learners' only. It is to prepare for a new normal and will be for wellbeing opportunities. This offer is unique to Westwood, as each school has to consider its individual capacity to provide a safe return for their learners. School will look and feel different from the school we left back in March. However, we want this to be a positive and safe experience for all. Here is our 'Return to School handbook' to help us and your child to have the best possible experience to Check and Catch up before Summer.

- 🤔 You will be given a drop off and pick up time which **MUST** be adhered to.
- 🤔 We ask all parents who drop off, to adhere to the strict social distancing 2 - meter markings outside the school wall.
- 🤔 Children will be met at the small silver gate at their designated drop off time and delivered back to the gate by their member of staff at their designated pick up time - parents are not allowed on the school site.
- 🤔 Social distancing will need to be strictly adhered to, hygiene and stringent monitoring health questions will be asked daily before entering the site. These questions will be
  - *Are you or any members of your 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?*

We appreciate your honesty when responding to 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 and self-isolate for 14 days. If your child has had Calpol or other pain relief that day, we will refuse entry onto the school site. All children up to and including Year 4 should be accompanied by an adult. If Year 5 & 6 Children are sent to school alone, we will accept that the children and family members of your household answer no to these questions above. Please do not send children to school if they present with any of these symptoms. If you suspect Covid 19 within your household, you should also request a test from the Welsh Government website. PLEASE SUPPORT THIS-IT IS FOR EVERYBODY'S SAFETY!

- 🤔 Your **child's temperature will be taken** by a member of staff on arrival and when they leave.
- 🤔 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 strict social distancing.
- 🤔 **Family members of pupils who have received 'shielding' letters and pupils who live with a person who has received a 'shielding' letter are not expected to return in the Summer Term. This is Welsh Government advice. Please carefully consider this - Health and Safety is paramount and should not be compromised nor risked! Some of our staff who have been shielding will not be returning for these reasons. We highly recommend that you should not place the health and safety of any of our Westwood Family in jeopardy.**
- 🤔 Children are **not expected to wear uniform**. Instead, children are asked to wear clean clothes daily, trainers or sensible footwear they can fasten themselves, have a **waterproof coat**. On hot days, **sun cream must be applied, and sun hats worn**.
- 🤔 All children should bring in a **small bottle of hand sanitiser for personal use and essential medication only**.
- 🤔 **No other outside items to be brought into school, including bags nor mobile phones. You will have a full list of exempt items in the handbook.**
- 🤔 **We will provide your child with a snack, water and tissues for each child.**
- 🤔 **A packed lunch will be provided by school for all pupils at the end of their session. These are to take away and to eat at home.**
- 🤔 Outside areas will be allocated to groups for play and recreation.
- 🤔 **Each group will be socially distanced from the other groups and will not mix.**
- 🤔 **Toilet facilities will be allocated to the groups to ensure reduced risk of infection. However, only one child is allowed in the block at any one time.**
- 🤔 If a member of staff or child becomes symptomatic within their school bubble, they will be isolated in school and sent home to Self - Isolate and access a test. All parents in your child's group will be informed immediately. The remainder of the group can be sent home to Self-Isolate until we receive a negative result of a Covid 19 test.

Within this 'Return to School handbook'; there will be a clear guidance for your child's return, a Home School Agreement, a code of expectations and set out positive behaviour expectations, so that you can share this with them before they return to school.

You should decide if you want to accept our finalised offer; times / days and the terms of the return to school handbook. By sending your child into Westwood on your given days and time, we will deem that you have read the agreements carefully, understood them and will abide by our terms of return. Our risk assessments, we have in place before hand, are available on the website. If you do not wish to accept our finalised offer, you will be able to remove your child from our Summer Catch up lists by emailing the office on [wwmail@hwbcymru.net](mailto:wwmail@hwbcymru.net) and we will hopefully see you in September, after a review of the situation.

## General Guidance

### School Uniform

We are not expecting children to wear school uniform on return to school, but clothing should be of a similar practical nature. Think as though you are going for a day in the woods or the countryside, not to a party or the beach. We will be spending a lot more time outdoors, which may include activities that require children to be physical or get dirty. Footwear should be trainers and have fastenings they can do themselves. **Children must wear a fresh set of clothes each day. Due to hygiene and social distancing, masks are not required for learners.**

### Bikes and scooters

We have asked children not to leave bikes or scooters at school. Any bikes or scooters ridden to school must be taken away by parents.

### Equipment

**Children should not bring any school bags to school. The only things they should bring to school are;**

- sun hat
- coat
- small hand sanitizer
- own medication if it is essential

**Children SHOULD NOT bring anything from home (unless it is in the above list)**

- pencil cases
- money
- PE kits
- rucksacks
- toys
- books
- masks to wear in school
- phones
- tablets
- bags
- stationery
- water bottles or food from home

### Food

We will provide a packed lunch for your child to take home at the end of your child's session. We also provide snack and water for your child. **PLEASE DO NOT BRING IN FOOD NOR DRINKS INTO SCHOOL.**

### Handwashing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. 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>

# Home School Agreement: Code of Expectations

All parents to agree to the home school agreement- code of expectations. If you send your child to the 'catch up sessions' we will accept that you have read this and will abide by these expectations

## School

- The school will; Abide by its Risk assessment- copy can be view on 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 health and hygiene questions and expect to have confidence in the responses.**  
These questions are:
  - ✓ *Are you or any members of your 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?*
- **We do reserve the right not to allow your child on site if we believe that social distancing and government law has been breached. Welsh Government stress the importance of shielding, which remains in place. If your family or a pupil has been shielding, the expectation is they are not to return for the summer term. This is for everybody's health and safety, which should not be compromised nor jeopardised.**
- Continue to provide a catch up and check in 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 and ask you to take them home and self-isolate for 7 days (family members for 14 days) or until a test is completed and negative results returned;
- Inform you if staff or children in your child's 'room' show recognisably associated symptoms of COVID-19 as this will mean you will all need to self-isolate at least until the test comes back negative;
- 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
- My child will have their temperature taken on arrival to school and when exiting school.
- **If my child has had Calpol or other pain relief that day, we will refuse 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 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 displaying symptoms will be asked to return home and self-isolate for 14 days.**
- **I will ensure we as a family have practising social distancing in line with Government guideline.** I understand that my child will be refused entry to school if we have breached these guidelines.
- If my child, or anyone in my household, shows symptoms of CV-19, I **will not** send them to school. We will self-isolate for up to 14 days as a family & will be tested. I 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 room & will adhere to the 2-metre social distancing rules; I appreciate I will not be allowed on site and through the school gate.
- If I am late for drop off at my allocated time, I will keep my child at home. If I am late for pick up or may be, I will contact the school immediately. This may affect whether I can bring my child into school for further catch up sessions
- Apart from a coat, sun hat and hand sanitizer and essential medication, my child will not bring any items into school or take any items home, from school.
- If my child, or another child in the 'bubble', shows symptoms of CV-19 at school, I will collect my child as soon as is practically possible;
- I will remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully;
- My child must use good respiratory and hand hygiene;
- My child must wear clean clothes daily and shoes they can fasten themselves
- If my child becomes ill and needs hospital attention, I agree they may be accompanied by a member of the SLT of school.
- 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, 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 social distancing rules around school and in the playground including not attempting to mix with pupils outside of my room;
- Tell an adult if I feel unwell;
- Not bring things into school from home nor take things home from school (apart from my hat, coat and hand sanitizer. Also essential medication if needed);
- Only use the equipment provided to me by school and no other;
- Only enter and exit the school building from silver gate 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

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 the main silver gate entrance, keeping social distancing and following markings;
- ✓ Children must wash their hands with soap and water whenever asked throughout the day;
- ✓ Children will remain with their new classroom 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 equipment to themselves;
- ✓ Children must follow rules and systems around the school;
- ✓ Children will be guided to different zones of the playground for breaks;
- ✓ Behaviour will be dealt with in a pre-emptive fashion rather than a reactive manner;
- ✓ 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 coughs or spits at another person must be sent home immediately