

Westwood Community Primary School



Return to School
Handbook for our Westwood Family
September 2020



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WELCOME BACK!!

Westwood is reopening and we are so happy that we can have our Westwood Family back at school 😊

We present to you your 'Return to School Handbook' for 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, please email school on wwmail@hwbcymru.net- we are always happy to help.

Current guidance

The Government guidance released on 13th July 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in full [here: https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19](https://gov.wales/operational-guidance-schools-and-settings-autumn-term-covid-19)

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

- fulfil the expectations required of us
- 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. Westwood may look and feel different from the school we left back in March and for some of the children in July when they returned for a check in. However, 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.

As you know we are expecting all pupils from Reception to Year 6 to return on Monday 7th September (Nursery Pupils have their own start dates as communicated by Mrs Ryan). We have considered a return for all pupils however we also need to make you aware that we have a contingency response in the event of learners unable to return, including a blended learning approach and further supported learning from home by 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 agreements carefully, understood them and will abide by them. Our risk assessment for September reopening will be in place beforehand; it 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 many children will not have been into school since March. 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 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

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 strictly socially distance. Older children should be encouraged. Please keep your family close and safe around the school site at all time.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature
- 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 wmail@hwbcymru.net

Government advice must be followed, it can be found here.

Please be reminded that:

- 🤔 **Social distancing MUST be strictly adhered to**
- 🤔 **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?*

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 (including extended households) answer no to the above questions above. Please do not send children to school if they present with any of these symptoms.

Children or staff suspected of having COVID-19

In line with guidance in the case of a suspected infection the school will:

- 🤔 engage with the NHS Test and Trace process.
 - We ask that parents and staff inform the school immediately of the outcome of any test;
- 🤔 manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will e-mail parents with a notification of a confirmed infection including which 'Contact group' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- 🤔 contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

'Close contact' now 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 also try to ensure they 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. 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 NHS uk guidance here: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

Households with a confirmed case of Coronavirus should follow the guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-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 blended learning and home support.

Other Health & Safety precautions that we have included are:

- 🧐 Your **child's temperature may be taken** by a member of staff on arrival and when they leave if required.
- 🧐 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.
- 🧐 Children are **expected to wear clean uniform / 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.
- 🧐 **Each contact group** will be socially distanced from the other contact groups and **will not mix during school hours.**
- 🧐 Eating areas will be contained within Contact groups
- 🧐 Breakfast club will be operated and organised in Contact groups
- 🧐 **Toilet facilities will be allocated to the groups** to ensure reduced risk of infection. **However, only one contact is allowed into their block at any one time.**

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

Contact Groups

As you will know from your previous letters from school, the year groups have been split in 'Contact groups'. These Contact groups will be made up of groups of children in specific classes. **We will have 5 Contact groups in school known as 'Bubbles'.** 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. Contact groups 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 ambitious undertaking is reliant on the successful implementation of our plans and is unique to Westwood; your full support with our new normal is appreciated and paramount to the success of reopening Westwood safely. **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 allow increased operations.** As a reminder, here are the opening and end of the day organisation times and arrangements.

Year groups and Class Teacher	Class	Bubble	Start time	End time	Children Entrance / Exit
Nursery Mrs Ryan	Class 1	Bubble A 1 & 2	9am	11.30pm	We will Meet and Greet you at the small silver gate. More details to follow.
Reception Mrs Hatton	Class 2	Bubble B	9am	2.45pm	Small gate on the Padeswood Road - Meet & Greet to class door
Reception Mrs Fresa	Class 3	Bubble B	9am	2.45pm	Small gate on the Padeswood Road - Meet & Greet to class door
Year 1 Mr Northall	Class 4	Bubble C	8.50am	2.50pm	Small silver gate on Tabernacle Street and children use front door near car park. Meet & Greet.
Year 2 Mrs Donaghy	Class 5	Bubble C	8.50am	2.50pm	Small silver gate on Tabernacle Street and children use front door near car park. Meet & Greet
Year 3 Miss Davies / Miss Bennett	Class 6	Bubble D	8.40am	2.40pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet
Year 4 Mr Powell	Class 7	Bubble D	8.40am	2.40pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet.
Year 4 & 5 Mrs Farrer	Class 8	Bubble D	8.40am	2.40pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet.
Year 5 & 6 Miss Mattar	Class 9	Bubble E	8.30am	2.30pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet.
Year 5 & 6 Mrs Brown	Class 10	Bubble E	8.30am	2.30pm	Small silver gate on Tabernacle Street and children use main entrance front door. Meet & Greet.

Why staggered times and entrances/exits?

To adhere to strict reopening guidelines outlined by Welsh Government to reopen for the safety of us all. It is very important that the staggered 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 very strict social distancing of 2 meters for adults must be observed for the safety of others and consideration of our neighbours. It is also important to keep your children safe and close to you.

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 new 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.

Reminders

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 expected. Staff are on hand to help at all times.

Bubbles C, D, and E: for the morning drop off for all, 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 - Reception: 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 her team will be operating a Meet and Greet system from 9am. More details of this will be communicated to you directly.

Pick up organisation- please be prompt 😊

Bubble E - 2.30pm pick up: Parents please wait near the small silver gate on Tabernacle Street if you are collecting your child. Please adhere to social distancing outside the school wall; markings are there to assist you. Children will be escorted to the gate for collection @ 2.30pm. 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 letter of consent must be signed before the children can have a phone at school. A separate letter will follow.

Bubble D - 2.40pm pick up: Parents will be accompanied onto site by a member of staff to wait in Zone D to collect children in Class 6, 7 and 8 only. You must adhere to 2m social distancing and leave the school site as soon as you have collected your child/children. Year 5 children in Bubble D are allowed to have mobile phones for walking home purposes only. A letter of consent must be signed before the children can have a phone at school. A separate letter will follow. Children in Bubble D must be accompanied off site, unless you are waiting for younger children elsewhere on site, and home.

Bubble C - 2.50pm pick up: Parents will be accompanied onto site by a member of staff to wait in Zone C to collect children in Class 4 and 5 (Year 1 & 2) only. You must adhere to 2m social distancing 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 younger children elsewhere on site, and home.

Bubble B - 2.45pm pick up: Parents will be accompanied onto the site by a member of staff to wait in Zone B to collect children in Class 2 and 3 - Reception children only. You must adhere to 2m social distancing 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 A- Nursery: Mrs Ryan and her team will be operating a Meet and Greet system from 11.30am. More details of this will be communicated to you.

*****Please note we will review the drop off and collection arrangements regularly throughout September 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.***



General Guidance

Attendance

From September 7th, attendance is mandatory. 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. 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 Contact 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 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 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 leave bikes or scooters at school. Any bikes or scooters ridden to school must be taken away by parents.

School Uniform

We are expecting children to wear school uniform on return to school; this must be clean on daily. Children must wear a fresh set of clothes each day. We are suggesting on P.E. days (these will be communicated to you before your return) the children come in their P.E. Kit and we will have an 'own clothes day' on Wednesday; this is to support you in washing uniform. This clothing should be of a similar practical nature. 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 black shoes or black trainers and have fastenings they can do themselves please 😊 to hygiene and social distancing, masks are not required for learners at present.

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;

- sun hat
 - coat
 - small hand sanitizer
 - own medication if it is essential
 - PE kits
 - rucksacks
 - books
 - phones (Year 5 & 6 with a letter of permission only)
 - stationery in a small pencil case
-
- water bottles
 - lunch box

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 in September.



Food, Drinks & Snacks

- All children attending school can have a school lunch or bring in their own lunch from home. 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 lunch from home. We have arrangements in place to ensure that during lunch time, separation between 'Contact groups' is maintained. Children will always have the chance to wash their hands within the classroom / toilet block before eating.

Newydd will be offering a limited menu and ways to order your school dinners from Monday 7th September; the menus should be with us by WC 31st August- we will share these in a separate communication. This will be a smaller selection of food comprising of a hot and cold option, with a return to the normal payment arrangements via our School Comms System.

We have been also asked to relay and remind you of the following information with regards to free school meals provision from Flintshire County Council.

Free School Meals Update September 2020

As not all year groups will be returning to school within the first two weeks of the autumn term, you will continue to receive the free school meal award via a secure direct payment for your child(ren) for the period 1st September 2020 to 11th September 2020.

Due to this your child(ren) will not receive a free school meal on the days they attend school during this time, you will therefore need to provide your child(ren) with a packed lunch or money to purchase a lunch using the school's preferred payment method.

From Monday 14 September, children will start receiving free school meals as normal and the direct payments will stop.

We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals. You can apply here: [https://secure.flintshire.gov.uk/Benefits/Viewer-VicForms.asp?user=anon&Form=Flintshire%20Free%20School%20Meals%20\(1.0\).wdf](https://secure.flintshire.gov.uk/Benefits/Viewer-VicForms.asp?user=anon&Form=Flintshire%20Free%20School%20Meals%20(1.0).wdf)

If you have any questions about the Free school Meals information, please contact Flintshire County Council directly. benefits@flintshire.gov.uk or 01352 704848.

Packed lunches

Please ensure your child has all the cutlery they need, and their meal is easy for them to manage independently.

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. Disposable plastic cups may also be available that should be thrown away after use.

Enhanced cleaning regimes

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted 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

Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the autumn term, and these will be replaced by a class assembly.

We are keeping an open mind about Harvest, Award services and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term. But we will be positive!

Breakfast Club and After School Club

Breakfast Club Reminder

We will be operational with breakfast clubs from 7th September for Reception to Year 6. Breakfast club starts at 8am and finish at 9am. Breakfast club from 8am to 8.30am is £2 for the 1st child and £1.50 for further sibling places. Breakfast club from 8.30am to 9am is **free**. 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 Contact groups / Bubbles.

Due to this fact, **ALL breakfast club places for the time being MUST be booked in advance to allow safe organisation of bubbles and adequate staffing.**

Nursery aspect of Westies Breakfast Club will start from WC Monday 21st September. **If you have already booked for Westies in September, we will contact you and organise your booking directly.** Thank you for your support here. **To book your weekly breakfast club places, complete the form at the link here for the week commencing 7th September:**

https://forms.office.com/Pages/ResponsePage.aspx?id=Ug4_TzS3ZEGUCRtgHRR5kzZU9rhSGx5GhLsKZOyOYR1UMDNRNktJOEoyTUpJUExQUklGREEzQVJOOc4u

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 too from Monday 7th September.

After School Club fees:

Early collection fee (2.30-3.00) £2.00

Up to 4.00pm £4.25

Up to 4.30pm £5.00

Up to 4.45pm £5.50

Up to 5.00pm £6.00

Up to 5.15pm £6.50

Up to 5.30pm £7.00

You can contact Penguins on their email 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 lockdown 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 front facing rows 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 and close gaps in children's learning, following the lengthy school closure since March. The focus of the Autumn term will be to work towards closing these gaps and to ensure children move on to their current year group's curriculum as soon as possible. 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 a full or partial closure include reverting to our use of 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.

For full details of the Welsh Governments strategy to learning, see the link below:

<https://gov.wales/sites/default/files/publications/2020-07/guidance-learning-schools-settings-from-autumn-term.pdf>

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 on website. 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 / 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?*
- **We do reserve the right not to allow your child on site if we believe that social distancing and government law has been breached.**
- 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 and ask you to take them home and self-isolate for 10 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 including extended family bubbles, 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 may have their temperature taken on arrival to school and when exiting school if required.
- **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, including extended households, displaying symptoms will be asked to return home and self-isolate for 14 days.**
- **I will ensure we as a family practise social distancing, in line with Government guidelines.**
- If my child, or anyone in my household including my extended 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 Contact group & will adhere to the 2-metre social distancing rules; I appreciate I will not be allowed on site and through the school gate unless accompanied or by appointment.
- 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, or another child in the 'bubble/ contact group', 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
- 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/carers 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 Contact 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 contact 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 new 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 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.