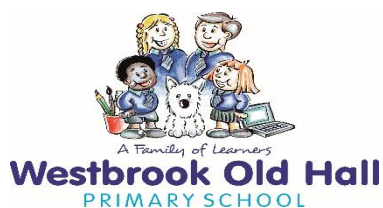


RECEPTION

Arrangements for 14th September Full Re-Opening



Start Time: 8:50-9:00am

Gate Entrance: Gate 3 Spring

End Time: 3:10-3:20pm

Gate Entrance: Gate 3 Spring

(Reception parents and carers will need to accompany their children to the class door for the morning drop off and then follow the signs and arrows around the school to exit. In the afternoons for pick up, Reception parents and carers will need to follow the same procedures and pick their child up from the class door before exiting the school grounds There is a ten-minute window for drop off and pick up. Messages cannot be taken on doors, so please see contact details below. Only 1 adult may accompany a child to school. A virtual tour will be placed on the school website before the start of term)

P.E. Day Friday
(Children will be required to come in their PE kit on this day)

Academic and Non-Emergency Welfare Contact:

Class 1 – Mrs Johnson
l.johnson@westbrookoldhall.com

Class 2 – Miss Earley
r.earley@westbrookoldhall.com

Absence, Medical Appointments and Emergency Information:

The School Office 01925 415544

office@westbrookoldhall.com

If you need to give a message to the class teacher first thing in the morning, please do this by telephoning or emailing the office using the above contact details and your message will be given to the teacher.

No dogs will be allowed on site

Please pass on this information to all appropriate family members and child minders.

*Protocols are subject to change in light of new information and our own experience.

Class Groupings

Children will be taught in classes and operate in year group 'PODs' for learning, break times and lunchtimes.

The new class arrangements are as follows:

EY-Y1 Transition

Mrs Johnson and Miss Earley's classes will be taught by Miss Hornby and Miss Williams. Parents have been emailed with assigned classes.

Y1-Y2 Transition

Miss Hornby's class will be taught by Mrs Perry – Class 5
Miss Williams's class will be taught by Mrs Clyne – Class 6

Y2-Y3 Transition

Mrs Clyne's class will be taught by Mrs McGregor – Class 7
Mrs Perry's class will be taught by Mrs Murray – Class 8

Y3- Y4 Transition

Mrs Murray's class will be taught by Mrs Yates – Class 9
Mrs McGregor's class will be taught by Miss Gavin and Mrs Ellis – Class 10

Y4-Y5 Transition

Mrs Yates's class will be taught by Mrs Kingsbury and Mrs Boyce – Class 11
Miss Gavin and Mrs Ellis's class will be taught by Ms Brennan and Mr Stratford – Class 12

Y5-Y6 Transition

Mr Stratford's class will be taught by Mr Moore – Class 13
Mrs Boyce and Mrs Kingsbury's class will be taught by Ms Tipping – Class 14

Uniform

Full school uniform, including school shoes from Monday 7th September. No trainers, large hairbows, earrings or other jewellery. All uniform must be labelled.

Long hair should be tied back to minimise contacts of hands with face.

Summer uniform may be worn until autumn half term. Ties must be worn with shirts.

What can children bring from home?

Named, reusable water bottle, packed lunch box, book bag, hat, coat and gloves.
The following items will be provided for each child a pencil, ruler, rubber, sharpener. A school pen will be provided where appropriate.

From Year 2 upwards, if you would like, you may provide your child with their own clearly named plastic pencil case with coloured pencils to be brought into and left in school.

No items can be shared with other children.

PE Kits

Government guidance recommends outdoor PE lessons where possible, sports equipment thoroughly cleaned after each use by different individual groups, and contact sports avoided. PE kits can no longer be left in school.

Children are expected to arrive in their kit: white t-shirt, shorts (black joggers in colder weather) and trainers (children must be able to manage the laces independently otherwise Velcro-fastening trainers must be worn).

Please ensure your child is wearing the appropriate kit on their allocated day.

PE will commence the week beginning 7th September and your child's allocated PE day is noted on the front page.

Attendance and Absence

The usual rules around compulsory school attendance will apply once again from the start of the autumn term.

It is your legal responsibility to inform the school if your child is going to be absent. You can telephone the school office on 415544 from 8.30 every morning. If out of hours, please email absence@westbrookoldhall.com.

Reporting and Communication

If you need to share academic or welfare information about your child, please email your child's class teacher.

Class teacher email addresses are provided on the front cover of this document.

If you need to inform the school of absence, please follow the procedure above. If your child has a medical appointment or if there is emergency information to be communicated, please email the office.

Office email:

office@westbrookoldhall.com

With the school's new procedures for dropping off and picking up, it will not be possible to take messages at class doors.

Medicines and inhalers

Any medication, prescribed by a doctor, should be dropped off at the school office. For all medication please complete the standard form. We are only accepting essential, prescribed medication. Please remember to bring inhalers if these were taken home at the start of the lockdown.

Curriculum

The curriculum is to remain broad and balanced: all pupils will continue to be taught a wide range of subjects. We will make use of existing flexibilities to create time to cover the most important missed content. The aim is to return to the school's normal curriculum in all subjects by summer term 2021.

For pupils in Key Stages 1 and 2, we will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely and develop their knowledge and vocabulary.

Government Funded Catch up Support

We are awaiting the Government guidance on how this funding will be distributed between individual schools. A 'catch up' plan will then be implemented.

Pupils who are Shielding or Self-Isolating

Shielding advice for adults and children pause on the 1st August which means that children who remain on the shielded patient list can return to school.

If the rate of the disease rises in local areas, children (or family members) from that area, will be advised to shield during the period where the rates remain high and therefore may be temporarily absent.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September.

Educational Visits

Schools can resume non-overnight domestic educational visits, however, we will not be taking any pupils off site during the first half of the autumn Term.

Parent Meetings and Parents Evening

Parents will not be able to come inside school for any meetings during the first half of the autumn Term so we will replace face to face meetings with phone calls. This will then be reviewed.

Extra-curricular Clubs

No extra-curricular clubs will commence for at least the first half of autumn term.

Music

Schools must note that there may be an additional risk of infection in environments where children or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.

Our music curriculum will therefore be adapted to ensure adherence to this guidance during the autumn term.

Computing

Pupils will be able to access computing equipment on a rota. This is because of the requirement to **clean down all of the equipment between groups.**

Bicycles

Children will be allowed to bring their bicycles to school and leave them in designated signed areas.

Siblings

Siblings may be dropped off/picked up from classes as parents and carers walk around the school grounds.

Social Distancing

Where applicable, pupils will **sit side by side and facing forward**. Ideally, adults should maintain 2 metre distance from each other and from children.

For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs.

When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can be reduced by keeping pupils in their class PODs and **limited interaction with other year groups.**

Classrooms

From Year 2 upwards each pupil will have their own set of resources to limit movement around the class.

Classroom-based resources, such as books and games, can be used and shared within the POD; these will be cleaned regularly, along with all frequently touched surfaces.

EYFS

Soft furnishings have been removed along with toys which will be difficult to clean.

Outdoor Play Equipment

Outdoor fixed equipment will not be used before autumn half term.

How will we minimise contact between children?

Children will operate in year group 'PODs'. PODs should be kept apart, meaning that schools should avoid large gatherings such as assemblies. Therefore, there will be no school assemblies where children will gather together with children from other PODs.

Movement around the school site must be kept to a minimum. While passing briefly in the corridor or playground is low risk, schools must avoid creating busy corridors. Our staggered playtimes and lunchtimes will enable this to happen. Use of staff rooms will be minimised.

Year groups will have set playtime slots and there will be zones so social distancing between groups is maximised. Lunchtimes will be staggered for year groups.

School Meals and Snacks

The school kitchen will be providing packed lunches for the first half of the autumn term and is working towards providing the option of a hot school meal after the half term break.

Menu options will be available on the website before the start of term.

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. Parents may provide their child with a packed lunch from home if they prefer.

KS2 children have the option of bringing their own packed lunch or paying for a school packed lunch.

Free School Meal children are entitled to a free packed lunch but if you wish, you can provide your own.

If you think you may be entitled to Free School Meals (FSM), apply online at

<https://www.warrington.gov.uk/freeschoolmeals>

Reception, Year 1 and Year 2 will be provided with a healthy snack in school.

Years 3 to 6 may bring in a healthy snack – fruit preferable- (NOTHING CONTAINING NUTS PLEASE). There will also be the option of buying toast and juice from the kitchen.

All payments to be made on Parent Pay.

Specialist Teachers and Supply Teachers

Specialist teachers and supply teachers, and/or other temporary staff can move between schools. They will ensure they minimise contact and maintain as much distance as possible from other staff.

Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.

Contractors visiting the site must adhere to guidance on physical distancing and hygiene. Where visits can happen outside of school hours, they will.

A record will be kept of all visitors.

Breakfast Club and After School Club

Pre and after school care will be available from 7th September.

Please contact:

Old Hall Pre-School and Link Club

adminohp@tiscali.co.uk

Tel: 01925 635903

Assessments

Pupils have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. The government has stated that the **statutory primary assessments will take place in summer 2021**. Including:

- the **Year 1** phonics screening check
- the **Year 2** end of Key Stage 1 tests and teacher assessment
- the **Year 4** multiplication tables check
- the **Year 6** end of Key Stage 2 tests and teacher assessment

The statutory roll out of the Reception baseline assessment has been postponed until September 2021.

PPE

The government says that staff and pupils do not need to wear PPE.

Face coverings are not required in school. If your child wears a face covering to school they will be asked to carefully remove it, dispose of it safely or keep it safe and wash their hands immediately upon entering the building.

PPE is readily available for all staff and this includes disposable masks, disposable aprons and gloves for cases such as:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school
- where a child or young person already has routine intimate care needs that involves the use of PPE
- treatment of some First Aid

Pupil Well-being and Support

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression.

Many will not be experiencing any challenges and will be keen and ready to return to school. The return to school allows social interaction with peers, carers and teachers, which benefits well-being.

Our school will provide more focused pastoral support where issues are identified.

Our school will have a Mental Health Support Practitioner on site to support children, staff and families.

Hand Cleaning and Respiratory Hygiene

Our school must ensure that all pupils clean their hands regularly, including when they arrive at school, before and after breaks, and before and after eating. Additional support will be provided for our youngest pupils and those with complex needs.

The 'catch it, bin it and kill it' approach continues to be very important. Additional support will be provided for the younger pupils and those with complex needs.

NHS Test and Trace

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.

Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.

School will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Please contact school as soon as possible so all parents with pupils in that class and Public Health can be informed.

Confirmed Case of COVID-19 Amongst the School Community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).

Schools will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools 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 means:

- direct close contacts - 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

The health protection team will provide definitive advice on who must be sent home.

A letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.

Schools must not share the names or details of people with coronavirus (COVID19).

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14 day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

Containing an Outbreak by Following Local Health Protection Team Advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole school or year group.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Enhanced Cleaning of the Site

Shared areas that are used by different groups will be cleaned more frequently.

Frequently touched surfaces will be cleaned more often.

Contingency Plans for Outbreaks and Remote Education Support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools are required to have the capacity to offer immediate remote education.

The school will continue with its online platform but with enhanced features. A new platform is being trialled across the schools in the Multi Academy Trust and staff will be trained in the autumn.

There is a lot of information here so please read it carefully. Also, please continue to check the school website for potential changes/updates to this information.

We will do our very best to encourage and support our children as they re-adjust to being back in school and we understand this has been a difficult time for everyone. We will continue to keep you informed as much as possible so we can work together, ensuring our approach supports the children as they embark on a new school year.

Thank you for your continued support and wishing you all good health.

Stewart Quinn

Head-teacher