



THE WESTLEIGH SCHOOL

Aspiring & Achieving Together

HEADTEACHER: MR CARLTON BRAMWELL *BEd (Hons), MSc, NPQH*

26 August 2020

Dear Parent/Carer,

I hope you are all keeping well. I am writing this letter to you in the midst of one of the most unforeseen and unsettling periods we have ever experienced, as a local community and as a country. Navigating our students and our workforce through a pandemic has been the biggest challenge of my career to date, however what I have taken from this is just how proud I am of every single member of our Westleigh family. I wanted to thank you all for the fantastic support you have provided for your children during these difficult times. I am excited to welcome our students back to school and have attempted in this letter to provide clarity on some of the actions we have taken to ensure they do so safely.

The safety of our students and staff are our number one priority as we re-open to the entire school on **Wednesday 2 September 2020**, and in preparation for this, we have conducted a rigorous risk assessment to ensure we are fully compliant with the current government guidance.

As part of the first day back, all students will spend the day with their form tutor who will complete a series of induction sessions to ensure students are fully aware of how school will operate under the COVID guidelines for re-opening. The table below indicates the start and end time for the first day back and the entrance and exits students must use.

Wednesday 2 September is outlined below:

First Day Only – Wednesday 2 September			
Year group	Start Time	End Time	Entrance / Exit
7	8.25am	2.00pm	J Block Gate
8	9.30am	2.15pm	Science Gate
9	10.30am	2.30pm	J Block Gate
10	11.20am	2.45pm	J Block Carpark Entrance
11	11.50am	2.45pm	Science Gate

As you would expect, in order to safeguard students and staff, the organisation of the new academic year is different to our usual manner. The list below outlines some of the measures we have put in place:

- Students will be placed in **year group bubbles** and will **not mix** with students in other year groups. The layout of our school site lends itself to this really well, allowing us to zone off different blocks for each year group. Teachers will travel to students each lesson instead of students moving to different rooms in different blocks.
- Each year group will have a **separate section of the yard** closest to their allocated zone, which has been clearly marked to ensure students don't mix year group bubbles.
- Each year group has a **separate set of toilets** and toilets will be **regularly cleaned** throughout the school day.
- Each year group will have a **separate area for lunch**, which will be served to them from their allocated area. Due to this, a reduced lunch menu will be offered. In addition to this, in the first week only, we **cannot provide refreshments during morning break** however this will be evaluated; if it becomes feasible to offer a break service, we will implement it. Students, therefore, should bring a snack and drink to school if they wish.
- We have implemented **staggered start and end times** for each year group. Please refer to the table above for the first day, and the table overleaf for day two onwards.
- Each year group has a **designated entrance and exit** from school and will not mix with other year groups. It is really important students don't walk to school with friends in different year groups.

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- **Student lockers will not be available** until we return to a normal school routine as students will not be able to leave their allocated building.
- Parents/Carers will need to **pre-arrange meetings** with staff or to drop off goods. Unfortunately, for the safety of all, we cannot allow parents/carers to 'drop-in' to school. Our school number is 01942 202580 if you need to make an appointment. For parents/carers attending school meetings, we **request a face covering is worn**.
- To prevent cross-contamination, teachers cannot share stationery with students, therefore it is important students come to school **fully equipped with a black pen, green pen, pencil, highlighter, eraser, ruler and calculator**.
- Students will still take part in practical PE, as per their timetable, therefore students will need to **bring their PE kits**. **Enhanced cleaning of the changing rooms** will take place between lessons.

Please be assured that safety measures will be amended as guidelines change.

The table below is for **Day 2 Thursday 3 September onwards** which indicates the start/end times, entrances/exits and allocated block. This will remain the structure of the school day under the current COVID-safe guidelines.

Day Two onwards – from Thursday 3 September				
Year group	Start Time	End Time	Entrance / Exit	Allocated Block
7	8.25am	2.45pm	J Block Gate	F Block
8	9.00am	3.05pm	Science Gate	E Block
9	9.00am	3.05pm	J Block Gate	Tech Block
10	9.00am	3.05pm	J Block Carpark Entrance	J Block
11	8.25am	2.45pm	Science Gate	Main building

Face Coverings

Due to the recent government announcement, we have made the decision to make the use of face coverings compulsory in corridors and other communal indoor areas. Students will not be required to wear face coverings during lesson times. For the safety of all, please ensure your child arrives to school with a suitable face covering each day as well as a clean plastic bag, e.g. a sandwich bag, to place their mask in when not in use.

School Buses

We have spoken at length to Transport for Greater Manchester in the hope they could provide two school buses for each route at the start and end of the school day. Sadly, this isn't possible, therefore we are asking students who travel on the bus to ensure they wear a mask, social distance on the bus where possible and only sit near students in their own year groups. To support this, we will hold a short assembly in week one to further advise students how to remain safe on public transport when travelling to and from school.

As the start time for students in years 8, 9 and 10 is at the later time of 9.00am, where possible we ask students catch a later bus to avoid arriving at school too early. If this is not possible, students who travel on the bus in Years 8, 9 & 10 will be able to enter the school site via their allocated entrance and a member of staff will be available in each year group's block to supervise. All other students will not be able to enter the site until 10 minutes before their start time.

I hope this reassures you and answers any concerns you have for our September return. We will continue to risk assess our site and school provision to ensure we remain fully compliant with any future COVID guidance. We will continue to keep parents informed of any changes to guidance, but I urge parents to continue to follow Public Health England's guidance on COVID symptoms, including informing school as a matter of urgency if your child or a member of the family displays symptoms, to allow us to effectively deploy track and trace procedures.

If you wish to discuss anything outlined further, please do not hesitate to contact school via the main office.

Yours Sincerely



Carlton Bramwell
Headteacher