



Westminster Primary  
Academy & Children's Centre  
**READY, RESPECTFUL  
& RESPONSIBLE**

*Our children will be ready for their future, as respectful  
and responsible members of the community*

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Headteacher: Mr Roger Farley

## RETURN TO SCHOOL MONDAY 22ND JUNE

Dear Parent/Carer

We are looking forward to your child(ren) returning to school on Monday 22nd June. As you are aware it will not look and feel exactly as it was before lockdown but we aim to make it as welcoming and normal as possible. I appreciate that this is a long letter but all information contained is important. Please contact the office with any queries.

THERE IS NO ACCESS TO THE PLAYGROUND FOR PARENTS. We ask that you arrive **at** collection / pick up times and not any earlier or later than the time stated and remain outside of school abiding by social distancing rules. There are markings on the pavement to help you with this.

**Times for drop off and pick are very strict and must be adhered to.** If your child is late they will not be admitted to school that day. If your Y6 child is making their own way to school please be advised that you will be receiving a call and they will be coming home if they are late. If you are in the 9:15am start group we ask that you do not arrive at school before 9:10am

The office is closed to visitors so we do not have any capacity for drop off or pick up at the office. If you wish to speak to your child's class teacher, a member of SLT, or the office team, then please phone school. Telephone meetings are taking place wherever possible.

There is no flexibility on drop off or pick up times, if you have an appointment that day which could impact on school times then we ask that your child does not attend on that day (this is a temporary arrangement up until July 2020).

### Absence/Illness

- **In line with government guidance if your child or any one in the household shows signs of COVID-19 they must self isolate. Symptoms are high temperature and/or a new persistent cough**
- **You must inform the school that your child will be absent if your child was due to come in.**
- **If your child is absent during the week they will not be allowed to return until the following Monday.**

### School dinners / packed lunches

- If your child has a school dinner there will not be a charge for this - even if you normally pay.
- Please bring packed lunches in disposable bags, bottles where possible as we try to limit bringing things in / taking things home from school.
- School are providing a bottle of water for each pupil every day.
- Social distancing will be operational in the dining hall at lunch time for lining up at the serving hatch and seating arrangements whilst eating.
- Breaktimes/ lunchtimes will be staggered and children given a set area to play in with their base group.

### Things from home

- Children should not be bringing in any items from home. If your child **NEEDS** to bring a mobile phone (only if they are walking to / from school alone) then this should be given to their class teacher on arrival. These will be kept safe in the classroom.
- Please **DO NOT** send your child in with a school bag. We are providing each child with their own pencil case with everything they require.

- Reading books - if you do not have access to Bug Club it is still possible to take a reading book home. Once they are returned to school they are kept in a room for 3 days before being put back into circulation in order to allow time for any trace of germs to die off.

#### Chromebooks

- If you have had a school chromebook over lockdown this must be returned to school on the first day back as they will be needed during the school day, these will then stay in school. Please don't forget the charger.

#### Uniform

- Full school uniform is preferred as this is often easier to wash and dry quickly but we appreciate that your child may have grown out of some items, so please keep as close as possible to expectations.
- We do ask that uniform is cleaned as regularly as possible, ideally clean every day.
- KS2 do not need to wear ties

#### Classrooms

- Children will work in smaller classes of 15 at the most.
- Children may not be with their usual class teacher or in their usual classroom or even year group space this is to comply with social distancing and government guidelines.
- Classrooms will be cleaned regularly throughout the day.
- Classes will work outside where possible.
- Entrance / exits will be through a designated door at staggered times
- There will be no assemblies

#### Hygiene

- All children will be provided with their own pencil case with any equipment they may need during the school day and will not be sharing resources.
- Equipment used by younger children will be rotated and cleaned frequently.
- Children will be supervised to wash their hands regularly, hand sanitiser will also be provided.
- Children will be working in the same place for the days they are in school and will not be moving around, other than lunchtime/breaks.
- Soft furnishings have been removed where possible.
- No more than one child at a time will be able to access the toilet blocks to ensure social distancing at hand basins/ travelling to/ from the toilet blocks.
- Toilets and classrooms will be cleaned regularly throughout the day.

#### Behaviour

- Any incidents of unsafe or high level behaviour/ refusal to do as asked in a situation that goes against government guidelines will result in a phone call home and you being asked to collect your child immediately.