



Westfield Primary School

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Headteacher: Mrs Karyn Hing

22nd June 2021

Dear Parents and Carers,

As a school, we continue to review our procedures to keep everyone safe, as we move along the Government roadmap we hope to slowly return to many of our normal school routines. As you are aware, we have already started to make some changes back to our usual school routines such as some year groups eating in the main hall and dining room hall:

During the lock downs over the past year the children haven't just had to readjust to learning academically they have also had many different daily routines, restrictions around socialising with their friends, playing, sharing, talking to others, listening to others, being collaborative, being creative and being active in class. We can't wait to get back to being one school community again and hope we will be in a position to do so by September because *"together is a wonderful place to be."*

Over the last couple of months we have sent out both staff and parent/carer questionnaires and talked to children to seek the views of all stakeholders regarding the Covid changes we have implemented over the past year. We were delighted with the number of parents/carers that took the time to respond to these questionnaires, thank you very much! We have analysed these results and made decisions about which changes we would like to keep as they have positively impacted on the children's learning and the school community and which changes we can't wait to 'return to normal.' This summary will outline the **changes we hope to have in place for September**. This is of course under constant review based on the government roadmap. The safety and wellbeing of our children and staff is absolutely paramount.

School uniform, PE kits and well being dress down days on Friday.

PE

Children will continue to come to school wearing their PE kits on their allocated PE days including trainers. This will enable children to wear a clean PE kit for PE and also maximises time in the curriculum, ensuring everyone participates as children will no longer need to get changed or forget kits.

In September these will be the allocated PE days for each class:



Engage, Enrich, Excel Academies
T/A Westfield Primary School
Registered Office: The Cambridge Primary School
Queens Avenue, Wellesley, Aldershot, GU11 4AA
Company Registration Number 9279884
(England and Wales)



| Year group | Allocated PE days |
|----------------|---------------------|
| R Bumblebees | Monday & Thursday |
| R Butterflies | Monday & Thursday |
| 1 Ladybirds | Monday & Wednesday |
| 1 Beetles | Monday & Thursday |
| 2 Caterpillars | Tuesday & Thursday |
| 2 Dragonflies | Thursday & Friday |
| 3 Robins | Monday & Wednesday |
| 3 Owls | Wednesday & Friday |
| 4 Kingfishers | Wednesday & Friday |
| 4 Woodpeckers | Wednesday & Friday |
| 5 Pelicans | Tuesday & Friday |
| 5 Puffins | Tuesday & Friday |
| 5 Penguins | Wednesday & Friday |
| 6 Hawks | Tuesday & Wednesday |
| 6 Falcons | Monday & Wednesday |
| 6 Eagles | Monday & Wednesday |

Friday dress down/mufti well-being day.

On these days there is still no additional jewellery. A single stud earring in each ear and a watch only. Clothing and shoes must be appropriate and your child should be able to run around on the playground i.e. no midriff showing, no ripped clothing or ripped jeans, no heels/ slip on shoes/ flip flops.

If this is your child's PE day, then they can wear a mufti PE kit and trainers.

Every other day (except PE and Dress Down Friday) they must wear full school uniform and black school shoes.

This is a reminder of the school uniform and PE kit.

| School Uniform | PE kit |
|--|---|
| <ul style="list-style-type: none"> White Polo Shirt (Infants) & White blouse/ white shirt with tie (Juniors) Grey trousers or school shorts (no leggings), skirt, skorts (shorts that look like a skirt) or pinafore, that must be knee length or longer Burgundy logo or plain jumper/cardigan. Plain white, grey or black socks that are below the knee/tights. <p><u>Optional Summer Uniform</u>- may be worn from the start of the Summer term until Autumn half term (End of October)</p> | <ul style="list-style-type: none"> Burgundy T-shirt. Navy/ black shorts. Plimsolls. Trainers for games. Socks not tights. Drawstring bag for spare kit. Plain dark (black or blue) tracksuits (Optional). |

| | |
|---|--------------------------|
| <ul style="list-style-type: none"> • Blue & white checked dresses may be worn, that must be knee length or longer • White cotton shirt with collar (short sleeves) or polo shirt without ties for Juniors. • If a hijab is worn to school, it must be plain black, white, blue, burgundy or grey. The hijab should be a fitted item not a loose headscarf for health and safety reasons. • All hair bands/ clips/ bows must be in school colours only which are black, white, blue, burgundy, grey, or matching the school summer dresses. Long hair is to be tied back at all times. | |
| Footwear | PE footwear |
| <ul style="list-style-type: none"> • Sensible flat black school shoes, no trainers or boots (Velcro for children who cannot independently tie their shoe laces.) | Trainers for outdoor use |

Parent/Carers Learning Consultations meetings

In the Autumn term Parent/Carers Learning Consultation meetings will continue to take place on the telephone, with an opportunity to sign up and come to see your child's books before this. This will take place in our Wild Garden.

Class emails

In September we will continue to use class emails to enable parents to contact the class teacher directly. These emails are accessed by the class teacher during the working school day.

| Class name | Teacher | Email |
|--------------|----------------|---|
| Bumblebees | Mrs Thomas | bumblebeesclass@westfield.surrey.sch.uk |
| Butterflies | Miss Wallis | butterfliesclass@westfield.surrey.sch.uk |
| Beetles | Miss Creasey | beetlesclass@westfield.surrey.sch.uk |
| Ladybirds | Miss Inch | ladybirdsclass@westfield.surrey.sch.uk |
| Caterpillars | Mrs Banks | caterpillarsclass@westfield.surrey.sch.uk |
| Dragonflies | Miss Mulvihill | dragonfliesclass@westfield.surrey.sch.uk |
| Owls | Miss Bates | owlsclass@westfield.surrey.sch.uk |
| Robins | Mrs Lee | robinsclass@westfield.surrey.sch.uk |
| Kingfishers | Mr Clarke | kingfishersclass@westfield.surrey.sch.uk |
| Woodpeckers | Mrs Tokunaga | woodpeckersclass@westfield.surrey.sch.uk |
| Pelicans | Miss Beattie | pelicansclass@westfield.surrey.sch.uk |
| Penguins | Miss Painter | penguinsclass@westfield.surrey.sch.uk |
| Puffins | Miss Liddiard | puffinsclass@westfield.surrey.sch.uk |
| Eagles | Mr Hunt | eaglesclass@westfield.surrey.sch.uk |
| Falcons | Mrs McAteer | falconsclass@westfield.surrey.sch.uk |
| Hawks | Mrs Phillips | hawksclass@westfield.surrey.sch.uk |

Marvellous Me - please request a sign-up letter from the office if you have not already done so to receive direct updates and information from class teachers.

Seesaw, remote Learning and home learning

We will continue to set home learning for Key Stage 2 and some opportunities for EYFS/ KS1 children using Seesaw, the feedback from the children has been really positive regarding Seesaw. We will continue to set remote learning, in line with DFE guidance, which is currently for children with confirmed COVID cases (if they are well enough), children who have been in contact with a confirmed case and need to isolate, for bubble closures and for children quarantining in line with government recommendations. We will not set remote learning for children who take unauthorised holiday or leave or for children who are generally unwell, if they are well enough to complete their home learning at home they should be in school.

Collections and Pick ups

From September, we will return to our 'normal' school timings.

Drop off - The school day will start at 8:40am, with the school gates opening at 8.35am for children only to walk onto the playground without parents/carers, as they do now. The gates will close at 8:50am. Please ensure you arrive on time as every minute of the school day counts!

Pick up - The school day will finish at 3.00pm for Year R, 3.05am for Years 1 and 2 and 3.10pm for Years 3,4,5, and 6. The gates will open at the end of the day at 3:00pm. Parents may pick up from the playground but should remain in the area for their child's year group which they are collecting from- these will be indicated by a sign like this (see picture on right). Please help us to keep everyone safe by staying in your designated area, leaving promptly (gates will close at 3:20pm) and we request only one parent to collect please. Once you have collected your youngest child you can move to the next collection point. This is to minimise cross over of families and year groups. COVID won't have disappeared by September! Year 5 & 6 pupils will be released independently to walk through the main school exit/ entrance at the front of the school (unless you inform us in writing you wish to collect them on school premises). If you are collecting a younger child and wish your Year 5 or 6 child to join you, he or she should walk to your collection point to leave together. We await updated guidance on whether parents must wear a mask when collecting their children from school (as social distancing will be a challenge) however, you may feel more comfortable in a mask regardless of the guidance.



Transition session and welcome meetings

We are planning to carry out our usual transition opportunities for the children to spend a day with their new class and have the opportunity to meet their new teachers and support staff, these will take place on **Tuesday 29th June**. In line with Government guidance, and following our robust risk assessment, we will have in place all our Covid safety measures, such as good ventilation, regular hand washing and table cleaning, adults will keep a sensible distance from the children and children will be sat facing forwards. The year groups will keep to their own 'bubble'. All safety measures that are currently in place now. In addition, the school has a monthly treatment of ZOONO - Z-71, a Microbe

Shield Surface Sanitiser, which is sprayed on all surfaces and furniture within the school building. **Teachers will also send out a virtual welcome video in July** introducing themselves and talking about the timetable and curriculum for your child's/ren's for the upcoming year. These will be sent via email, so please look out for these valuable and informative sessions.

The table below shows where classes are moving to in September:

| Year group | Class | Teacher | Previously this class was: |
|------------|--------------|----------------|----------------------------|
| R | Bumblebees | Mrs Thomas | |
| R | Butterflies | Miss Wallis | |
| 1 | Ladybirds | Miss Inch | Bumblebees |
| 1 | Beetles | Miss Creasey | Butterflies |
| 2 | Caterpillars | Mrs Banks | Mixed class |
| 2 | Dragonflies | Miss Mulvihill | Mixed class |
| 3 | Robins | Mrs Lee | Mixed class |
| 3 | Owls | Miss Bates | Mixed class |
| 4 | Kingfishers | Mr Clarke | Robins |
| 4 | Woodpeckers | Mrs Tokunaga | Owls |
| 5 | Penguins | Miss Painter | Woodpeckers |
| 5 | Pelicans | Miss Beattie | Kingfishers |
| 5 | Puffins | Miss Liddiard | Toucans |
| 6 | Eagles | Mr Hunt | Penguins |
| 6 | Falcons | Mrs McAteer | Puffins |
| 6 | Hawks | Mrs Phillips | Pelicans |

On the transition day (Tuesday 29th June) children should be dropped off in the usual way, at the end of the day please collect your child from their new class pick up point, listed below, for example if they are currently in Year R they will leave through the Year 1 exit.

Year 1 (current Year R) children will leave through the gate between ABC nursery and Westfield Primary School.

The children in **Dragonflies (current Year 1)** will leave through their side classroom door onto Hoebrook Close.

The children in **Robins (current Year 2)** and in **Kingfishers (current Year 3)** will leave through the pedestrian gate on the outside right hand side of the double car park gates at the front of the school as you face the school (nearest the office reception).

The **children in the remaining classes** will leave through the pedestrian gate on your left hand side of the double car park gates at the front of the school (That leads out from the playground).

School trips and events

We are planning some school trips/ external visitors in the new academic year alongside in-house workshops. These provide children will valuable practical first-hand experiences. We also plan to begin the year with our Diversity Week and will be holding an Aspirations day on September 23rd.

School clubs

We will be continuing to operate our FREE school clubs run by teachers in the Autumn term - these enrichment opportunities allow children to access a variety of sporting and creative opportunities outside of the curriculum. More information about signing up for these clubs will be sent in September when the children return to school. There are also external paid clubs that run at school- information about these will be shared as we receive leaflets.

Birthday celebrations

Children are able to bring sealed sweets into school on their birthdays - although do not feel you have to! These must not contain nuts. They will be sent home with the children for parents to decide whether they are suitable for their child.

Bags

From September, children may bring their bags to school every day, which will be stored in the class cloakrooms, along with their coats. Due to limited space in the cloakrooms please ensure children do not bring oversized bags. A book bag is sufficient. We have separate lunch trolleys for lunch boxes.



A Westfield book bag.

Virtual Class Assemblies

Through our surveys and from positive feedback you, the parents, have let us know that you have enjoyed our virtual class assemblies and the chance to watch them alongside your child. We have decided to continue with these from September meaning that everyone can enjoy them at a time convenient to them and not risk missing them due to other commitments.

Drop in after you've dropped off!

This opportunity will be resuming once again from September - it will look slightly different. Once the school pedestrian gate closes to children at 8.50am (this means the playground gate will also be closed), a member of the Inclusion team will be on the gate to "re-open" the gate to parents wishing to gain support through our Parents' Information Hub. These sessions will be held in our Wild Garden where we will have covered seating (these will be temporary covers until our new, permanent ones arrive) and Wi-fi access. Please see the attached flyer.

And finally ...

This has been a tremendously different year for us all; we have missed being together as a school community and missed the normal activities we are used to doing and used to take for granted. I was overwhelmed with the kind and positive comments made by parents and carers regarding our wonderful school staff such as:

"We just wanted to express our gratitude to you and all the staff who seem to be working tirelessly to give all the children the absolute best opportunities for learning, even during this trying time of hybrid teaching."

"Thanks to you and all your colleagues for the assistance and support you have given... it has been invaluable..."

I would like to echo these comments and say a huge heartfelt thank you to all our staff for their commitment to the children and the school over the past year. Now more than ever we all need to help our children and ourselves to stay as positive and resilient as possible. I appreciate that this can be hard when we are faced with uncertainty, but your efforts as parents and carers have a huge impact on your children. **You have done an amazing job**, thank you for the support you have given to the school over the past year.

Together we will come through this stronger, and when we come out the other side of this, we will celebrate, whilst remembering the sacrifices we have all made. In the words of Sir Captain Tom *"the sun will shine on you again and the clouds will go away, tomorrow will be a better day."* We can't wait for the sunshine in September which I am sure will enable our school community to shine and thrive once again!

Keep safe.

With very best wishes,

Karyn Hing
Head Teacher

