West End Academy
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Headteacher: Chris Johnson

Tuesday 2nd March 2021

School Reopening
We are looking forward to welcoming all our children back to school on March 8th. Many of the safety measures that we had in place in the autumn term will remain. These are outlined below along with some new information.

Drop-Off and Pick-Up Times
To reduce the number of people waiting outside the school gates, we have staggered the times that children start and finish school.
Nursery (morning): The children should arrive at the gate on Regent Street at 9am. These children should be picked up from this location at 12pm every day.
Nursery (afternoon): The children should arrive at the gate on Regent Street at 12:30pm. These children should be picked up from this location at 3:30pm every day.
Reception: The children should arrive at the gate on Regent Street at 8:50am. These children should be picked up from this location at 3:15pm every day.
Year 1: The children should arrive at the gate on Mount Avenue at 8:45am. These children should be picked up from this location at 3:10pm every day.
Year 2: The children should arrive at the gate on Mount Avenue at 8:55am. These children should be picked up from this location at 3:20pm every day.
Year 3: The children should arrive at the gate on Mount Avenue at 8:40am. These children should be picked up from this location at 3:05pm every day.
Year 4: The children should arrive at the gate on Mount Avenue at 8:50am. These children should be picked up from this location at 3:15pm every day.
Year 5: The children should arrive at the gate on Regent Street at 8:45am. These children should be picked up from this location at 3:10pm every day.
Year 6: The children should arrive at the gate on Regent Street at 8:40am. These children should be picked up from this location at 3:05pm every day.
Our Year 6 children must be dropped off and picked up by an adult each day. This is to ensure social distancing rules are followed during drop-off and pick-up times.
If you have more than one child and they have to arrive at different start times, please bring all your children to the earliest drop-off location. A member of staff will be waiting at the gate to make sure that all the children stay in their class "bubble".
If we agreed last autumn term that your child could use a different gate to the rest of the class, this will still apply from March 8th.
Please keep to the rules for social distancing when you are outside the school grounds to drop off or pick up a child. Only one adult should drop off and pick up a child. No parent will be allowed on the school grounds.

Classroom Organisation
During the school day, the children will be kept in "bubbles". This is to ensure that they only stay with children from their year group. The children will be seated in rows in the classroom facing the teacher. They will not move around school unnecessarily and will stay mainly in their classroom. There won't be any assemblies. Equipment that children share will be regularly cleaned throughout the day.
At playtime and lunchtime, the children will have designated areas on the playground or the school field. They will not come into contact with children from another "bubble".

School Meals
The children will eat their lunch in the classroom or the dining hall. This is because we can't fit every class in the dining hall each day. When children eat in the dining hall, they will be able to choose a hot meal. The dates below show when your child will eat in the dining hall.

Week beginning Monday 8th March: Year 3, Year 4 and Year 6.
Week beginning Monday 15th March: Upper Foundation Stage and Year 2.
Week beginning Monday 22nd March: Year 1 and Year 5.
When your child doesn't eat in the dining hall, they will be able to order a sandwich to eat in the classroom.
Free school meals will be available to the children who qualify for them. If you feel that your child now qualifies for a free school meal, please speak to Mrs Shaw in the school's main office. If you don't want your child to have a school meal, they must bring a packed lunch.

Health and Safety
The children will have regular opportunities to wash their hands. They will wash their hands as soon as they enter school, at break and lunchtimes, and before they leave school. Hand sanitisers will be available in every classroom. The children will use the nearest toilet to their classroom at all times. Children will not queue to use the toilets. Classrooms and resources will be cleaned more frequently during the school day.

School Uniform
All children must wear the correct school uniform. Children will not need to bring any stationery items to school as these will be provided by the class teacher. Book bags are allowed to be brought into school. Please put your child's reading book inside their book bag so we can change their book regularly. The school library will continue to be closed. We will let you know when our library will reopen.

Attendance
The government has confirmed that attendance is compulsory from March 8th. Parents and carers have a legal duty to ensure that their child attends school from this date. If your child has a letter from a doctor advising them to shield, please let us know. We will follow our normal procedures when monitoring attendance. If you wish to discuss your child's attendance from March 8th, please contact Mrs Shaw in the school's main office.
If a child is showing any symptoms of Covid-19 while they are in school, they will be taken to a separate room away from any other children. Parents will be immediately informed and asked to take the child home. If a child is showing any symptoms of Covid-19 while they are at home, the child should self-isolate and parents should follow the government's guidelines. If a child, or a family member that they live with, tests positive for Covid-19, they must inform the school immediately. If a child is self-isolating, they should continue with their learning online. Work will only be sent to a child's e-mail account if they are self-isolating and not for any other absence.

Staff Testing
Many of our staff are taking part in the lateral flow testing programme which has been made available to all adults working in school. This programme allows us to identify anyone who is infected with Covid-19 but does not show any symptoms of the virus.

Special Mentions
We are continuing to hold weekly assemblies to recognise our children's achievements. Well done to all the children who received special mentions during this assembly last week. Congratulations to the following children who received a certificate for their outstanding work and effort.

- Year 1 - Nellie Cooke
- Year 2 - Joseph Bond-Armitage
- Year 3 - Archie Barlow
- Year 4 - Riley Cartwright-Horobin
- Year 5 - Annie Wilson
- Year 6 - Casey Burbeary

Finally
Thank you to all the staff, parents and children for their commitment to online learning over the last eight weeks. It shows what resilient learners we have in school. We look forward to welcoming all the children back to school on Monday 8th March. If you have any questions or you need more information, please contact the school office to speak to a member of staff.

Thank you for your continued support.

Yours sincerely,

Mr C Johnson
Headteacher