

Dear parents and carers,

Welcome back for the second half of the Autumn Term. Last term was an amazing one and we were so proud of all the children and staff at West Hill. There was so much creative and inspiring learning and it really was a pleasure to see our whole community back in school together again. Art projects, Black History projects, Rock Steady bands, sports competitions, international dress up day were among many of the highlights from the first half term of the year.

At the end of the term, we celebrated our excellent whole school attendance, which was better than the National Average. Our teaching team are working very hard to make sure that your children 'catch up' with any lost learning that occurred during lockdown. It is important that your child be in school every day on time so that they can be part of these carefully planned catch up sessions.

As you are aware, another National Lockdown is due to come into force from Thursday 5th November. **All Schools will remain open** and we are following all health and safety advice from the government.

COVID protocols inspection

Before half term, we had a visit from two inspectors from the government's Health and Safety executive. The inspectors looked over the whole school to check that we had put in all the necessary measures to make sure that the school is as COVID safe as it possibly can be. The inspectors were very impressed with all the measures we have put in place and have shared their findings with the Local Authority and the governors of the school. If you would like to see the Risk Assessment for West Hill please see the school website for further information:

<https://westhill.wandsworth.sch.uk/?s=risk+assessment>

Changes to COVID protocols under the November lockdown:

Wear a mask on site: All adults should wear a facemask when in the playground.

Pick up and drop off: one parent to collect and drop off

Lateness: Due to COVID restrictions the school office will remain partially closed. All children are taught in year group bubbles and have separate entrances and exits. Each year group uses separate staircases. This means that it is incredibly difficult if your child comes to school late, as a member of staff has to leave the school building and take your child to the correct entrance. Please be on time and at school for 8.40.

Warm clothes: The school needs to be well ventilated; windows and doors are being left open to help reduce the risk of infection. Please encourage your child to wear an extra layer underneath their school uniform.

Social distancing: Please can we remind parents to keep their distance when in the playground.

Birthdays: Please do not bring in sweets or cakes for birthday celebrations.

Playground equipment: Please do not let your children play on the playground equipment at the end of the day. The equipment has to be cleaned between year groups using it.

Soft start: We will continue to operate a 'soft start' each day. The school doors will open at 8.40 and close at 8.50. This reduces the contact that children have with those in other year groups.

PE kit: Please continue to bring your child to school wearing their PE on the days that their class are due to have a PE lesson. As the weather is colder children can wear navy blue tracksuit bottoms.

Attendance

School attendance is mandatory. The government expects all pupils to attend school. The usual rules will apply. This means we will be recording attendance and following up on any absences.

Clubs

Clubs are running as they were last term.

Early Birds club. Every morning 8.00 until the start of the school day. Each session costs £2.00 payable online. Please see the school website for more information and to book your child's place.

<https://westhill.wandsworth.sch.uk/school-life/before-after-school-care/>

After school care

Young Stars after school care will be running again on site at West Hill in the creative hub/bottom hall. It is available for children from all year groups every day from 3.15 until 5.30 pm. The cost is £10 a day and is booked directly with Young Stars on their website:

<http://www.young-stars.co.uk/schools/west-hill-primary-school/?term=michaelmas>

After School clubs

Due to Covid19 there are restrictions about the types of clubs we can offer. More information about clubs is available from the office.

School Meals:

We are serving hot meals all freshly prepared each day on site. We have made significant changes in the dinner hall and during lunchtime to make sure we are COVID safe.

If you pay for school dinners:

If you pay for school dinners please pay on line each week in advance. We are not able to offer credit facilities.

The school office:

The school office will remain partially closed. Please minimise the contact you have with staff in the office. We would ask parents not to come into the school office but to phone or email if they have an enquiry. If you would like to book an appointment to speak to a member of the office team in school, please contact the office.

Pastoral support

We are aware that this has been a difficult time for many of us, including our pupils. Please let us know if you think your child might need extra pastoral support.

The school day:

- Children will be taught in their normal classes with a teacher and a TA.
- Contact between different classes and teachers will be minimised as much as possible.
- Children's phones to be handed into a tray and kept by the class teacher in the classroom not the school office.
- Lunchtimes and playtimes will be staggered so that contact between classes will be minimised as much as possible.
- The children may be provided with the same workspace each day and their own set of personalised school equipment.

- Where possible distancing rules will be followed. It is advised that children sit side by side, not face to face to minimise the risk of transmission.
- It is advised that teachers try and keep their distance and where possible teaching should take place side by side with children not face to face.
- There will be no whole school assemblies / assemblies for parents or events where classes work together. Children will be taught in their normal class sizes.

Infection control measures:

- Children will wash their hands at several key points throughout the school day: arrival at school, before and after play, before and after lunch.
- Doors and windows will remain open in classrooms, weather permitting, to ensure good ventilation.
- The school is cleaned every night.
- We have employed an additional cleaner who cleans all classrooms, door handles, toilets, surfaces throughout the day.
- Hand sanitiser will also be available for children to use regularly.
- The water fountains will be out of use. Please bring a named water bottle for your child each day, which contains water.
- Children will be expected to be safe and follow guidance from their teachers.

What will happen if a pupil/staff member displays symptom of Covid-19?

- Any pupil/staff showing signs of Covid-19 (high temperature, cough, loss of taste/smell) must notify the school. They must go and be tested.
- Any pupil or staff member who is displaying Covid-19 symptoms whilst at school will be sent home and must go and have a test.
- If the test is positive the person with COVID must not return to school for ten days from the test date and members of their family including siblings must isolate for 14 days.

Safety measures at home:

- If your child is ill, please do not bring them to school. If your child is displaying any flu-like symptoms, you will have to follow the government advice and self-isolate. Please notify us that they will be absent and what their symptoms are.
- If any member of your household displays symptoms, do not bring your child to school.
- If any member of your household is displaying Covid-19 like symptoms, they will have to go and have a test and not return to school until we have the results of the test.
- Please make sure that your child washes their hands before they leave home.

Safety measures at pick-up and drop-off times:

- Only one parent should pick up and drop off their children.
- All adults to wear a mask in the playground.
- If possible, please do not bring other children on to the school site who are not coming to school that day.

- Please keep your distance in the playground.
- Please leave the playground as soon as you have collected or dropped off your child.
- We ask that parents do not congregate into groups please leave the site promptly.
- Members of the senior leadership team will be in the playground to support pupils entering the school site.
- At the end of the day, teachers will dismiss the children and send the children to you. Please do not approach the teacher or other pupils.
- If you need to speak to the class teacher please phone the school office and leave a message, alternatively you can email the school office.

We are extremely grateful for all the support we have received so far from the school community. We will continue to keep in touch if there are any updates to our plans or if we need to make changes due to new or updated government advice.

We are very much looking forward to another exciting term at West Hill Primary School.

Kind regards

Mrs Healy and Mrs Carmen