



West Norfolk
Academies Trust

1st March 2021

Dear Parents and Carers,

RE. Full reopening of school on Monday 8th March 2021

I am pleased to inform you that, following the announcement from the Prime Minister on Monday 22nd February 2021, **we will be reopening to all pupils on Monday 8th March 2021**

The Department for Education (DfE) have produced a comprehensive guide that schools need to follow to ensure that our settings are COVID secure. This letter explains the steps we are taking to make sure our school is taking the precautions needed as set out by the Department for Education.

Attendance

- *It will be a legal requirement for you to send your child to school unless your child is unable to attend in line with public health advice.*
- *Government state that it is a parents' duty to secure their child's regular attendance at school*
- *If your child has a letter saying they need to shield because they are clinically extremely vulnerable (CEV) please inform the school*
- ***Arrangements for drop off and collection times are kept the same as Autumn Term 2020.***

Illness

- *If your child is ill, please contact the school straight away- do not bring your child to school with symptoms of COVID-19*
- *If any child shows symptoms of COVID-19 on site, they will be moved to a dedicated room and parents/carers will be called to pick them up. Your whole household will need to self-isolate for ten days or until a negative test result has been received.*
- *If a child or adult tests positive for the virus, you will be informed and the NHS Test and Trace system will be used.*

Grouping Children

- *Children will be separated into class bubbles as they were in Autumn Term 2020*
- *Children will be with their class teacher and will be able to mix with children in their own year group, where possible we will keep children in their own classes.*



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- *In classes, children will be seated facing the front, avoiding face to face contact (not Reception and Year 1).*
- *As far as reasonably possible, children will not be mixing with children from other year groups.*

Pupil Wellbeing

- *All classes will be taking part in additional PHSE work in order to support their return to school.*
- *Our staff will always be on hand to support individual and small groups of children for therapeutic work if needed.*

Arriving & Leaving School

- *Only one adult is permitted to come to the school – please wear a face mask.*
- *We ask that adults do not congregate outside of the school.*
- *Times for different classes arriving and leaving the school will be the same as they were in Autumn 2020*

Break & Lunch Times

- *Children should bring in their own snack- healthy please, no chocolate bars*
- *Lunch will be taken in the children's classrooms – any food ordered via Parentpay will be taken to the classroom.*
- *Playtimes are taken in class bubbles so pupils do not mix with other bubbles*
- *A three-week menu can be found on our website (Parents > School Meals).*

Protective Measures

- *All school staff take a 'Lateral Flow Test' twice a week at home which enables us to see if they are asymptomatic (have the virus but do not have any symptoms)*
- *Children and adults will be expected to clean their hands thoroughly more often than usual*
- *Enhanced cleaning schedule*
- *'Catch it, bin it, kill it' approach will be promoted (with pedal bins in all classrooms)*
- *Where possible, year groups will have their own allocated toilets*
- *No whole school gatherings – assemblies will be online*
- *If a child needs first aid or intimate care, staff will wear PPE*
- *Children will be allocated their own stationary in school – they will not be allowed to bring in their own*
- *Children only have to bring in essentials (coat, water bottle, book bag, PE kit and plastic wipeable lunch box if needed)*



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Curriculum

- *We will resume teaching our broad and balanced curriculum of all National Curriculum subjects*
- *Teachers will identify any gaps in learning and teach to these gaps in addition to the normal year group teaching*
- *P.E. will be modified to avoid contact sports and to, where possible, be outdoor sports*
- *Music lessons will be adapted so that they follow new regulations*

Reading Books & Homework

- *Your child will be given a reading book by their class teacher at the level that they are currently working at. When a child has finished it, they should return it to the class teacher who will leave it for 48 hours and return it to the library.*
- *Please continue to use Myon, Oxford owl, Accelerated reader at home to help with your child's reading skills*
- *Homework will be set and marked with feedback via 'Class Dojo'*

Behaviour & Uniform

- *We have adapted our current behaviour policy to reflect new rules and approaches, this can be found on our website (About Us > Policies).*
- *Children will be expected to wear school uniform.*

School Trips & Visits

- *All school trips and visits (including residential) have been cancelled for the foreseeable future.*

Visits to the School

- *The office will be closed to all but pre-arranged visits. If you would like to speak to the office, a teacher or senior leader please phone school or email the school office*
- *Face to face meetings will be avoided where possible.*

Remote Education

- *If children are self-isolating and are not showing symptoms, or if we go into another lockdown, we will set work as we have been doing via Class Dojo.*
- *If remote access is difficult for you – please contact school as we may be able to organise equipment loans*



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Assessment

- *All statutory assessments have been cancelled, however we are still expected to assess children to find out where their gaps are in order to address these and to inform teacher assessment at the end of the academic year. We will continue to share performance with next Key Stages and High Schools*

We thank you for your continued support and look forward to seeing you and your children on Monday 8th March 2021

Kind regards,

Louise Jackson
Executive Headteacher