



## Full Return to School March 8<sup>th</sup>

Dear Parents and Carers,

We are very pleased and excited to be able to open up again for all of our children from Monday March 8<sup>th</sup>. We are so proud of the efforts of our children and parents in school and at home over the last two months, but have all been looking forward to the day when we can have our West Jesmond Family back together. For me personally it has felt like a long wait as new headteacher to be able to get to properly meet every child.

Can I apologise for this rather long letter, but we ask that all of our parents and carers take time to read the details carefully before Monday 8<sup>th</sup>. We are relying on your support to help us to make school as safe as possible. Most aspects of school will be familiar to our children and families from the first term of the year, however, we would like everyone to remind themselves about our arrangements and to note that we have made some important adjustments in timings for the start and end of the day.

Government guidance has been updated, but is largely similar to the guidance which we had in place in the autumn term. Where there changes we have adjusted our Risk Assessments to meet new advice.

### Do all children need to return to school?

The expectation is that all children should return unless they have been told by a medical professional that they should stay at home. If a child or family are shielding we will ensure they are supported with Home Learning. We want to see as many children as possible getting the benefits of full time school provision. However, we know some children and parents may be anxious or have individual concerns and we are there to support you. If you have any questions about your child's return to school or you are concerned, please contact us.

### How will school ensure our children and community is as safe as possible?

We will be closely following government guidelines to ensure school is as safe as possible for all of us. The main emphasis will be on reducing contact between children, staff and parents, closely monitoring any signs and symptoms of illness and increasing our hygiene and cleaning regimes. The key features of our work to reduce risk will be to ensure;

- ventilation of all classroom and communal areas is maintained as a priority
- physical contact is minimised
- good respiratory hygiene is followed
- children wash their hands frequently
- there is enhanced cleaning throughout the day of frequently touched surfaces
- staff know how to use PPE safely if necessary, including the use of face coverings for adults
- everyone in the school community is using test and trace so we can manage cases and contain an outbreak if necessary
- All adults working in school will be taking a twice weekly Lateral Flow Test

**Head Teacher: Mr Matt Ward**  
**West Jesmond Primary School, Tankerville Terrace,**  
**Newcastle upon Tyne NE2 3AJ**  
**T: (0191)2810000 E: [office@westjesmond.newcastle.sch.uk](mailto:office@westjesmond.newcastle.sch.uk)**  
**W: [www.westjesmondprimary.org.uk](http://www.westjesmondprimary.org.uk)**

National Teaching School  
 designated by  
  
 National College for  
 Teaching & Leadership



National Teaching School  
 designated by  
  
 National College for  
 Teaching & Leadership



### Will staff or children wear face coverings or other personal protective equipment (PPE)?

- Following government guidance all adults in school will continue to wear face coverings in communal areas and when they are unable to maintain a two metre distance from other staff. Face coverings will not be used when in front of the class. At times when working in close proximity with a child or group of children and in the case of administering first aid, staff will wear masks and further PPE items.
- The guidance does not advise primary age children to wear face coverings, however, you may choose for your child to wear one. If you do please support them to understand how to do so safely.

### What is school doing to ensure good hand washing and respiratory hygiene?

Children will sanitise on the way into school and then will wash their hands when they enter classrooms. Every time children re-enter the building they will sanitise their hands and we have also built in lots of opportunities for washing hands during the day. We would be grateful if you could reinforce good handwashing at home and make sure that children wash their hands as they leave home in the mornings and as soon as they return in the evenings. Each classroom has a special lidded bin for disposal of tissues and we will be reminding children of the 'Catch it - Bin it - Kill it!' procedure for coughs and sneezes.

### How will contact between children be reduced? Class and Year Group Bubbles

Our key measure to reduce risk in school is to keep children, where possible in class and year group bubbles. They will not mix with other year groups across the school community at dinnertimes or breaktimes. When the children are learning in classrooms, and moving around school, they will remain for most of the time in their class bubbles of 30. However, when they are outside, where the risk of transmission is reduced, they will play in year groups.

### Which toilets will children use?

Each class or bubble has their own toilet area. Staff will closely monitor numbers of children going to the toilets and reinforce hygiene messages.

### How will contact be reduced at playtimes and lunchtimes?

Each year group will have break and lunch in a separate space and at a separate time. Up to Easter we will have a rota system for our oldest children. **Year 5 and 6** who usually have a meal provided by school will have a hot school dinner in the dinner hall one week and a school packed lunch in the classroom on the other. **Year 5 will have hot dinners weeks beginning 8<sup>th</sup> and 22<sup>nd</sup> March and Year 6 will have hot dinners on the weeks beginning 15<sup>th</sup> and 29<sup>th</sup> March.**

### What should children wear for school?

Usual uniform should be worn for school except on PE days. When they have PE, children should come dressed in PE kits. As we have lots of open windows in school in order to ventilate rooms, children should always have a school jumper/cardigan.

**Please note the changes to some PE days.**

	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
PE	Tues/Thurs	Weds/Fri	Tuesday	Monday	Wednesday	Friday	Thursday

### What can my child bring to school?

Please only send your child in with their reading book, diary and a water bottle in their book bag. Reading books will be quarantined in school before going home with another child. Please try to avoid dropping off items at the school office to ensure staff do not need to cross bubbles.

Head Teacher: Mr Matt Ward  
West Jesmond Primary School, Tankerville Terrace,  
Newcastle upon Tyne NE2 3AJ  
T: (0191)2810000 E: [office@westjesmond.newcastle.sch.uk](mailto:office@westjesmond.newcastle.sch.uk)  
W: [www.westjesmondprimary.org.uk](http://www.westjesmondprimary.org.uk)



National Teaching School  
designated by  
National College for  
Teaching & Leadership



### How will the school reduce contact at the start and finish of the day?

To support social distancing we are continuing to stagger the start and end of the day, but ensuring the amount of teaching time is not reduced. There are over 600+ children in our school and on any morning there are hundreds of parents and Carers arriving at school and around the tight site that we have. We have made some additional small changes to timings to help relieve the risks related to so many people in close contact at one time. The timings are arranged to reduce numbers on each yard at key times. **Please make every effort to be as punctual as possible and within the set times for your child and leave promptly after dropping off your child.**

**Siblings:** We know that many of you will have children in different year groups and have therefore created a window for you to drop off and pick up your children with minimum waiting around.

**Please note some changes to drop off and pick up times to ensure we are able to reduce social contact and the need for parents to wait on the school yard for longer than is necessary**

### Start and End of the Day:

<b>Start of the day</b>	<b>8.30 -8.40</b>	<b>8.40 -8.50</b>	<b>8.50 – 9.00</b>
	<b>Y2, Y4, Y6</b>	<b>Siblings all years</b>	<b>R,Y1,Y3,Y5</b>

<b>End of the Day</b>	<b>3.10 -3.20</b>	<b>3.20 -3.30</b>	
	<b>Y2, Y4, Y6</b>	<b>R,Y1,Y3,Y5</b>	

### Entrances:

**Reception:** Gate by the Bike sheds:

**Year 1 and Year 4:** Gate by the Car Park: Y4 to come in independently, Y1 line up outside classrooms **(Y4 to leave via Reception Gate.)**

**Year 2 and Year 3:** Main gate children enter by front yard

**Year 5 and Year 6:** Gate by the Kitchen:



### Arriving on site: Please try not to drive or park near our school:

We are asking all of our families to make every effort to walk, cycle or scoot to school. More than ever, it is very important that if you have no option but to drive, that you park well away from any of the roads near school. Please be mindful of our extended opening and drop off times from. **Please do not park or drop off near any entrance** as pupils and parents will be queuing and trying to maintain social distancing around the school site.

**Head Teacher: Mr Matt Ward**  
West Jesmond Primary School, Tankerville Terrace,  
Newcastle upon Tyne NE2 3AJ  
T: (0191)2810000 E: [office@westjesmond.newcastle.sch.uk](mailto:office@westjesmond.newcastle.sch.uk)  
W: [www.westjesmondprimary.org.uk](http://www.westjesmondprimary.org.uk)



National Teaching School  
designated by  
 National College for  
Teaching & Leadership





### Who can drop off and pick up my children?

Wherever possible can only one adult can bring each child (or children from the same household) onto the site to drop off and pick up. If you have 'bubbled' with another household and are sharing picking up and dropping off, please let school know. If you have to bring younger siblings then you must hold their hand, carry them or have them in a pushchair for the whole time that you are on site.

**All parents are expected to keep their children with them at all times and please ensure children and younger siblings do not play on the school play equipment and to follow social distancing rules within the school grounds and when around the school entrance and local streets.**

### Will my child be able to catch up after missing so much school?

All of our children have had very different experiences during Lockdown and will be coming to school with a wide range of strengths alongside areas that they will need support in. Over the first few weeks, we will be watching, listening and speaking with our children and carefully assessing where they are with their learning, so we can identify the key areas that classes, groups and individuals might need support in. Rather than use the language of catch-up with our children and families we prefer to talk about our **Bounce Back Curriculum**. We start with the belief that great class teaching and maintaining our broad and ambitious curriculum will help all of our children reach expected standards over their time in our school. Leaders across the school have worked hard to identify areas of priority in their subjects and there will be a continued emphasis on English and Maths. There may be less opportunities for visits, visitors and events, but we will be aiming to make learning as exciting and enriched as possible.

Where we identify individuals, groups or classes that may need help in areas of learning, we are carefully targeting additional support using existing school resources and the Government Catch-Up funds.

### How will you support the return to school for my child who has my child has SEND, a medical condition or individual needs?

Our teachers and teams are discussing and planning for the return of every child and particularly those who may be more anxious, vulnerable or at risk. If you have particular concerns about your child please ring school and ask to speak to the either class teacher, Mrs Hogan, Mrs Groot or a member of the leadership team. For specific medical concerns please ask to speak to Medical Lead Mrs Julie Sengupta.

### Who is allowed in school and what do I do if I need to talk to a member of staff?

Unfortunately, parents and carers are not allowed in school at the current time and we ask that, unless it is an emergency, you do not approach staff at pick up or drop off times. If you need to speak to your child's class teacher, please use their email address or contact the school office by phone or email [office@westjesmond.newcastle.sch.uk](mailto:office@westjesmond.newcastle.sch.uk) and a message will be passed on to teaching staff who will then contact you when they are able.

### How will I be able to find out about my child's learning?

We will hold virtual parent consultations at the start of the Summer Term once we have seen how your children have settled back in to school.

### Will there be after-school and morning clubs?

Our Breakfast Club and Out of School Club will be operating as normal from the 8<sup>th</sup> March.

We will not be introducing any of our usual extra-curricula clubs at this time. If conditions allow they may start in the Summer Term or in September.

### How will school support my child's well-being?

Children's well-being is always at the heart of everything that we do in school. We know that some children will be nervous about returning to school and some will need extra support. We will be doing all that we can in school to

support every child and make sure that school continues to be a happy place where everyone feels safe and valued. If we have any concerns, we will talk to you and work together to make sure that the children are feeling happy and secure. Staff have already had many discussions about how the return to school might present additional challenges for some individuals and groups. However, we are all taking reassurance from how well children settled in after the last lockdown; they are often more resilient than we think!

### What happens if a child or member of staff has symptoms of Covid-19?

We will do all we can in our self-contained bubbles to limit the risk to our children and staff, however, we know that despite our very detailed risk assessments we cannot guarantee that no child will bring the virus to school or catch the virus in school.

**It is essential that you do not send to children to school if they have any symptoms of COVID-19.** You can check what the symptoms are here: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> If your child has symptoms, you must inform school and you will need to arrange a test in order to establish whether or not your child has COVID-19: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

While waiting for the results of a test all the members of the house hold should self-isolate.

After a negative test and if well enough, children can return to school. If a test result is positive, you must inform us immediately so that we can take any additional actions to protect others in the school community.

### What happens if a child develops symptoms while in school?

We have very tight procedures to carefully isolate any child showing symptoms. Parents will be contacted if we have any concerns, however minor, about a child's health and will be expected to pick them up to safeguard us all. **It is very important that we have all up to date contact numbers and there is someone who is able to pick up from school at all times.**

If a child becomes unwell at school with any symptoms of COVID-19, we will contact you and will isolate your child from the rest of the school in our temporary medical room. A member of staff will stay with your child at a safe distance, while we wait for you to arrive. Any siblings will also be collected at this time. Once a child is taken from school, we will clean the area where they have waited and their area of the classroom thoroughly and we will wait to hear from you regarding the test result.

### What happens if there is one or more confirmed cases of COVID-19 in school?

If we become aware of one or more confirmed cases, we will contact the PHE Public Health Team who will discuss the context of the case/s and will seek to establish what kind of contact there has been between the person/people with the positive test result and other members of the school community. It is important to try and establish where transmission has happened and who else might be at risk. We will then inform other parents and carers if there are any further actions to take. This could result in groups of children or one or more classes having to begin a period of self-isolation.

If a member of your family has a test with a positive result, then you will need to inform us that your child/ren will be absent for the period of self-isolation. In the unlikely event of a whole class, Year Group or the school having to self-isolate or 'lock down' again, we will revert to using Seesaw or Tapestry for learning.

### How can I help prepare my child for returning to school?

Some children may be nervous and hesitant about coming back to school. We will do all we can to make it a happy and welcoming return. You can help at home to get them ready.

- Tell your child we are looking forward to seeing them and the teachers will be there to greet them with big smiles on their faces!

- Show them that you are relaxed about the return to school aim to make goodbyes on the first morning as quick and low key as possible.
- Remind your children about all of our hygiene rules: Wash hands for 20 seconds, catch coughs and sneezes in elbows or tissues
- Remind them we can't bring things in to school or out of school

We are doing all that we can in order to mitigate risk and to make school as safe as possible for children, staff and the whole school community at the same time as ensuring we have the strongest sense of normality for our children.

Everyone at West Jesmond is committed to making the return to school happy, safe and full of exciting learning for every one of our children and we can't wait to see you all next week.

Thank you for your support and understanding.

Matt Ward (Headteacher)

**Head Teacher: Mr Matt Ward**  
**West Jesmond Primary School, Tankerville Terrace,**  
**Newcastle upon Tyne NE2 3AJ**  
**T: (0191)2810000 E: [office@westjesmond.newcastle.sch.uk](mailto:office@westjesmond.newcastle.sch.uk)**  
**W: [www.westjesmondprimary.org.uk](http://www.westjesmondprimary.org.uk)**



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

