

LOWTON WEST PRIMARY SCHOOL

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Dear Parents/ Carers,

We are really looking forward to welcoming back all of the children on the 8th March. The school's Covid-19 Risk Assessment has been reviewed and all of the 'Systems of Control' (to both prevent and respond to the virus) will remain strictly in place. Please find below some important information in relation to the return to school next week. **I would be grateful if parents would read this letter in its entirety as there is a lot of important information throughout. Thank you.**

Staggered start and finish times

Staggered start and finish times will remain in place. However, **please note that there are some slight changes to the times for Reception, Year 4 and Year 5.** All of the times are shown in the table below.

The staggered start and collection times will be as follows:

Year group	Arrival time	Finish time	Start time	Registration time
Reception	8.45 – 9.00am	3.00pm	9.00am	9.00-9.05am
Year 1	8.45 – 9.00am	3.05pm	9.00am	9.00-9.05am
Year 2	8.30am – 8.45am	2.50pm	8.45am	8.45-8.50am
Year 3	8.30am – 8.45am	3.05pm	8.45am	8.45 -8.50am
Year 4	8.40am – 8.55am	3.15pm	8.55am	8.55-9.00am
Year 5	8.40am – 8.55am	3.15pm	8.55am	8.55-9.00am
Year 6	8.30am – 8.45am	3.05pm	8.45am	8.45 -8.50am

- Younger siblings will be allowed to enter school at the same time as their older siblings in the mornings.
- The KS2 external classroom doors will be opened from 3pm onwards so that parents collecting siblings at earlier times can then collect the older siblings from 3pm and will

not be not waiting around. This will allow the school site to be cleared as quickly as possible.

- In the morning, the KS1 gate will be opened at exactly 8.30am and closed at exactly 9.00am.
In the morning, the KS2 gate will be opened at exactly 8.30am and closed at exactly 8.55am.

Late arrivals

If pupils arrive after the gates have been closed, their parent should stay with them and supervise them. We ask that parents ring the school office to let us know that they are waiting outside. A staff member will then be sent to open either the Infant or Junior gate. If a parent is unable to ring the office, they will need to nip into the entrance and inform the office staff through the office window. However, where possible, we prefer parents not to enter the school building.

NB: These staggered times will be kept under review and changed if needed.

Reminder – do not attend school if you have Covid-19 symptoms

Please do not send your child into school if your child or any household member, **or somebody in your support bubble**, has Covid symptoms (high temperature; new, continuous cough; loss of sense of taste or smell).

Anybody with symptoms should isolate immediately and book a PCR test.

Pupils must only return to school if the test is negative.

Current quarantine restrictions

Anyone travelling back from another country currently needs to isolate for 10 days and book Covid tests for Days 2 and 8. All parents should ensure that any quarantine guidelines are followed using the most updated guidance at the time of travel.

Pupils who have received a shielding letter cannot attend school

The government guidance clearly states that pupils who have a shielding letter should not attend school. School will provide remote education and pastoral support for pupils who are completing their school work at home. Any parents whose child has a shielding letter should contact the Headteacher or Deputy Head to discuss the situation (if school have not already contacted you).

Attendance is mandatory

The government have made it very clear that attendance for all pupils is mandatory. We expect all pupils to attend school as from the 8th March, unless they are unwell, shielding or isolating due to Covid-19. If your child will not be in school on the 8th March, or on any subsequent day, it is very important that you inform school via e-mail or telephone call by 9.00am that morning. It is essential that parents keep in touch with school if their child is absent. If a child is absent and we haven't heard from you, we will try to contact you following our usual policies and procedures. If we are unable to get in touch with you, this can result in safeguarding procedures being triggered.

If you are anxious about sending your child back to school,

Attendance is mandatory. However, if you have concerns about sending your child back to school, please contact the Headteacher or Deputy Head and we can discuss the arrangements that are in place to keep everyone safe in school.

School dinners

The school dinner arrangements will continue as they were before Christmas. School meals will continue to be delivered to classrooms and the same menu will be in place.

School Uniform

Children should continue to attend school in full school uniform, unless it is their PE day when they should come to school in their PE kits.

PE days

Children should continue to come to school in their PE kits on PE days. The PE days (as from Monday 8th March) will be as follows:

Reception: Monday

Year 1: Tuesday

Year 2: Monday

Year 3: Thursday

Year 4: Tuesday

Year 5: Friday

Year 6: Wednesday

No visitors to school

Parents are not permitted to enter the school building and should contact school via telephone or e-mail.

Face coverings and social distancing during drop-off and collection

We ask all parents to adhere to social distancing when on the school site and to continue to wear face coverings. This is to keep everyone safe.

Lateral Flow Testing

Every Monday and Thursday, the school staff take a lateral flow test. If a lateral flow test result is positive, then the usual isolation rules have to be followed. Therefore, please bear in mind that this could lead to class bubble closures at short notice if necessary. Parents should check their e-mails regularly for messages from school in the event of a class bubble having to isolate.

Staffing shortages resulting in class bubble closure

We have experienced high levels of staff absence during the pandemic. We have endeavoured to keep every class bubble open as far as possible. However, on a few occasions we have had to close a class bubble at very short notice due to staff absence levels. If this is the case, and we are unable to open a class bubble safely due to a lack of staff, we will message parents at the earliest possible opportunity. **Therefore, we urge all parents to check for messages from school on a daily basis (and certainly in the evenings and first thing in the morning).** We will do everything that we can to avoid this situation.

Covid-19 Risk Assessment

The updated Risk Assessment will be published on the school website (as it has been throughout the pandemic).

Remote Learning

Next week, all pupils will be sent home with a paper pack containing up to two days' work and a suggested timetable. This should be kept at home in a safe place and used only if your child has to isolate (either individually or as part of a class bubble closure). Your child should complete the paper pack for the first two days. By Day 2 if possible and certainly by Day 3, your child will be able to access remote education via 'Seesaw' - on which there will be high quality teacher-led lessons or other high quality resources available to support them, e.g. Oak Academy. The remote education provision will be similar to the remote education that has been provided during this 3rd lockdown. If the work is uploaded to Seesaw by Day 2, we will inform parents and children can start the 'Seesaw' work on Day 2 (instead of the paper pack).

If your child is isolating and you would like to request a paper pack of the 'Seesaw' work, please contact school and we will get a paper pack ready for collection from the school entrance. If the whole family is isolating, we can arrange to have a pack dropped off at your home (to be left outside the front door at an agreed time).

Children's engagement with remote education will be checked daily and their work will be marked daily (with verbal audios or written feedback). There will only be a daily whole class 'shout out' if a class bubble is isolating (not for individual pupils who are isolating).

When can your child access Remote Education?

Pupils will be provided with remote education when:

- A child is shielding (i.e. Has received a shielding letter);
- A child has to isolate for Covid related reasons (and is well enough to complete work from home).
- A class bubble has been closed due to a lack of staffing

Pupils will not be provided with remote education when:

- A child is absent from school due to non-Covid related sickness;
- A child is absent from school due to any other non-Covid related reasons;

Parent survey

As we will be continuing with Remote Education (when needed) over the forthcoming months, we will shortly be sending out a parent survey to gain your views on the provision that we currently provide. We can then use this information to make future improvements if possible. We would be grateful if parents would take a few minutes to complete the survey. It will be sent out via the School Spider app.

Loan of a device

If you are really struggling for a device to use, please contact Mrs Willoughby in the school office immediately. We can arrange for you to loan a device from school if needed. A loan agreement form will need to be signed by a parent and the device returned when the pupil returns to school.

Other Childcare

Where parents are using other external childcare providers or extra-curricular activities, in line with government guidance, we advise parents to limit their use of multiple out-of-school settings providers and to only use one out-of-school setting in addition to school as far as possible. We also encourage parents to check that other providers have put their own protective measures in place. Parents can find more information on the gov.uk website 'guidance for parents and carers'.

Thank you

Once again, I would like to thank all parents for their continued support in keeping the whole school community safe during the pandemic and challenging times that we are living in.

Yours sincerely,

Mrs J. Westhead
Headteacher