

# WEST LYNN PRIMARY SCHOOL

St Peters Road, West Lynn,  
King's Lynn, Norfolk, PE34 3JL



Executive Headteacher: Ms J. Borley

Telephone 01553 772330  
Fax: 01553 772330  
office@westlynnprimaryschool.co.uk  
www.westlynn.norfolk.sch.uk

Tuesday 1<sup>st</sup> September 2020

Dear Parents and Carers,

## RE: Return to school in September 2020

We are very much looking forward to seeing all the children return to school in September. Our transition sessions will be on **Friday 4th September 2020** and you should have received a message on 15<sup>th</sup> July 2020 via Class Dojo inviting you to either a morning or afternoon session. Please bring your child to the designated gate (see below) to drop them off for their session. If you have **completed the questionnaire** that was issued in July, please bring that to the transition session too.

School starts back full-time (including Reception children) on **Monday 7th September 2020** and we have followed the latest government advice on making our site as Covid secure as possible. Within this letter is the latest information about how we will be operating from September, this information was sent out in July but has been updated.

Norfolk County Council have put together a website of information that aims to support parents and children, please visit the website as it is a fantastic resource for families:

[www.justonenorfolk.nhs.uk/return-to-school/resources-for-families](http://www.justonenorfolk.nhs.uk/return-to-school/resources-for-families)

### Grouping children

- Children will be separated into Year Group Bubbles e.g. Reception Bubble, Year 1 Bubble etc.
- Children will be with their class teacher, TA and will have an allocated Midday Supervisor who will be associated with the bubble consistently.
- Bubbles will have timetabled access to a section of the playground, field and hall.
- Children will be able to mix with children in their own bubble.
- In classes, children will be seated facing the front avoiding face-to-face contact (except Reception children who will be accessing the different areas of learning to support their development)
- As far as reasonably possible, children will not be mixing with children from other class bubbles, except for the teaching of phonics. Children will wash their hands before and after attending this session.

### Pupil well-being

- Classes will be taking part in additional PHSE work in order to support their return to school.
- Thrive sessions will be available for identified pupils.
- Staff will be on hand to listen to children's worries and concerns.



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## Arriving and leaving school

- Only one adult is permitted to drop off or pick up their child.
- We will be having staggered start and end times to the school day. School will be open from 8:45am, please be prompt at arrival and drop off to ensure we can limit the number of adults on site.
- Only parents of Reception children will be allowed on the playground.
- Parents will not be able to approach staff.
- All necessary communication will need to be via email or telephone or Class Dojo.
- The school office will not be physically accessible.
- Gates will close at 9:05 am and open at 2:55pm.
- We fully appreciate that this could be an anxious time for your child and you, particularly if your child displays signs of distress. Our staff will be able to very positively and gently support and encourage your child, however they will not be able to take your child from you in order to adhere to social distancing guidelines.
- Staff will ensure children are dismissed to their parent/carer – or in the case of Year Six, we will ask for authorisation to go home on their own.

**Times for different bubbles are as follows - if you have more than one child in the school please use the timing for the oldest child.**

Class	Teacher	Support Staff	P.E. Day	Start/Finish times from 7th September	Entrance
EYFS	Mrs Kosecki	Miss Hill Mrs Pepper (Wed)	Not in Aut 1	9:00- 3:10 pm	Small carpark gates EYFS back door
Yr 1	Mrs Lopez	Mrs Adams	Thursday	8:55-3:05 pm	Through carpark gates and wait by the double gates
Yr 2	Miss Walder	Mr Winner	Friday	8:50-3:00 pm	Through carpark gates and wait by the double gates
Yr 3 (current Yr 4)	Miss Rudd	Miss Watkins Mr Furzey	Tuesday	8:45-2:55 pm	Small carpark gate Back door to Yr 4 classroom
Yr 4 (current Yr 3 )	Mrs Hodgson / Mrs Taylor	Mrs Harris 1-1 Mrs Freeman Mrs Overson	Monday	8:55-3:05 pm	Small carpark gate Top Corridor door
Yr 5	Miss Jordon	Mrs Twaite-Smith	Monday	8:45-2:55 pm	Main front entrance
Yr 6	Mrs Maddison	Mrs Khatri	Wednesday	8:55-3:05 pm	Main front entrance

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## Break and Lunch times

- These will be staggered so that children remain in their bubbles.
- Children should bring in their own healthy snacks.
- At lunchtime older children will eat their lunch in their classrooms, younger children will go into the dining hall at specified times, remaining in their bubbles and with social distancing.
- A 3-week menu can be found on our website; Parents > School Lunches
- Parents can order and pay for lunches in the usual way using ParentPay.

## Protective measures

- Children and adults will be expected to clean their hands thoroughly, more often than usual throughout the day.
- The school have an enhanced cleaning schedule.
- The "Catch it, bin it, kill it" approach will be promoted with pedal bins in all classrooms.
- Bubbles will have their own allocated toilets which will be cleaned regularly.
- There will be no whole school assembly - where possible assemblies will take place within Bubbles.
- **Children are only to bring in essential (coats, water bottle and plastic wipe-able lunch box if needed) equipment**
- Children are to wear their PE kit on the day of their PE lesson (see above).
- Children will be provided with their own wipe-able pencil case and stationery in school; **they will not be allowed to bring in their own pencil cases.**
- Where possible we will avoid using cloakrooms, essential equipment will be stored under your child's desk.

## Curriculum

- We will be teaching a broad and balanced curriculum of all National Curriculum subjects.
- Teachers will identify any gaps in learning throughout the autumn term and teach to fill 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 there is no singing or woodwind instruments used, with the exception of individual and small group tuition of no more than 15 pupils.



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### **Reading books and homework**

- Your child will be given a reading book by their class teacher at the level they are currently working at. When a child has finished their book, they should return it to the class teacher who will leave it for 48 hours before returning to the main stock.
- All homework will **be set and completed via class dojo** to avoid the amount of material passing between school and home. Information regarding this will be sent out in the first week back.

### **Behaviour and 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.

### **Breakfast and Extracurricular clubs**

- We will be run a limited number of after-school clubs to help with childcare, please see the school website for more details; Parents > Clubs.
- These are not open to Reception children until the Spring term.

### **School trips and visits**

- Residential trips have been cancelled for the foreseeable future.
- We will not be organising trips during September and October.

### **Visits to the school**

- The school office will be closed to all visitors. If you would like to speak to the office, a teacher or member of senior management, please phone the school on 01553 772330 or email office at [office@westlynnprimary.co.uk](mailto:office@westlynnprimary.co.uk)
- You can also contact your child's teacher directly via ClassDojo.

### **Remote Learning**

- Should we have another lockdown or if children are required to work from home we will set work as appropriate and within the guidelines

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## Illness

- If your child is ill, please contact school straight away.
- If any child shows symptoms of COVID-19 they will be moved to a dedicated room and parents/carers will be called to come and collect them. Your whole household will need to self-isolate for 14-days or until a negative 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

The Government have acknowledged that it is vital that all children return to school in September 2020 for their educational progress, for their well-being and for their wider development. 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.

We thank you for your continued support and look forward to seeing you and your children on Friday.

Kind regards

Joanne Borley



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