

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@westlynnprimary.co.uk
www.westlynn.norfolk.sch.uk

28th May 2020.

Dear Parents and Carers,

8th June 2020 – School Provision

- **Please note a change in date approved by the Trustees on the 28th May. This is to ensure that all necessary resources are in place.**

Firstly, may I apologise for this lengthy but necessary letter, written to provide you with detailed information on what school will look like from 8th June.

School will reopen to EYFS, Year one and Year six child commencing the 8th June. **Year Six children to start on June 8, Year One children on June 9 and EYFS to start on June 10.**

Critical worker children who have been attending school will continue to attend as usual. They will join their year group as this year group reopens.

To this end, we have been working closely with the Trust, following government advice, adapting our site and making changes in order to support this. As a result of the guidance and requirements, school will be a very different place from 8th June.

Government have asked schools to create social 'bubbles' for children and adults. This means creating groups of no more than fifteen children and a small number of adults who consistently work, play and eat together. Please be advised that, because of this, your child may not be with their usual class teacher. Once a child has been allocated a bubble, they will not work or play with children from another bubble. A small number of adults will be assigned to each bubble and as far as possible, they will not then work with other children or adults from another bubble. Each bubble will be allocated a class space and be given timetabled times to access the playground or field. **Children will eat their lunch in their class space except Year One and EYFS Bubble B who will socially distance in the hall. The bubble lead for your child and drop off and pick up point will be sent out in an additional email.**

The new school day:

- School will open from **8:45am** with registration continuing until **at 9.10am** (when the last bubble enters); School will end at **3:10pm**.
- Breakfast and after school clubs are cancelled.
- Class sizes of no more than fifteen. Having conducted our own risk assessment in classrooms, of which all are different shapes and sizes, we have tried to keep class sizes below **13**
- Children need to **wear school uniform**; however, we do appreciate that there may be items which children have outgrown. In this instance, they should wear a nearest possible substitute - school PE kit would be acceptable. We ask that parents ensure children wear clean uniform every day.

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Managing Social Distancing:
West Norfolk
Academies Trust

- Each social bubble will have designated outside areas for playtime and lunchtime; they will not mix with other bubbles.
- Each class space has been organised to promote social distancing. Within each room, there will be specific allocated work spaces for children.
- Social distancing for children could be difficult and mistakes could be made. No child will be reprimanded for making a mistake whilst they learn what is socially acceptable at this current time. Children who consciously choose to ignore requests to adhere to safe social distancing will be managed under the school behaviour policy.

Arrangements for drop off and pick up:

- Only one parent per family will be permitted on site to drop off or pick up their child.
- EYFS, Year One, Year 6 and younger Key Worker children will enter and exit via the double gate on the drive to the carpark at set times; Older Key Worker children will enter and exit via the door to the main office.
- Parents are asked to adhere to social distancing guidelines.
- Parents will not be able to approach staff.
- All necessary communication will need to be via email or telephone.
- The school office will not be physically accessible.
- Gates will close at 9:15am 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.

Pick up

- 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.
- Parents will wait for their children on the playground away from the school doors, following socially distancing guidance.

Ensuring safety in school:

- Additional handwashing/sanitising throughout the day.
- Children to be allocated their own set of equipment to use. **Other than their lunch box, children are not permitted to bring any other personal belongings to school. PE uniform is acceptable to wear on the day they have PE (we will inform you which day this is).**
- Where necessary, children will be taught to walk on the left through corridors.
- **Children will eat their lunch in their class space except Year One and EYFS Bubble B who will socially distance in the hall.**
- First Aid will continue to be administered as and when required. Staff members will be wearing PPE equipment.
- A dedicated room and toilet is available for any child who becomes poorly with symptoms of Covid-19, where they will be cared for whilst awaiting collection. These spaces will be deep cleaned following any use.
- Increased cleaning in school: all classrooms will have cleaning equipment to use throughout the day; all rooms will be thoroughly cleaned at the end of each day.
- Whenever possible, rooms to be kept well ventilated with open doors and windows
- Internal doors will be propped open to reduce the touching of door handles.

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- Parents who need to contact the school office need to do so via phone 01554 772330 or email office@westlynnprimary.co.uk – The school building will be closed to adults and visitors

Break and Lunchtimes:

- Lunchtime Company will resume service from Monday 8th June, these can be booked and paid for in advance via ParentPay in the usual way.
- Hot food will be taken to the classrooms to be given to children who have ordered in advance.

Learning from home:

- For continuity, children at school will be accessing the same learning as those at home – Oak National Academy. We ask that you continue to follow these lessons if your child is learning from home.
- Use the school website for links to other resources, including a large range of online books.

Legal requirement for sending your child to school:

- There is no legal requirement for you to send your child to school at this time.

We know that for some, the upcoming changes may bring anxiety, as school is going to look different and feel different, but all our staff will be on hand to support all of our children moving forward.

Thank you for your patience and continued support.

Kind regards,

Joanne Borley
(Headteacher)



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