



# West Park C.E. Primary School

Marlborough Road, Worthing, West Sussex, BN12 4HD

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Headteacher: Mrs C Bull, BSc (Hons), CertEd

Dear Parents and Carers,

Thank-you for all of your responses to our survey. It was clear from reading your responses that many of you would like the children to be with their class teacher every fortnight and also that many of you intend to send your child back to school when the Government authorises a phased re-opening.

Before you read any further please understand that this plan and the attached documents are based on the current guidance. This is guidance is changing on a daily basis and so our planned provision may change in response to this. I will do my best to keep you up to date. I wanted you to have this plan now so you know how we are planning to welcome the children back when we can. **It continues to be essential that only healthy staff and pupils who are not exhibiting symptoms and those who do not need to self-isolate, attend school.**

In order to meet your needs the teachers have split their classes into two groups, keeping friends together. One group will be with their teacher and a new LSA and one group will be with another teacher and their own familiar LSA. These adults will move to the other group every week but the children will not mix. I have not been able to keep all the groups in the same areas of school but I have kept each half of the year group together in blocks of classrooms. We will not be able to strictly socially distance the children but we will do all we can to minimise any contact between groups or in our planned learning activities.

You will also be able to see from the attached staff organisation table who will be teaching and supporting your child each week. There will be a further letter letting you now if your child is in group 1 or 2 so that you can read the staffing table to find out who they will be with.

We have completely reorganised playtimes and lunchtimes so the children will have dedicated space to play, but the groups of 15 will not overlap. Each area will have their own equipment and adults. Lunch will be available for all children in school, there will be no charge. Milk will be provided from the 1<sup>st</sup> of June for those eligible but the free fruit and vegetable scheme will not resume deliveries until September so please provide a nut-free snack for your child.

In order to keep the groups small and minimise people in the playgrounds we have had to slightly alter the start and end of day times for some year groups.



**Y6 and Y5 Key worker children- 8.25am -2.45pm** coming in and out through Wellesley Gate. No adults to accompany them to reduce adults on site, please arrange to meet them slightly further away from the gate or on their way home. There will be staff on the gate and at both ends of the avenue and parents will be asked not to park in the avenue. Our neighbours in Wellesley Avenue, Clive Avenue and Marlborough Road have been informed of this change.

**Y2,3,4 keyworker children** to come in and out of school through the larger hall as they have been doing for the past 7 weeks. Normal times of 8.30am -3pm. The staff carpark will be closed to traffic at 8 and not in use until 3.30 to ensure children can move in this area safely.

**Year 1** to be dropped off and collected in the Key Stage 2 playground. Please come in through the Marlborough gate and leave via Wellesley gate in a one way system. There will be a marked walk-way for you to use. Adults must maintain safe social distancing from others and remain in the marked area at all times. At the start of the day you can enter through the gate, walking in the marked area, your child can say goodbye and leave you to go to the teacher and you continue walking in the marked area and leave via Wellesley gate. At the end of the day you would enter via the Marlborough gate walking in the marked area and the teacher will send your child to you, you then leave via the Wellesley gate maintaining social distancing. There will be staff at Wellesley gate and at both ends of Wellesley Avenue to ensure safety and the office is open to respond to your phone or email questions and queries. Normal times of 8.30am-3 pm

**Reception** to be dropped off and collected in the Key Stage 1 playground. Please come in through the Clive gate and leave via Wellesley gate in a one way system. There will be a marked walk-way for you to use. Adults must maintain safe social distancing from others and remain in the marked area at all times. At the start of the day you can enter through the gate, walking in the marked area, your child can say goodbye and leave you to go to the teacher and you continue walking in the marked area and leave via Wellesley gate. At the end of the day you would enter via the Clive gate walking in the marked area and the teacher will send your child to you, you then leave via the Wellesley gate maintaining social distancing. There will be staff at Wellesley gate and at both ends of Wellesley Avenue to ensure safety and the office is open to respond by phone or email for all questions and queries. Normal times of 8.30am-3 pm

Each family will only be able to send one adult to bring and collect children, if you need to bring children who are not coming to school then please ensure they stay with you at all times and you all maintain social distancing. It would be really helpful initially if you did not need to leave bikes or scooters at school, we will try to build this into our plan as soon as we can. Please leave the school as promptly as you can. Please do not park in Wellesley Avenue so it is a safe place for the children to cross.

We will have additional staff on all gates.

Many of the children will have grown out of school uniform and shoes, please do not buy replacements at this stage. They are welcome to come to school in uniform if they have it, PE kit and trainers would be a great alternative as it is quick to wash and dry. Current guidelines recommend staff and children wear clean clothes each day and these are washed

at the end of every school day. Please continue to ensure your child has their own water bottle each day as well as a hat and sun cream if the lovely weather continues. Initially there will be no reading books or diaries coming in or out of school, this may change and I will update you.

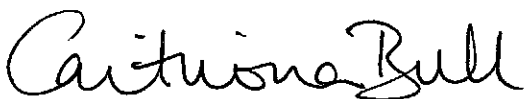
This plan is only possible until another year group is prioritised to return to school as this plan uses all our teaching staff and only gives us a little space for additional key worker children. If further children are to return we would need to have one week in school and one week at home and at that point I would organise groups into siblings and non-siblings to help with family logistics.

Some of you are still understandably uncertain about sending your child back to school. We will continue to put home learning activities on the website every fortnight and you will still be able to use the year group email for any questions. You can also ring us with any questions and our office staff will pass it on to the best person to respond. I apologise that we will not be able to ring home once a phased return begins as all staff will be teaching all day. I have made a short film about what will be the same and what will be different in school for you to watch and to share with your children. This is on our 'For Parents' section of the school website, it would be helpful if you could watch it and share with your child.

Whatever you decide, whether to send your child back or not yet, whether you want your child to be in school full time or part time, whether you want to send them back now or wait a few weeks and see how it goes, your decision is the right decision for your family. I ask that you all respect the decision of others, do not put others under pressure and make the decision about returning to school, or not, based on your own family circumstances. I want you to know we have planned as much as we can. There will be no pressure to return and no penalty if you keep your children at home.

We will all need to wait and see what the Governments announces and we are not expecting this decision about phased re-opening to be made until the very end of half-term. As soon as it is announced I will send you a text message to let you know if we are still only open for children of Keyworkers and the vulnerable or if we can follow this plan. Thank-you for your support.

With kind regards,

A handwritten signature in black ink that reads "Caitriona Bull". The signature is written in a cursive, flowing style.

Caitriona Bull  
Headteacher