



# West Leigh Junior School

Part of the Portico Academy Trust

**Executive Headteacher - Mrs C. Woolf**

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**PORTICO**  
ACADEMY TRUST

opening doors, unlocking potential

**CEO - Mrs C. Woolf**

26<sup>th</sup> February 2021

Dear Parents/Carers,

## RE-OPENING OF SCHOOL TO ALL CHILDREN – MONDAY MARCH 8<sup>TH</sup> 2021

As we mentioned in our previous email this week, we are absolutely thrilled and excited at the prospect of welcoming all the children back in to school on March 8<sup>th</sup>. We have been so impressed with their accomplishments with remote learning during this lockdown period but we believe that (and we are sure you will agree) school is where they need to be .

We have now organised our arrangements for the return to school of all children on **Monday March 8<sup>th</sup>**, and they look extremely similar to those that we followed for the majority of the autumn term. You will see that all arrival and finish times remain the same as before, as do the entrance and exit gates. As a reminder, here are the details once again:

CLASS	TEACHER(S)	ENTRANCE/EXIT	ARRIVAL TIME	FINISH TIME
3D	Mrs Thompson/Mrs Halls	Westleigh Ave gate	8.55	3.25
3E	Miss Bowes	Westleigh Ave gate	8.40	3.10
3N	Mrs Bemister	Westleigh Ave gate	8.50	3.20
3T	Mr Dammary	Westleigh Ave gate	8.45	3.15
4B	Mr Boylan	Ronald Hill Grove gate	8.40	3.10
4L	Mr Loveridge	Ronald Hill Grove gate	8.55	3.25
4R	Mr Markham	Ronald Hill Grove gate	8.45	3.15
4S	Mrs Styles/Mrs London	Ronald Hill Grove gate	8.50	3.20
5C	Miss Chapman	Westleigh Ave gate	8.45	3.15
5G	Mrs Garrett/Mrs Aggus	Westleigh Ave gate	8.40	3.10
5H	Mrs Millham	Westleigh Ave gate	8.50	3.20
5U	Mr Buchan	Westleigh Ave gate	8.55	3.25
6F	Mrs Carr/Miss Fletcher	Ronald Hill Grove gate	8.45	3.15
6J	Mrs Wilson	Ronald Hill Grove gate	8.50	3.20
6M	Miss Moore/Mrs Nash	Ronald Hill Grove gate	8.55	3.25
6W	Mr Dunn	Ronald Hill Grove gate	8.40	3.10

Our planning has been very much informed once again by DfE guidance and instruction with close consideration of all elements of our robust COVID Risk Assessment.

### Health and Safety

As previously, the safety of the children and staff has been our absolute priority as we planned for re-opening. We have addressed all potential hazards in our detailed Risk Assessment and are confident as we can be that it is safe for the children and staff to be in school. Our revised Risk Assessment will be published on our website by the end of next week. The protective steps and systems of controls we have taken to make the school a low-risk environment include:

- Minimising contacts and mixing by keeping the children together with their teacher and learning support assistant in the same classroom.
- Children to use the same desk and equipment each day

- Children will be sitting side by side with all desks facing forwards.
- Maintaining social distancing wherever possible.
- Enhanced cleaning regime.
- Staggered start and finish times to reduce congestion
- Regular washing of hands with soap and water for at least 20 seconds
- Cleaning equipment in each classroom to sanitise and clean rooms during the school day
- Supplies of tissues available to each classroom promoting the “catch it, bin it, kill it” approach
- Staggered break and lunch times to reduce contact in the playground
- Hand sanitiser available
- Playground divided in to segments to allow social distancing between groups
- Clear protocols if a child or adult develops symptoms
- All staff have been requested to self-test for COVID twice each week

### **Breaks/Lunch**

The children will have the usual 15-minute break in the morning and lunch will be between 12.00 and 1.00pm. Breaks will be staggered to ensure that all classes will have the same amount of time on the playground each day. If the children would like to bring in something to play with during these break periods, e.g. a preferred skipping rope, they may do so. They will have a 10 minute afternoon break on most afternoons. School lunches will be available as usual from the menu posted on the school website.

### **Equipment**

The DfE guidance recommends that there should be a limit on the amount of equipment that the children bring into school each day so that it only includes essentials such as:

- Lunch boxes
- Hats and coats
- Books
- Stationery
- Skipping rope etc. for breaks and lunchtimes
- Mobile phones if necessary (Years 5 and 6 only)

### **Uniform**

As before, we expect children to come to school in school uniform. However, on the days that they have PE, we would ask that they wear their PE kit.

### **Breakfast Club**

We will once again be running our Breakfast Club from 7.30 am each day. Places should be booked via Miss Chaney in the school office. Details of how to book will be sent out next week.

### **Swimming**

Our intention is that swimming lessons will pick up from where they left off in the autumn term following the same timetable. Lessons will recommence from the week beginning **Monday March 15<sup>th</sup>**.

### **Parents/Carers/Visitors**

To minimise the risk of contamination we have to stop all non-essential visitors coming on to the school premises. If you drop off your child at school, we have to ask you to remain outside the school gates please. Parents and carers will not be permitted on to the site or in to the school building unless in an absolute emergency. We request that you continue to wear a face covering when outside the school premises, this will help us all to adhere to and support the Government’s ‘Hands-Face-Space’ campaign.

### **COVID Testing**

As well as asking for all school staff to self-test twice a week, Public Health are also recommending that all children are tested during the week beginning March 1<sup>st</sup> before they return to school. Further details regarding testing will be shared in a letter from Southend’s Public Health Team that we will send out in due course.

**Friday March 5<sup>th</sup>**

This is just a reminder that next Friday is a non-contact day for all our staff to allow them to plan and prepare their classrooms and resources ready for the children for the following Monday. School will be closed to all children that day and there will be no remote learning.

We feel very confident that we have, once again, planned for the very best return to school that we could possibly achieve. We would like to thank you again for all your support over the past months, especially the positive responses we have had to our remote learning. If you have any questions about these arrangements, please call and speak to one of us or a member of the office staff. Please leave a message if necessary and we will get back to you as soon as we can. However, we hope that the details listed in this letter will have given you all the information you require for the time being.

We cannot wait to have all the children and staff back with us!

Yours sincerely,



Cheryl Woolf  
Executive Headteacher



John Lear  
Head of School