



# West Green Primary School

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**Headteacher: Mr A Hodgson BA (Hons) PGCE**

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15<sup>th</sup> September 2020

Dear Parents and Carers,

We have been back to school for just over a week now and I thought I would write to you to share some updates and thoughts.

The children have been overwhelmingly pleased to be back in school, and their behaviour and concentration have been excellent. The staff have been very pleased to see them too, and it all seems more like a normal school again. We are hoping that things will carry on like this and we can all enjoy the term.

### **Start and end times of the day**

This is just a reminder of the start and end times of the day:

- All families should aim to arrive at school between 8:45 and 9:05 am.
- All children can be picked up at any time between 2:50 And 3:10 pm.
- Children who walk home alone will be released at 3:05pm
- Clubs finish at 4:15pm

Please spread out your arrival times in order that we can socially distance on site. While the weather is good, please feel free to use the grass as well as the path.

### **Illness protocol for pupils**

We have created a flowchart to help understand what you should do if your child is feeling unwell. There is a copy later in this letter.

**If your child, or anyone in your household has symptoms of COVID-19, we strongly encourage you to get a test and let the school know the results. It is vital that the school know about confirmed cases so that we can get advice on how best to limit further spread.**

### **Staff absence**

Please don't panic if we have days when staff are off and we have cover in place. We will be encouraging staff to stay at home and get tested if they have symptoms, but just like the children, staff can get ill with other things too.

### **Closing the school**

If there is a confirmed case in the school, it is unlikely that we will have to close. We will most likely be asked to deep clean certain areas of the school and carry on as normal. Two or more cases could lead to classes closing or even the whole school, depending on how many and which classes they are in.

We will be following the advice of the Surrey and Sussex Health Protection Team, who will tell us what we have to do. We will of course be communicating with parents so that you know the details of any situations that arise. We will use texts and emails, but the school website is also a good source of information. During this time, we have been using the front page for announcements to make it easy to access on a range of devices.

Kind Regards,



Mr A Hodgson  
Head Teacher

## CHILD HAS COVID -19 SYMPTOMS

Has your child– or anyone in your household – experienced any of the symptoms of a new persistent cough, high fever or loss/change of taste/smell, or tested positive for Covid-19?

Tell the school office, and do NOT send your child to school.

Obtain a Covid-19 test as soon as possible.

If any of the symptoms develop while the child is at school, we will contact you.

Follow PHE advice to self-isolate for 10 days from when the symptoms started, and continue to isolate until they feel better.  
Anyone else in the household will have to isolate for 14 days.

The child has a negative test result they may return to school. Anyone they live with will have to either have a negative test result or have completed their isolation period and have no symptoms.

## CHILD IS FEELING UNWELL

Does your child feel ill with symptoms that do not include a new persistent cough, high fever or loss/change of taste/smell?  
For example, dry throat, runny nose.

If they still feel well enough, you may attend school.

If they feel too unwell to attend school, they should stay off as usual.

It is very important to let the school office know the details of the illness.

If your child develops symptoms of Covid-19 you should follow the guidance in that column.

## TRACK AND TRACE CONTACT YOU

Have you been contacted by the NHS test and trace service to say you've been in contact with someone with Covid-19?

Tell the school office, and do NOT send your child to school.

Follow PHE advice to self-isolate for 14 days to avoid the potential spread of the virus. If the child or anyone in the household develops symptoms, follow the process listed here.