



West Green Primary School

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29th January 2021

Dear Parents and Carers

This is an important letter which gives details of two reasons why you may not be able to send your child to school, possibly at short notice. Please read it carefully.

Class numbers limited to 15 pupils

We have been very pleased to be able to keep the school open for the children who needed to come to school because they are vulnerable or because you, their parents, needed them to attend so you could carry out critical work.

The number of children in each class in school has stayed low so far, and we have not had to limit our numbers. We are giving you advance warning that we may have to do this in the future.

After discussion with staff, Governors and our West Sussex adviser, we can confirm that we have agreed that a safe number of pupils in a class or group to avoid overcrowding is no more than 15 pupils. There is a specific risk assessment for this which is attached to this letter and available on the school website.

We will, if necessary, create a second Reception class in our library in order that more than 15 Reception children may attend.

The National Association of Headteachers (NAHT) has suggested an order of priority (in the absence of one from the government). It is:

- 1) Vulnerable children (for example, those who have a social worker).

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- 2) Children where both parents are key workers or children with single parents who are key workers. NHS and education key workers to take priority if needed.
- 3) Children where only one of two parents is a key worker. NHS and education key workers to take priority if needed.

Please note that some classes already have more than 15 children with agreed places, however, due to some not attending we have not yet had more than 15 on any given day.

Therefore, if you have a place for your child at school but have not been sending them, please ring the school office to check before starting to send them in again.

Lateral Flow Testing for Staff

The government has now provided lateral flow testing for use by staff in primary schools and we will be starting this today. There is no testing for pupils at this point. We are taking the tests twice a week, on Friday evening, and Tuesday evening. Due to the lack of accuracy of the tests, both void and positive results have to be checked by a PCR test. This means that each time we take the tests, a number of staff may have to isolate and get a test even though they are not necessarily positive for Covid-19.

One of three things will happen:

- 1) School is open as normal.
- 2) Some staff have to get a follow up PCR test and we are able to cover them with supply teachers.
- 3) Too many staff are off, or we are unable to get supply cover, and have to close some classes, or close the school.

If we are in the position of having to close classes or the school, we will of course give you as much notice as possible. However, if this is as a result of testing on a Tuesday evening, please understand that the timescale for making the decision and letting you know is very short. If the school is to be closed following the testing on a Tuesday or Friday, we will let you know by 7:00p.m. on those evenings. There will be no communication if the school is to remain open.

Many thanks for your understanding around these issues.

Kind regards



Mr A Hodgson
Headteacher