

**WESTERN ROAD COMMUNITY PRIMARY SCHOOL**  
Southover High Street  
Lewes  
East Sussex BN7 1JB



**Telephone: 01273 473013**  
**Fax: 01273 470233**

**Email: [office@westernroad.e-sussex.sch.uk](mailto:office@westernroad.e-sussex.sch.uk)**  
**www: <http://www.westernroad.e-sussex.sch.uk>**

Thursday, 3<sup>rd</sup> September 2020

Dear Parents and Carers,

I hope you are all keeping well and have enjoyed the Summer break.

I am writing to outline arrangements and procedures for the Autumn Term which begins on Monday, 7<sup>th</sup> September 2020. Much of this information was shared with you at the end of the academic year but I wanted to keep you updated with what school life will be like next week.

We will be following the latest Government guidance within which the emphasis is on the following factors:

- Regular hand washing;
- Good respiratory hygiene – ‘catch it, bin it, kill it’ approach;
- Minimising contact between individuals/groups
- Enhanced cleaning
- Maintaining social distancing, wherever possible, although it is recognised that this is not practical and possible in a social setting, particularly with the youngest children.

There will be an updated, detailed risk assessment available on the school website at the beginning of the Autumn Term.

Please note, the only way to access the school will be through the black gate at the car park (Southover High Street) entrance. Families will not be able to go through Southover CE Primary School to access the side path to our school and both schools are using a one-entry way system.

There will be staggered arrival and departure for children and use of different entrance/exit points.

**Please take note of these altered timings:**

Year Group	Arrive Time	Departure Time	Entry/Exit Point
EYFS	8.45am	3.15pm	White gate
Year 1	8.35am	3.05pm	White gate
Year 2	8.30am	3.00pm	White gate
Year 3	8.40am	3.10pm	Fire escape (around side of white fence)
Year 4	8.40am	3.10pm	Green gate (in Key Stage 2 playground)
Year 5	8.30am	3.00pm	Green gate (in Key Stage 2 playground)
Year 6	8.30am	3.00pm	Fire escape (around side of white fence)

**Headteacher: Irèna Wooler**  
head@westernroad.e-sussex.sch.uk



**Deputy Headteacher: Rea Hamilton**  
reahamilton@westernroad.e-sussex.sch.uk

We will still need to avoid parents and carers 'gathering' on the school grounds and therefore **it is vitally important that these timings are followed**. We need to ensure that the children can enter and exit the school safely and in a socially distanced manner.

Breaktimes and lunchtimes will be staggered to give more space on the playgrounds, fields and when using the toilets.

### **Classes/Pods**

The children will spend the majority of time within their classroom bubbles with their class teacher(s) and teaching assistants and will not mix with the other children. Areas of the playground and field will be zoned to allow for each class to have plenty of play space during staggered break and lunch times. Staff can move between classrooms/pods.

### **School Uniform**

School uniform should be worn, including school shoes, every day. We will try to make the most of the Autumn weather and enjoy PE outdoors as much as possible. Children should bring their PE kits into school each Monday for them to go home on Fridays for washing. We will not have spare PE kits for children to borrow.

### **Masks**

There has recently been a lot of discussion within the media about the use of masks. At present, the guidance for us remains the same – masks are not required or advised in schools unless there is a first aid issue.

### **Belongings**

Children should only bring essential items into school, such as lunch box, water bottle, snack and book bag. Children from Year 2 onwards should have their own pencil case with a set of colouring pencils (all named please). These pencil cases must stay in school to avoid cross-contamination. Please do not bring toys from home and we cannot accommodate large backpacks.

### **Curriculum**

Our main focus, initially, will be on the school values and linked to children's well-being – supporting children to settle back into school life will be a priority. We will be teaching a broad and balanced curriculum with plenty of emphasis being placed on the basic skills which include reading, writing, maths and well-being.

We have, over the last year, reviewed the curriculum map across the school and reviewed the topics for each year group. We are very much looking forward to starting the Autumn Term and sharing these with you.

At the beginning of the Autumn Term, each class will have an initial focus on the author Roald Dahl, in celebration of his birthday on 13<sup>th</sup> September. **Events will include Roald Dahl Day (14<sup>th</sup> September) where children can wear a costume of their favourite Dahl character or school uniform with a prop/copy of their favourite book and drama workshops.**

### **Lunches**

School meals will resume for EYFS, Year 1 and Year 2 children and for those in Key Stage 2 who are entitled to a free school meal. These will only be packed lunches (sandwich containing cheese, tuna or ham; fruit/vegetables and pudding) initially. Lunches are available to all children and payment can be made via ParentPay.

### **Attendance and Absence**

School attendance will be mandatory again from the beginning of the Autumn Term. Children's absence must be recorded in the usual way, by telephoning the School Office on the morning of absence and giving a clear reason so we may put the correct mark in the register. If a child or member of the household is unwell with COVID-19 symptoms, the child should not attend school and we must be informed of this immediately via the School Office. In accordance with current Government guidance, if there is a case of Coronavirus in school, the person with symptoms must self-isolate for 10 days. The people they live with must self-isolate for 14 days. If anyone tests positive, the whole class and adults must self-isolate for 14 days.

### **Clubs**

After-school clubs may not run for Term 1. We will review this, in light of Government guidance, nearer the time. School trips may take place near the end of Term 1 but this will be reviewed on an ongoing basis.

Breakfast Club and After-School Club will start on Monday, 7<sup>th</sup> September. Please contact 'Class of Their Own' if you are using this service for more information.

### **Visitors/Communication**

Visitors will still be unable to enter the school site (through the white gates) unless on urgent business. If you would like to speak with a member of staff, please do call or email the School Office to arrange a telephone call.

### **Online Learning**

We are currently discussing how we could continue to use the online platforms we have used to support home learning during lockdown. We are also looking into using programmes to enable varied lessons/recorded lessons to support learning, should there be another time of need. We will communicate with you further about these resources at the beginning of term.

Thank you for your continued help and support last year. I look forward to seeing you on Monday, 7<sup>th</sup> September and am hopeful we will be able to regain some sense of normality.

With best wishes,

Irèna Wooler