

Our Principles for Operation of West Heath Primary School from 8th March 2021

The principles below have been adopted by West Heath Primary School in order to support the school in deciding how to operate during this current COVID-19 pandemic.

- All of our decisions will be based upon our school's core values: Determination, Resilience, Respect, Excellence, Empathy, Collaboration and Honesty.
- We will be open and transparent in order to build confidence and maintain trust within our school community.
- We will be mindful of the safety, mental, emotional and physical wellbeing of our children; their families and our staff.
- We aim to create and maintain a culture of vigilance. Practices will be thoroughly risk assessed and adjusted, if and when required.
- We will plan for changes that are sustainable for the medium and longer term. Our plan will be as supportive as possible for our school community whilst being manageable for school.
- We will maintain a flexible and adaptable approach, responsive to the changing needs of our school, our local and our national community.
- We will be mindful of ongoing Government guidelines and legislation.
- We believe children need to be taught by teachers and teaching support staff who know them well.
- We value strong and supportive parent-school relationships. Our decisions will be made in the belief that our parents will support us and will abide by our key principles.

Start of day

The music should be playing as the children come in.

Whole School	<ul style="list-style-type: none"> • Gates will be open at 8.30. • Parents will not be allowed past the designated markers. • Staff will be at the school gates and in the playground or designated area of route to class. • Children with parents will enter through Wakeford Road entrance. • Children without parents will enter through Rednal Road entrance. • Parents will leave site through the schoolhouse exit. • Hand sanitizer will be used as children enter the classroom.
End of day	
EYFS/Y1	<ul style="list-style-type: none"> • Parents will collect children from the classroom door. • Parents will exit through the schoolhouse gates. • Adults collecting children must know each child's password.
Y2 – 3pm Y3/4 -3.05 Y5/6 -3.10	<ul style="list-style-type: none"> • Children will be taken to the playground by their class teacher. • They will line up in their designated lines. • Parents and children will exit via the schoolhouse. • Parents must not take their children until dismissed by the teacher. • At the end of the day parents must wait for their children at the designated places, teachers must not engage in face-to-face conversations with parents. • Adults collecting children must know each child's password. • Children in Year 5 and 6, who have written permission to walk home on their own, they will be released from the school playground and exit either by Wakeford Road or the schoolhouse exit.

Wrap Around Care

- We will operate childcare from the end of the school day until 5pm for working parents only.
- There will capacity for 20 children.
- Parents will pay for childcare in advance.

We will consider extending the times of childcare when it is safe to do so.

After school Club

- Children booked in for childcare will be taken to the school hall.
- Children will sit at socially distanced tables to watch a film until their parents collect them.
- Parents will collect their children from the dining hall door.

Breakfast club will start at 8am

- A member of Wrap Around Care staff will be ready to receive the children at the main gate.
- The gate will close at 8.05 after which time children will not be permitted into breakfast club; they will have to wait with their parents until the start of the day (8.30.)

Lunchtime/Breaktime

- All children entitled to Free School Meals and Universal Free School Meals will be provided with a hot meal. Parents will select the meal in advance.
- Any children requesting a hot meal will be provided with one. Parents will select the meal in advance and pay for meals through Parent Pay.
- Each bubble will be given a designated time when they can take a break in one of the marked playground zones.

Organisation

- Children will be taught in class bubbles of 30 except for EYFS who will form a bubble of 60 (the whole year group.)
- The PE curriculum has been structured so that all children have at least one lesson of PE outside each week.
- We cannot guarantee that staff will stay in consistent bubbles. School staff may need to work in a different bubble for the purpose of cover for absent colleagues.
- In order to teach whole classes of 30 children, we cannot facilitate a 2-metre social distance.
 - At KS2 teachers and TAs, will predominantly teach from the front of the room. Where this hinders, children's progress the teacher will facilitate immediate feedback within a strict 10-minute limit (no longer) and with no face to face contact.
 - At KS1 and Reception we realise that maintaining a 2-metre distance is difficult therefore all staff will adhere to the regulations to avoid face to face contact and to minimise the amount of time working in close contact with individual children.
 - Wherever possible, children will be taught outside.
- Daily assemblies will take place in classrooms; they will be Values and PHSE based.
- All adults will wear a mask on site and clear masks will be used for teaching.
- Adults collecting children must know each child's password.
- Children in Year 5 and 6, who have written permission to walk home on their own, they will be released from the school playground and exit either by Wakeford Road or the schoolhouse exit.
- Homework will now be set online.

Equipment and resources

- All children will be provided with a pack of essential resources for individual use. Pencil cases must not be brought into school.
- Classroom-based resources, such as books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.
- All equipment used throughout the day in EYFS, will be sterilized at the end of each day. A part time cleaner will work in EYFS cleaning touch points, toilets and equipment frequently.
- Children may bring in a drinks bottle and a lunchbox. All lunch boxes and water bottles must be sterile.
- On Forest School days, children may bring a bag into school with a change of clothes.
- Waterproof clothing can remain in school for use during PE and outside learning.
- Children in Year 5 and 6 who have been given written permission to walk home on their own, will be permitted to bring a phone into school. The phone must not be used on site and must be turned off before entry to school. The phone must then remain in the child's drawer until home time.
- Children can take reading books and Passports home.

Specific questions

How will parents communicate with teachers?

- Parent comments in the Passport to Success, phone calls or emails to the school office are the expected method of communication. There will be no face-to-face access to the school office.
- Class teachers are expected to communicate with parents via the Passport to Success, PING and telephone conversation.
- Parents and visitors will only be allowed to enter the school site during drop off and collection times or by appointment as agreed with the head teacher.

Will there be changes to school Behaviour Policy?

- The Behaviour Policy has been adapted to reflect Government guidelines. The Behaviour Policy can be found on our school website.
- The school expectations relating to the Passport Policy will continue to apply.
- Passport parties will be adapted to reflect social distancing

What will happen if a class teacher is absent from school?

- The Remote Learning Policy will be applied.

What will happen if a teaching assistant is absent from school?

- The needs of the class will be evaluated, and internal cover will be arranged.

Can school guarantee that children, or a member of staff, will not be infected by COVID-19?

- We cannot guarantee that children or staff will not be affected by COVID 19.
- When a child, or staff member, develops symptoms compatible with coronavirus, they will be sent home.
- Where the child, or staff member, tests negative they will be allowed to return to school, fellow household members can end their self-isolation.
- Where a child or staff member tests positive the rest of their bubble will be sent home to isolate.