



**WIGAN METROPOLITAN BOROUGH**  
**WESTLEIGH ST. PAUL'S C.E. PRIMARY SCHOOL**  
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**Headteacher Mrs J. Hankinson BA QTS (Hons) NPQH**

Dear Parent/Carers,

Thank you for your patience whilst we have been digesting the latest guidance and the implications for having all our wonderful children return to school in September. I know this will come as a long awaited relief for some of you. However, there may be some parents who are anxious about what a return to school will involve and look like. Hopefully this letter will help explain things and help you understand the measures we have put in place.

#### Attendance

What we know is that it will become compulsory for all children to return to school in September. After the prolonged period of time away from school, please **do not** book holidays in term time as they will not be authorised and could incur fines. Also because of staggered start times, punctuality will be more important than ever so please make every effort to get your children to school on time.

#### Keeping Everyone Safe

Our main priority, as always, will be to keep children and staff as safe as possible. This means that there will be some changes to the way we have to work. It is essential that everyone abides by the new guidance. A risk assessment has been undertaken to ensure that all risks of contacting COVID will be minimised and this is publicised on the school website. There is no expectation that children will maintain social distancing in school from September but we will continue to try.

Children will be assigned to a 'bubble group' and we will endeavour to ensure that these bubbles do not mix as much as we can, and where practical.

Each class will form one bubble!



Within these bubbles, most children will remain in class groups for the majority of the day including breaktimes and lunchtimes.

This is explained further in our risk assessment on the website.

### Staggered Times and Entrance / Exits

In the interests of keeping everyone safe, the procedures we have had in place over the last few months have been helpful. We will continue with the staggered start and finish times, with designated drop off and pick up points. It is vital that we avoid parents congregating on the school premises. Only 1 adult is permitted to enter the school grounds to either drop off or collect a child.

Please do not arrive early as this will lead to an increased number of people gathering which we need to avoid.

Please see details of start and finish times, drop off and collection points.

Year Group	Drop off time	Drop off point	Pick up time	Collection point
Reception	To be confirmed once children full time	Coloured gates front playground	To be confirmed once children full time	Coloured gates front playground
Year 1	8.45	Coloured gates front playground	3.00	Coloured gates front playground
Year 2	9.00	Rear KS1 door	3.15	Rear KS1 door
Year 3	9.00	Y3 classroom door front playground	3.15	Y3 classroom door front playground
Year 4	9.10	Rear KS1 door	3.30	Rear KS1 door
Year 5	9.00	Rear KS2 door	3.15	Rear KS2 door
Year 6	9.15	Rear KS2 door	3.30	Rear KS2 door

This is subject to change, depending on how things run in the first couple of weeks.

I have tried to keep it as simple as possible with minimum time gaps between drop offs and pick ups.

### Uniform

All children will be expected to return to school in full uniform. Please see the uniform list in the prospectus on the website for more details.

All children will need to have a PE kit in school including trainers and pumps.

### Belongings



We need to restrict the belongings that children bring in from home to reduce the risk of spreading germs.

Therefore, no bags or stationery should be brought in from home.

The only items needed are:

- Reading bag
- Lunchbox (if bringing their own dinner)
- PE bag (small drawstring bag with PE kit)
- Coat

### Breakfast Club

Breakfast Club will be operating from Monday 7<sup>th</sup> September. Places must be booked in advance. Please do not assume that your child has a place. If you want to reserve a place in Breakfast Club, please contact Mrs Hazeldine via email before 1<sup>st</sup> August.

Breakfast Club opens from 7.30am. This will now be charged at £4 per day and must be paid via ParentPay.

### Toast / Snack / Dinner

Toast will resume second week back. The first three days children will be offered a biscuit/fruit as a free snack to allow us to organise deliveries etc.

The Fruit Scheme will continue and we are happy to continue subsidising the scheme so that all children can have free fruit each day.

School meals are provide free of charge to children in Reception, Year 1 and 2, and those eligible for free school meals in Key Stage 2. There are 3 or 4 options each day and school meals cost £2.25 per day (£11.25 per week). Please make payment in advance via ParentPay.

### After School Club

Due to the current situation with 'bubble groups' we will not be providing activity clubs to start with in September.

Please bear in mind that the arrangements for September are subject to change if either the local or national data for infection increases over the next few months. If we have a confirmed case, it is important to note that all staff and children in that bubble will need to self-isolate for a 14 day period.

Finally, can I say how proud I am that you have shown great resilience in keeping learning going – whether that be through your support with home learning tasks, or through many learning opportunities that may have arisen as a result of spending time together as a family. I look forward to hearing about everyone's adventures during our time apart.

Well done everyone! I am so excited and looking forward to welcoming you back in September.

Yours Sincerely,  
Mrs Hankinson (Headteacher)

