



Wallace Fields Infant School & Nursery

Wallace Fields, Ewell, KT17 3AS
0208 394 0647 www.wfis.co.uk
office@wallace-fields-infant.surrey.sch.uk

"High achievement and success with a smile."



Wednesday 7th September 2021

Dear WFIS & Shining Stars Nursery Parents/Carers,

A very warm welcome to the new school year for all of our families and children! We wrote to you back in July outlining all of the main changes to school routines that we anticipated for the upcoming year. Following the latest government updates at the end of August, we can now share our up to date **Risk Assessment detailing our COVID protective measures** ([click here](#)). We are delighted that the majority of school procedures and routines have returned to normal and we very much hope that all our children have a wonderfully successful and happy year with us with the minimal level of disruption. However, we want to let you as parents know that in the event of an escalation in positive cases within the school (children or staff), *Public Health England* may advise us to reintroduce a number of protective measures. As always, we will of course keep you updated fully as we firmly believe in the benefits of being open and transparent with you as parents.

Please take a few minutes to read the attached information so that you are fully informed about our new arrangements and know what can be expected. Rest assured that the safety and wellbeing of our children and staff continues to be at the heart of all our decision-making. We will keep you up to date with any further changes through our weekly newsletter.

Drop off arrangements

Please ensure that your child arrives on time and has all the resources and clothing they need for the day. We expect children to arrive punctually and be ready for learning. This means that children should be in school and settled before the register which ensures a calm and relaxed start to the school day.

We have a one-way system in place to minimise congestion. All parents and children should enter the school site through the car park gates and leave via the playground gate. There are arrows around the school site to show the direction of travel.

Parents should only enter school gate at the allocated arrival time, as follows:

- **Shining Stars Nursery:** 8.45am
- **Reception:** 8.50am
- **Year 1:** 8.55am
- **Year 2:** 8.50am

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



The gates close promptly at 9.00am.

You will notice that school staff do not stand at the classroom door as children enter and teachers and assistant teachers are busy completing 'Morning Work' with the children. This will be the same for our Reception children later in the term once they have settled. We kindly ask parents to encourage their children to enter the classroom independently to begin their learning. As in previous years, should you need to speak the teacher about any issue, please email the school office (office@wallace-fields-infant.surrey.sch.uk) and the class teacher will be in contact as soon as possible.

Timetable

We will be operating a normal school timetable. We continue to have a broad and balanced curriculum in operation so that we can ensure *High Achievement and Success...with a Smile!* Children will continue to have lessons from our specialist teachers in music, art and PE.

Uniform and PE kits

All pupils are expected to wear full school uniform, including school shoes, when attending school (details of which can be found on our [website](#)). We would like all children to be smartly dressed and proud of their school uniform. Please ensure that all uniform (school and PE – including shoes and trainers) is fully named.

Reception, Year 1 and Year 2 children should arrive to school in their PE kits on their PE days.

- Butterfly PE days: Mondays & Fridays
- Bumblebee PE days: Wednesdays & Fridays
- Hedgehog & Badger PE days: Mondays & Fridays
- Kingfisher & Owl PE days: Wednesdays & Fridays

Nursery and Reception children should bring in an all in one waterproof which should be left in school.

Please may we remind you that no jewellery should be worn to school and long hair should be tied back.

School Bags

Children should have a school book bag which they bring to school every day. **Please do not send children in to school with non-uniform bags.** Nursery, Reception, Year 1 and Year 2 children should bring in their book bag and water bottle every day.

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Assemblies

We will return to having assemblies in the hall with both Year 1 and Year 2 classes in attendance. Reception classes will join selected assemblies as the year progresses.

Break and lunchtimes

Year 1 and Year 2 children will have their break time at the same time. Lunchtimes will return to full operation in the hall. We encourage all children to have a hot school lunch. If your child brings a packed lunch into school, please ensure that this adheres to nutritional guidelines and is nut free.

Trips and visits

We will be returning to our trips and visit schedule, while carefully following the latest government guidance. Further information relating to each year group will follow once details are confirmed.

Extra-curricular clubs and extended school provision

Before and after school clubs resumed for children in Year 1 and 2 this week. KidsQuest will continue to be in full operation for before and after school provision for Nursery to Y2 children (and children from the junior school).

Hygiene

Regular hand washing and enhanced cleaning services are amongst the measures we will continue to have in operation. All pupils and staff will continue to be required to wash their hands and/or sanitise them regularly through the day.

School protocol for coughing and sneezing will be reinforced. "Sniffle Stations" will continue to be in operation and *a catch it, bin it, kill it* approach for older children. The following will be provided:

- Paper towel dispensers
- Tissues for each key area
- Handwash and hand-sanitiser stations across the school site

Ventilation will be enhanced by having windows and doors open whenever and wherever possible.

Entering the school building

Wearing masks/ face coverings is now a personal choice. Whilst there is no expectation for parents to wear face coverings in outdoor areas, we would politely request that you wear a mask, if you are able to, whilst inside the school building in order to keep our staff and each other safe. This includes when entering the office area or when attending meetings inside the building.

Wellbeing

The wellbeing of everyone is always our priority. We have Mrs Binns based on site as our ELSA (Emotional Literacy Support Assistant). We will continue to run regular resilience groups and support

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

pupils in both their academic progress and wellbeing needs. Please do talk to us. We want to work in partnership with you. A wealth of resources and links are available to support families on our website: <https://www.wallacefieldsinfantschool.co.uk/parents/elsa>

In addition there are lots of resources about how to support your child available on the Surrey Family Information Service website: <https://www.surreycc.gov.uk/people-and-community/families>

What happens if my child cannot attend school?

Attendance at school is very important, but there will be occasions when your child cannot come into school, for example, if they have been told to self-isolate by *NHS Test & Trace*. Where children cannot attend school because of clinical and public health advice, the absence will not be penalised. Remote work will be set for your child in this instance.

If your child is unable to attend school for this reason, or is away due to sickness, please telephone the school absence line no later than 8.45am stating your child's full name, class and reason for absence. If the absence is COVID related, please also let us know if you have arranged for a PCR test.

Our usual sickness procedures apply when a child is unwell. Please remember that children with diarrhoea or vomiting should stay away from school for 48 hours after their last episode. Remote work will not be set while your child concentrates on getting better and we will look forward to seeing them on their return to school.

Please be reminded that persistent absentees (children with attendance of 90% or below) are at risk of being referred to Surrey Council's Inclusion Service. Absence as a result of COVID-19 isolation or illness is not counted in attendance percentages.

What happens in the event of a suspected case of COVID-19?

It is imperative that children do not come to school if they have coronavirus (COVID-19) symptoms or have tested positive. Coronavirus symptoms are:

- a new continuous cough
- a high temperature
- a loss of, or change in, normal sense of taste or smell

If a child develops COVID-19 symptoms, however mild, they will be sent home and should follow public health advice and take a PCR test.

What happens if my child tests positive?

Pupils should follow public health advice on when to self-isolate and what to do. They must not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If a child tests positive and needs to isolate the first priority is the child's health. If they are asymptomatic and well they will be able to access remote learning. Parents should inform the school immediately if their child is going to be absent or receives a positive result please call the school to speak to a member of staff on 0208 394 0647. If you receive the result outside of business hours including the weekend, please email us on covid.alert@wallace-fields-infant.surrey.sch.uk

What happens if my child is a close contact of a positive case?

Schools are no longer expected to undertake contact tracing. Instead, close contacts will be identified via *NHS Test and Trace* and advised to take a PCR test. Latest guidance states that individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and six months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

This applies equally to staff and pupils – they should attend school as normal. Should your child / family be contacted by *NHS Test and Trace*, they will advise on next steps in line with the latest guidance.

Holiday Requests

All holidays should be taken in the designated school holiday dates. Our school term and holiday dates are outlined on our website ([click here](#)). Please note that requests for holidays during term time must be formalised using a special leave request form. **Holidays during term time will not be authorised unless there are exceptional circumstances.** These circumstances can only be determined by our Headteacher.

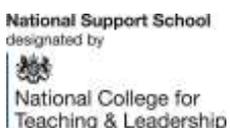
If you are to request an absence from school for your child, please ensure to submit your request in good time.

Please remember that Government conditions can change whilst families are abroad which means that families may need to isolate in quarantine hotels upon their return, or that returning to the UK when originally planned could be difficult. Families who become stuck abroad who cannot provide evidence of unavoidable cause for taking the trip and whom are away 20 or more unauthorised school days are at risk of losing their school place. Please note that the Local Authority has advised that cost of return to the UK is not deemed unavoidable cause.

Kindness and consideration

We politely request that you support us in keeping our community safe. We thank you for your wonderful kindness and the consideration you have shown towards others.

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



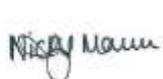
Curriculum updates

The Department for Education have recently issued updated guidance to schools on the teaching of phonics and reading. Please look out for a communication over the coming days to explain the changes we are currently making.

Meet the Team event

Each year we hold a *Meet the Team* event to which parents are invited for a presentation by the Co-Headteachers followed by an information sharing meeting with class teachers. Last year we held this event virtually for obvious reasons. This year we are inviting parents in to school in class groups 6.00pm-7.00pm on Wednesday 22nd September. We will shortly send out an invitation email with further details.

With kind regards,

Miss Nicky Mann and Mr Jamie Hallums
Co-Headteachers

Wallace Fields Infant School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.