

Scarnell Road
Norwich
NR5 8HT



Tel: 01603-454569
www.wejs.co.uk

Headteacher: Mrs C Parry-Jones
office@westearlhamjunior.norfolk.sch.uk

15th July 2020

Dear Parents and Carers,

We are looking forward to welcoming your child for their transition session.

We have provided some further details below on the measures we have put in place to reduce the risks to children and adults.

Coming to school:

Please do not send your child to school if they are unwell. If you are in any doubt please phone the school office for advice.

- There will be two start times of 9:00 am and 9:15am so that fewer people are coming to school at any one time.
- Please **DO NOT** arrive before this time.
- Please do not congregate around the gate.
- **Please walk** to school as far as possible to reduce the number of cars on site as there will be more pedestrians at the front of the school.
- **Please walk** in preference to cycling where possible to minimise the equipment coming from home. Cycles will be stored in the cycle shed and we cannot guarantee these will not be touched by other people.
- Your child will come straight to the door of their classroom. There are markers on the floor to help you distance safely.
- Please bring in a coat, sunhat, **water bottle** and an inhaler if needed.
- **Do not** bring mobile phones, bags, PE kits or any other items.
- Children do not need to wear school uniform, making sure all clothing is appropriate for school, including shoes suitable for running around such as trainers.

Working Together, Achieving Excellence



During the school morning:

- Children will store their coats near their desks.
- There will be staggered breaktimes and the children will be supervised by one of the adults assigned to their group.
- There will be regular handwashing, for example on coming into school and on coming in from break during the day. Each group has a designated sink for washing their hands and only the children in the group will use this sink. This will be cleaned regularly throughout the school morning.

At the end of the school morning:

- There will be two end times of 11.30 am and 11.45 am so that fewer people are on the school site at any time.
- Please collect your child from their classroom door and wait using the markings to distance safely.
- On returning home please ensure your child washes their hands.

Adults visiting the school:

- Please do not come into school if you can phone with a question or inquiry. This will help you and the school staff to stay safe.

Please contact the school office if you have any questions.

Yours sincerely

Mrs C Parry-Jones
Headteacher