



# Headteacher's Newsletter

September 2021 ISSUE 1

*Whitehall Infant School is a five star school with a FRESH approach. We provide five star learning for all, with family at the heart of everything we do. We teach our children to have respect at all times. We want our children to achieve excellence, whilst being safe and happy.*



**Dear Parents and Carers,**

It is with great pleasure that I welcome you back to school on behalf of all the staff and Governors. It has been truly joyous to see our Whitehall Infant School families after the school holidays.. I have enjoyed greeting all our families and look forward to getting to know our new to school families.

I know that we have all experienced the strangest time in our lives during the last 18 months. One of our continued priorities for the coming year is to promote wellbeing amongst our school community. The children have settled well in all our classes across the school .

As we start this new school year we are supporting children's transition back into school. You have done a fantastic job in preparing your child for their schooling and we can see your hard work.

I want to take this opportunity to tell you what an amazing staff team we have at Whitehall Infant School.

**Mrs Bringan, Headteacher**



## Returning to school

In order for us to ensure it is as safe as possible for your child to return to school, we have reviewed an updated a comprehensive risk assessment which follows the Department for Education guidance and are working closely with the Junior school. We are reviewing this risk assessment daily to ensure it is effective and we value your feedback and support. If you have any feedback regarding our new procedures, please email [office@mail.whitehallinf.org](mailto:office@mail.whitehallinf.org).

Thank you for acknowledging that we are putting your child's safety at the heart of everything we do.

Please see below a reminder of the start and finish times for each year group:

Year Group	Start Time	Finish Time
Nursery Morning	<b>Drop off time</b> 08.30 – 09.00	<b>Pick up time</b> 11.15 – 11.30
Nursery Afternoon	<b>Drop off time</b> 12.30am – 12.45	<b>Pick up time</b> 3.00 – 3.30
Reception - Larch, Spruce from 21/09/21	08.30am	2.50pm
Reception Birch , Cedar from 21/09/21	08.40am	3.00pm

If you need to speak to a member of staff, please email [office@mail.whitehallinf.org](mailto:office@mail.whitehallinf.org) and the email will be directed to the appropriate staff member who will then make contact.

to see where the children are in their learning and can plan from there.

## Reception Induction

It has been lovely to welcome our new Reception children to school. A reminder of the Reception induction schedule:

### Larch and Spruce

Date	Start	Finish	Notes
Monday 6 <sup>th</sup> September and Tuesday 7 <sup>th</sup> September	8.30am	11:20am	Children go home before lunch.
Wednesday 8 <sup>th</sup> September – Friday 10 <sup>th</sup> September	8:30am	12:20pm	Children stay for lunch and then go home.
From Monday 13 <sup>th</sup> September	8:30am	2:50pm	Children stay all day.

### Cedar and Birch

Date	Start	Finish	Notes
Monday 6 <sup>th</sup> September and Tuesday 7 <sup>th</sup> September	8.40am	11:30am	Children go home before lunch.
Wednesday 8 <sup>th</sup> September – Friday 10 <sup>th</sup> September	8:40am	12:30pm	Children stay for lunch and then go home.
From Monday 13 <sup>th</sup> September	8:40am	3:00pm	Children stay all day.

## Safeguarding reminders

- Please keep your child with you during drop off and pick up. It can become very busy and we would not want your child to become separated from you.
- Ensure your child is dropped and collected by an adult.
- If you have changed your phone number, address or email address please let us know as soon as possible by emailing [office@mail.whitehallinf.org](mailto:office@mail.whitehallinf.org)
- Please inform us of any court orders or injunctions preventing someone from collecting your child.
- Please provide legal documentation for any safeguarding issues relating to your child.
- Remember to regularly check our website or app for important information.
- Tell us if your child is hurt or has any injuries or is upset.

## Summer Reading Challenge

- At this time of year we would celebrate children who took part in the library's Summer Reading challenge with a special assembly with parents.
- Due to the current situation, we will not be able to invite parents to celebrate with us. However, we would still like to celebrate the children's success!
- If your child took part in the library's Summer Reading challenge, please bring a copy of their certificate into school.

**SUMMER  
READING  
CHALLENGE**

## Attendance

It is very important that your child attends school every day. If your child will not be in, please remember to call the Absence line by 8:30am on 01895 590112 option 1 every day that your child is absent.

If your child or someone in your household has Covid symptoms, they must remain at home. This will not count against your child's attendance.

## Keeping everyone safe














To keep everyone as safe as possible, we are ensuring children are regularly washing their hands and reminding children to not put their fingers in their mouth, to cough into their elbow and to sneeze into a tissue which must then go in the bin. Please see further information about what we are doing to keep everyone safe and how you can help at the end of this newsletter.

We will soon be sending out an updated Covid protocol so that parents are aware of the procedures they must follow if their child or a member of their household has Covid symptoms.



## Uniform and Equipment

Thank you to everyone for ensuring their child is wearing the correct uniform. The children all look so smart. Please ensure all your child's clothing is labelled with their full name.

✓	Plain or Whitehall logo red sweatshirt, jumper or cardigan	
✓	White shirt / blouse, red or white plain or Whitehall logo polo shirt	
✓	Grey or black trousers	
✓	Grey or black skirt or pinafore dress (leggings can be worn underneath a skirt or dress)	
✓	Red, white or grey socks / tights	
✓	Footwear – Sensible black shoes with <b>no laces</b> . Plain black trainers are acceptable - no logos. Plain black boots are allowed in the winter	
✓	Hair that is shoulder length or longer to be tied up	
✓	Wellies	
✓	Waterproof coat	
✓	A named water bottle – please ensure your child's name is written in permanent marker and is clearly visible	
✓	Bookbag - <b>No Rucksacks</b>	
✓	Any books they have borrowed from the school	
✓	A small packet of tissues	

**Children should not bring any other items into**

### PE

On days when your child has PE, they should wear their PE kit to school rather than their normal school uniform. This will reduce the need for children to change and have additional clothes in school.

Please see the PE timetable for all year groups.

PE kit - plain black /grey shorts and plain white t-shirt. Plimsolls or trainers with **no laces**. If the weather is cold, they can wear plain black jogging bottoms.

Class	Days
Nursery	Wednesday
Birch	Monday
Cedar	Thursday
Larch	Wednesday
Spruce	Friday
Beech	Tuesday & Friday
Elm	Monday & Thursday
Maple	Tuesday & Friday
Pine	Monday & Thursday
Flamingo	Monday & Wednesday
Kingfisher	Monday & Wednesday
Peacock	Tuesday & Thursday
Toucan	Tuesday & Wednesday

### Lunches

All children in Reception, Year 1 and Year 2 are entitled to a free school lunch.

We are very fortunate to have caterers who provide a wide range of nutritious meals for children. **Please do encourage your child to have a hot lunch at school.**

Please remember that we are a **water only** school in line with the London Schools Healthy Lives programme. #

If your child brings in a pack lunch then please ensure it is a healthy option.



### Breakfast club survey

Thank you to those who have responded to our Breakfast club survey and to those who have enquired. A confirmation email with further information will be sent out this week.



**School website** - - <https://www.whitehall-inf.hillingdon.sch.uk/>

We are regularly updating our school website with important information. You can also translate our website into a different language by selecting the language you require from the dropdown menu at the top of the homepage (next to the search bar).



## **Staff News**

I am very pleased to be welcoming new teaching staff to our team, Miss Payne, Mrs Patel, Miss Walsh, and Mrs Pert. Also we welcome Mrs Cluett as part of our inclusion team and Mrs St Flour to the school office.

### **Message from Whitehall Infant Schools Welfare Officer**

- ◆ If your child has a medical condition or allergy that is treated by the hospital, please let us know,.
- ◆ If your child has an EpiPen, we must have two of their EpiPens at school.
- ◆ If your child has asthma, we must have 2 of their inhalers at school
- ◆ If your child has a medical care plan in place, please ensure that we have a copy of this in school
- ◆ If your child has asthma, they should take their preventative inhaler twice every day at home



## **Quarantine**

Thank you to those who have told us they are quarantining - we are using a special code for these absences. If you are planning to travel abroad during half term please remember to check whether or not you need to quarantine when returning to the UK. Please visit <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#updates-to-the-travel-corridor-list> for more information. Please remember to not take holidays during term time.










## **Jeans for Genes Day**

Jeans for Genes Day is the annual fundraising campaign for Genetic Disorders UK, the national charity that supports individuals and families affected by a genetic disorder.

On **Friday 17th September**, children can come to school in non school uniform (preferably jeans or denim) to raise money for Jeans for Genes. Please ensure children are dressed appropriately for the weather and are wearing school shoes or trainers (no laces) only please.



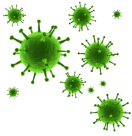

Due to the current situation, **we cannot accept cash in school** so we are asking parents to make donations via our just-giving page - <https://www.justgiving.com/fundraising/whitehall-infant-school>



	<b><u>On arrival</u></b> Children will wash hands when entering the classroom
	<b><u>Classrooms</u></b> Children will sit forward facing where appropriate They will have their own equipment provided by the school that they will use frequently No soft furnishings (cushions etc.) Where rugs or carpets are in place, extra cleaning of those will be undertaken
	<b><u>School Site and Visitors</u></b> No parents on site between drop off and pick up All deliveries and mail left outside the office gate No visitors in the school buildings All essential maintenance will be conducted outside classroom hours if possible
	<b><u>Cleaning in classrooms</u></b> Cleaning box with disinfectant spray, gloves, aprons and disposable towels in every class for staff use Thorough clean at end of session by cleaners Cleaning of resources used Daily bin emptying inside and outside Tables and chairs cleaned and disinfected at the end of the school day
	<b><u>First Aid</u></b> First aid will be delivered in year groups by paediatric first aid trained staff Children requiring personal care will receive it in their class or classroom specified toilets. When needed, temperature will be taken using contactless forehead thermometers Symptomatic children will be isolated and supervised until parents arrive Adults supervising symptomatic children will wear gloves, aprons and masks, at a distance. Visors will be available if necessary
	<b><u>Suspected or Confirmed Covid-19</u></b> Anyone with symptoms must not attend school Any child with a persistent cough or fever (37.5 or above) ,loss of smell or taste will be sent home immediately Any child with any other symptom of illness will be sent home Anyone with symptoms should be tested and self-isolate for 7 days or until their test comes back as negative. All other household members should isolate for 14 days or until the test comes back as negative If anyone in a year group bubble <u>tests positive</u> , we need to refer to the local protection team and will follow guidance provided by them
	<b><u>Daily hygiene</u></b> Washing hands on arrival at school Hands to be washed after sneezing or blowing nose, after using toilet, before & after eating and before going home Handwashing will be supervised by an adult and children will be educated on technique Sanitiser will be available throughout the day Water fountains are not in use
	<b><u>Cross contamination</u></b> Teachers and children will remain as a year group bubble and will not come in contact with any other bubble (separate times for lunch, break etc) Use of any shared areas will be timetabled to avoid bubbles coming in to contact with each other The use of outside doors will be maximised to avoid using corridors Doors to be kept open where possible to avoid contact with handles Windows to be kept open where appropriate Maximise use of outdoor space
	<b><u>Home – school partnership working</u></b> School will provide up to date information and notify parents of changes to processes and procedures School will make available full risk assessment on request School will respond to any questions or concerns as soon as possible after they arise School will provide home learning for any child who has to self-isolate on medical advice Parents must notify school every day by 8.30 am if their child is unwell or not attending for any reason Parents must always be contactable by telephone for the duration of the school day Parents must collect, or make arrangements for their child to be collected, as soon as possible if their child becomes unwell (this is an essential element of preventing the spread of Covid 19) Parents and other household members must observe quarantine arrangements if travelling outside UK Parents should notify school if they test positive for Covid 19 or believe that they may be symptomatic Children should arrive at school on time every day as late arrivals increase the number of contacts



# How you can help keep everyone safe

	<p>Observe social distancing <b>at all times</b>.</p> <p>Maintain a distance of at least 2 metres when dropping your child to school and collecting them.</p>
	<p>Wash your hands and your child's hands before coming to school and when arriving home from school.</p> <p>Encourage your child not to touch things whilst waiting to go into school such as the railings or fence.</p> <p>Talk to your child about good hygiene such as coughing into their elbow, sneezing into a tissue.</p> <p>Encourage your child not to put their fingers or other items in their mouth</p>
<p><b>Arrival &amp; Dismissal</b></p>	<p>Do not arrive more than 5 minutes before your child's start or finish time</p> <p>Only queue to enter school when the previous year group has gone</p> <p>Ensure you do not queue with a different year group as this causes cross contamination of year group bubbles</p> <p>Wear a mask in the queue if you feel comfortable doing so.</p> <p>Arrive on time to drop off and collect your child.</p>
	<p>Do not send your child to school if you or a member of your household have Covid symptoms</p> <p>Inform the school immediately if your child has Covid symptoms and arrange for them to have a test</p> <p>Inform the school immediately of the test result (even if it is negative)</p> <p>If your child has tested positive for Covid, they must stay at home for at least 10 days and until their temperature has gone.</p> <p>If a member of your household tests positive for Covid, your child must stay at home for 10 days.</p> <p>If your child displays symptoms of Covid at school, you must be able to collect them (or arrange for another household member to collect them) immediately.</p>
	<p>Please make sure the school has up to date contact numbers for you and other members of your household</p> <p>Remember to read any communication that the school sends to you</p> <p>Check the school website regularly for up to date information.</p>





## School Terms and Holidays September 2021 - July 2022 Whitehall Infant School

<b>AUTUMN TERM - 2021</b>	
<i>Staff Development Day (Holiday for children)</i>	Wednesday 1st September
Term starts for the children	Thursday 2nd September
Half Term Holiday	Mon 25th - Fri 29th October
<i>Staff Development Day (Holiday for children)</i>	Monday 1st November
Term starts for the children	Tuesday 2nd November
Term Ends at 12:30pm	Friday 17th December
<b>SPRING TERM - 2022</b>	
Term starts for the children	Tuesday 4th January
<i>Staff Development Day (Holiday for children)</i>	Friday 11th February
Half Term Holiday	Mon 14th - Fri 18th February
Term starts for the children	Monday 21st February
Term Ends at 12:30pm	Friday 1st April
<b>SUMMER TERM - 2022</b>	
Term starts for the children	Tuesday 19th April
May Day (Public Holiday - school closed)	Monday 2nd May
Half Term Holiday	Fri 27th May - Fri 3rd June
Term starts for the children	Monday 6th June
<i>Staff Development Day (Holiday for children)</i>	Monday 4th July
Term Ends at 12:30pm	Thursday 21st July
<i>Staff Development Day (Holiday for children)</i>	Friday 22nd July

<b>AUTUMN TERM - 2022</b>	
<i>Staff Development Day (Holiday for children)</i>	Thursday 1st September
Term starts for the children	Friday 2nd September