

Dear Westerschule parents,

In this e-mail you will find information regarding the beginning of the school term and the organisation thereof at Westerschule. To ensure that the school year starts as smoothly as possible, we would ask you to please read the information very carefully and do your part by following the guidelines included.

These requirements have been laid out by the Education Authorities and more information can be found on our school homepage.

As it is not yet possible to fully assess the current situation, we ask for your understanding that some points may be subject to change.

Basic Guidelines

- **If you spent all or part of the summer holidays in a high risk area, you MUST remain in quarantine for 2 weeks upon your return and children may NOT return to school before this two week period is over.**
- Within the class and the particular school year, social distancing is no longer necessary.
- Close physical contact (eg. hugging, shaking hands, contact sports during break times etc.) should be avoided wherever possible.
- Rules regarding behaviour and hygiene will be discussed with the children on a regular basis.
- All adults, including teaching staff must continue to observe social distancing rules. Parents should not enter school grounds unless absolutely necessary. If you have a matter to discuss with a member of staff, please make first contact by telephone or email.
- **All adults, including teaching staff, MUST wear a mask when on the school grounds.** Children are exempt from this but may, of course, wear a mask if they wish to.
- Parents and all other persons who enter school grounds must report to the school office so that their personal details and time/date of their visit can be recorded.
- In case of an appointment with teaching staff, the form can be filled out there. In all other cases it should be filled out in the school office.
- People exhibiting any known symptoms of Corona virus **MAY NOT** enter the school grounds.
- Children who begin to show symptoms of Corona virus during lessons will be isolated immediately and their parents or guardian informed so that they can be picked up. The type of symptoms shown must be documented.

Arrival /Pick-up:

- **Please send/bring your child to school so that they arrive NO EARLIER than 07:55.**

- **Pupils must use different entrances and exits**

Entrance/Exit Norderkirchenweg: Pre-school and 1st years

Entrance/Exit Landscheideweg: 2nd years

Entrance/Exit Fire Service access/back of "Kreuzbau": 3rd & 4th years

- Parents are to drop their children off **OUTSIDE** the school gates and pick them up at the same place.
- Teachers or educators will send pupils to the school gates for pick-up at the end of lessons/after-school care.
- **EXCEPTION:** parents of pre-school children may bring them to the part of the playground in front of their classroom up until the October school holidays.
- The pre-school teachers will practise and discuss the route from the school gate to the classroom with the children.

Pick-up times:

Due to the change in how children are picked up from school, it is very important that everyone involved keeps to the established pick-up times. Children who are not picked up punctually at the school gate must go back to the teacher or educator they were last with.

- Pick-up time after lessons:
Mon, Weds, Fri 13.00; Tues and Thurs 15.30
- Children in after-school care:
may be picked up by previous arrangement by the school gates at the following times:
at 15.30, 16.00, 17.00, 18.00 (request forms to follow)
- Pre-school children in afternoon care
May be picked up hourly, on the hour.

Lessons:

Lessons will take place as usual and for the most part in the pupil's "home-rooms". Classes containing children from various, mixed school years (eg. Choir or atelier) will not take place for the time being. Teaching staff will conduct normal lessons at these times.

"Special classes":

- Sport, Music and Drama will take place with some limitations. Teaching staff are aware of the regulations, which are also detailed on the school homepage.
- Swimming lessons will take place as planned from August 10th onwards.

Toilets:

- Each school year is only allowed to use one specific toilet block. These are clearly signposted.

Break Times:

- Breaks separated according to school years

- There are 5 designated play areas to be used in rotation by the different school years
- General overviews are displayed in the classrooms.
- Teachers will introduce the new break time rules to the children and, if needed, support them at the beginning.

Lunch Break:

- Likewise designated areas of the playground.

Lunch:

- The Finkennest will be divided in two so that two different school years can eat lunch separately at the same time.
- The different school years will use different entrances to the Finkennest.
- The pre-school children will eat at 12.30 in the Finkennest.

All day school:

- Childcare will be provided as previously available from 6:00 – 18:00
- Children will be separated into school years during after school care.
- Each school year will be looked after by specifically assigned educators.

Exceptions:

- Children in “early” and “late” care as well as children in years 3 and 4 will be looked after in mixed groups. Permission has been obtained from the Education Authorities.

- Each school year will use designated classrooms in the afternoons.

Pre-school: Pre-school afternoon room

Year 1: classrooms 1a und 1b

Year 2: “Kreuzbau” 1st floor

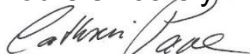
Years 3 / 4 : “Nachmittagstreff”

Courses:

- Courses will not be taking place for the time being.
- The school will make every effort to provide some courses for each school year but at the moment this is not possible due to a lack of available staff.
- If courses are offered, only children who are already enrolled for after school care will be allowed to take part.

In spite of the many changes and limitations, we are very much looking forward to the new school year, especially to seeing all the children again and welcoming our new pupils.

Yours sincerely



Cathrin Pape (Head Teacher)