

## September 2020 Parent Information

1<sup>st</sup> September 2020

Dear Parents / Carers

I hope that you have enjoyed a lovely summer break whether you have been able to go away or have taken the opportunity to enjoy the benefits of the area we live in while staying at home.

This is an updated version of the information sent to you at the end of last term. The information in this document will hopefully help to reassure you of the additional measures we are putting in place to keep everyone as safe as possible as we welcome all children and staff back to school.

Please study this information carefully as it will inform you of the key practicalities you and your child(ren) will need to understand and adhere to. The arrangements we have made will make school a slightly different place but our team of staff will do everything they can to make these new arrangements feel as normal as possible for the children.

We will continuously monitor the arrangements that have been put in place and we will not hesitate to change these if we believe they compromise the health and safety of any of the children or staff.

The school office will not reopen until the afternoon of Wednesday 2<sup>nd</sup> September, due to staff training in the morning. If you have any queries please email [office@heeneprimary.co.uk](mailto:office@heeneprimary.co.uk) and we will respond to you that afternoon.

With our best wishes

Leadership Team

Heene Church of England (Aided) Primary School

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## September 2020 Parent Information

### Which pupils can return to school?

**ALL** children from Y1-6 will return to school from **Thursday 3<sup>rd</sup> September**.

### Pupils Starting School In September

Those children starting school in **Early Years** will follow the timetable below to introduce them to school. Each child will have received their own bespoke timetable in July.

#### September Transition Timetable for Early Years only

<b>Week 1</b>	Wednesday 2nd	INSET
	Thursday 3rd	Virtual 1:1 Parent-Teacher Meeting
	Friday 4 <sup>th</sup>	Virtual 1:1 Parent-Teacher Meeting
<b>Week 2</b>	Week beg: 7 <sup>th</sup>	<u>Settling-in sessions (without parents)</u> Each child attends 2 x 1hr sessions during the week – am and pm 6 children per session
<b>Week 3</b>	Week beg: 14 <sup>th</sup>	<u>Settling-in Sessions (without parents)</u> Each child attends 2 x 1hr sessions during the week – am and pm 6 children per session
<b>Week 4</b>	Week beg: 21st	<u>Part-time week</u> All children in everyday – morning only. Stay for lunch. 9.00am-12.00pm
<b>Week 5</b>	Week beg: 28 <sup>th</sup>	<u>Full time</u> All children in all day. 9.00am-2.45pm

### Attendance

From 3<sup>rd</sup> September the attendance of children in school will be managed in the normal way.

**Children must attend every day** and if they are unable to attend please call the school office to confirm the reason. Registers will be taken on arrival at school and if children are absent and we have not been contacted we will telephone to find out why and make sure everything is ok.

We will resume the regular monitoring of attendance alongside our Attendance Support Worker.

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### How children will be organised into groups

Revised Government guidelines have suggested maintaining consistent groups which is what we are intending to implement at Heene.

All children will be taught within their usual class group of up to 30 children. All groups will have a teacher and a teaching assistant for the majority of the day.

Each **YEAR** group will form its own 'Bubble' and will not mix with any other year group bubbles in school throughout the day. Year group bubbles are necessary to enable a workable lunch timetable.

With the exception of break, lunchtime and PE lessons, your child will remain in their classroom for the whole day. All classrooms have a designated outside space for their sole use and outside learning will take place as much as possible. Classroom doors and windows will be open whenever possible to comply with the recommendation for well ventilated rooms.

All classrooms will be organised to create a suitable learning environment for all children. In Years 1-6 all tables and chairs will be forward-facing. Any excess furniture will be removed and age appropriate equipment will be provided for all children.

All children will be provided with a clear pencil case and their own set of equipment for daily use. This is something that the children in school have found most helpful in the last half term.

All children must bring a full named water bottle into school. Children can bring book bag and coat but these are the only items from home that can be brought into school.

By Friday 4<sup>th</sup> September you will be notified which days your child will have PE. On PE days children should come into school wearing their PE kit and trainers.

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### Timetable and arrangements for drop off and pick up from school

To ensure social distancing is maintained for children, parents and staff it will not be possible for all children to arrive at school at the same time. We have introduced different start and finish times to reduce the number of children arriving and leaving at any one time. This worked well during the last half term and does not change the teaching time received by any children.

Even with staggered start and finish times we need to minimise the number of people coming through the school gates. There are different routes into and out of school for each year group which is explained below. Extra staff will be available to help parents and children get used to these new procedures.

We have allocated each year group a designated entrance and have introduced a third entrance.

- Entrance A will be the gates by Year 1 usually used by the younger children.
- Entrance B will be the pedestrian gate leading to the school office and the children will then enter school by the main entrance door.
- Entrance C will be the gates nearest to our car park.

Each gate has a clear sign on it.

The location of our school makes it difficult for parents to have enough space to wait by the gates. We are therefore asking that you wait across the road in the park and at your designated time cross the road safely with your child(ren). In the morning, the class teacher and teaching assistant will come to the gates to collect the children from you. Please look out for them and make your way to the gate when you see them.

The different start times and entrances in use will be:

Time In	Gate A	Gate B	Gate C
8.40am	Year 4	Year 2	Year 5
8.50am	Year 1	Year 3	Year 6
9.00am		EYFS	

- At Gate A or C please say goodbye to your child as they enter the school gate into the care of their teacher or teaching assistant.
- At Gate B you may bring your child into the car park via the pedestrian gate, say goodbye to them and pass them into the care of their teacher or teaching assistant, exiting the car park yourself in a one-way manner.
- Any child arriving late will enter after another year group has vacated the main entrance. If you are late you must wait with your child.

At the end of the school day there are too many children for us to safely see them to parents from the gates. The arrangements for collecting children are explained below.

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Please note different gates for Year 1 and 3 at the end of the day.

Time Home	Gate A	Gate B	Gate C
2.45pm		EYFS	
2.55pm	Year 4	Year 2	Year 5
3.05pm	Year 3	Year 1	Year 6

### Year 3 and Year 4 - Gate A

- From Gate A follow the marked one-way system to the small playground
- Wait on the road-track or by the performance stage
- The children will be brought out of their classrooms and line up close to the building
- The teachers will pass the children to you
- Please exit using the same route but keeping to your left, adhering to the one-way system

### Early Years, Year 1 and Year 2 - Gate B

- Enter the car park via the pedestrian gate
- Wait in the area between the barriers and staff cars
- The children will be brought out onto the pavement where they will wait for their teachers instruction
- The teacher and teaching assistant will hand the children to you
- Please exit the car park using the one-way system

### Year 5 and Year 6 - Gate C

- Follow the one-way system (keeping to your left) down the steps and wait for your child in between Foxes and Elephants classrooms
- If your child has permission to walk home on their own they will be sent out first
- The remaining children will be brought out of their classrooms and line up
- The teachers will pass the children to you
- Please exit using the same route but using the ramp and keeping left to adhere to the one-way system

**When waiting to drop off and collect your child, please do your best to maintain a social distance and we would ask that only the person collecting the child comes up to the gate or onto the playground. Staggering the start and finish times means cars will be using Norfolk Road over a longer time period than normal so please do be extra careful when crossing the road. We will have staff at the front of the school but need the help of parents driving to school to make sure everyone stays safe.**

Our usual rules about a different adult collecting your child will apply. Please ensure you telephone or email the school office to confirm changes to the normal arrangements, allowing for the revised start and finish times. Children in Year 5 and 6 can only leave school alone with your written permission.

- **It is really important that your child arrives at school on time. The main entrance door is used between 8.40am and 9.00am for year groups to enter the school. If your child misses their allocated time slot, they must wait with you away from the entrance gates until 9.10am when they can be brought to the main entrance door. Your child will then be recorded as late on our registers in line with normal attendance procedures.**

## September 2020 Parent Information

### Visitors to school and how to communicate with teachers and the office

Visits to the school should be made in exceptional circumstances only. Parents / carers can only come into the school in an emergency and visits to the office should only be made when absolutely necessary. Access to the school office will be between 9.15am and 2.40pm daily due to the increased use of the main entrance for drop-off and pick-up.

With the exception of some support provided for specific children, only staff, Governors and maintenance workers are able to come into the school building.. Most school meetings are now conducted electronically to minimise the number of visitors.

If you do need to contact the school office please either telephone (01903 201386) or email ([office@heenepprimary.co.uk](mailto:office@heenepprimary.co.uk)).

If you have any concerns that you would like to discuss with your child's teacher, please ring or email the office and they will ask the teacher to telephone you. This will normally be at the end of the school day. Teachers are unable to have face to face discussions with parents. This includes at drop off and pick up times.

Alternatively, please use the class email addresses. These will be replied to by your child's classteacher (e.g. [pandas@heenepprimary.co.uk](mailto:pandas@heenepprimary.co.uk)) on a daily basis.

### Hygiene and Infection Control

The key message is still that washing your hands with soap for 20 seconds is the best way to minimise infection. All children will be asked to wash their hands when they arrive at school and frequently during the day. Keeping children and staff in their 'bubbles' will also help to minimise the possibility of the virus spreading.

We have plentiful supplies of soap and staff will ensure it is always available in classrooms and toilets. Whenever the children have been outside or to another area of the school, they will be made to wash their hands.

All classrooms will have a plentiful supply of tissues with staff promoting 'catch it, bin it, kill it'.

We have also adjusted our cleaning schedule so that in addition to extra hours at the end of the school day, cleaning will continue throughout the day with toilets being regularly cleaned especially door handles and toilet flushes.

The advice given with regard to PPE is that it is only necessary when dealing with a suspected case of Covid-19. Should that happen we have been provided with suitable PPE for the staff dealing with the suspected case.

When administering first aid or medicines, it may be necessary for staff to have close contact with children and they have been issued with appropriate PPE in such situations.

## September 2020 Parent Information

### Break and Lunchtime

Breaks will be staggered so only one year group is on each playground at any one time. A fortnightly rota will be in place for the small playground and large playground to ensure fair access for all. Supervision will be by the teaching assistants who work with that year group so they will know the children. Each year group will have their own box of playground equipment that will not be used by any other year groups. All of the equipment used will be of a type easy to clean and it will be regularly cleaned.

Years 1-5 will have a 15 minute break mid-morning, whilst Year 6 will trial a mid-afternoon break due to the nature of their timetable.

**Children must have their own named water bottle in school at all times.**

Lunchtimes have been timetabled to reduce the number of children in the hall at any one time. Chartwells will continue to provide hot meals at lunchtime using their standard menu. Any children in school in Early Years, Year 1 or Year 2 will be provided with a hot meal in the usual way. Children in older years groups and **registered** for free school meals will also be provided with a hot meal.

As a temporary measure, hot meals will not be available to children in Y3-6 unless they are registered for free school meals. We have taken this decision because we do not have sufficient capacity in the school hall. We will however be monitoring this closely over the first half term and if we think it is possible to safely increase the number of children in the hall, we will reintroduce this service from half term.

All children not having a hot meal will need to bring their own packed lunch from home. These must be brought into school in **a plastic container that can easily be washed / wiped**. Lunch boxes with fabric or padding should not be used because they cannot be thoroughly cleaned.

All children in EYFS, Y1 and Y2 will have lunch in the hall under the supervision of our midday meals staff and their teaching assistants. They will then have a period of play outside in their designated area before returning to class.

Children in Year 3-6 who have hot lunches will eat their lunch in the hall before being collected by midday meals supervisors and taken to their designated playground area. Children in these year groups having a packed lunch, will eat these in their classrooms with their teaching assistants before joining their friends outside for a period of play.

Our lunch timetable allows for all tables and chairs in the hall to be thoroughly cleaned between lunch sittings.



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### If your child is unwell or displaying symptoms of Covid-19

If your child or any member of your household has any of the following symptoms, you must follow the Government guidelines. The person with the symptoms must stay at home for 10 days (updated by Government August 2020). Any other members of the household must stay at home of 14 days.

#### Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

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

For most people, Coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must self-isolate at home and we would encourage you to arrange a Coronavirus test.

If your child is attending school and starts to display any of these symptoms, they will be isolated from all other children and you will be asked to collect them from school immediately. The member of staff caring for your child will be issued with appropriate PPE.

You will be asked to access the testing facilities available for a COVID-19 test. This test can be arranged at the following website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

If your child has been sent home with symptoms and then has a negative test, the test result needs to be sent to the school office to enable your child to return to school before the end of the 10 day isolation period. If the test is positive your child must self-isolate for 10 days in accordance with the guidelines.

Should a child or member of staff test positive for Covid-19 there are very specific guidelines issued by Public Health England (PHE) that we have to follow in relation to deep cleaning the school and notifying any person that would have come into close contact with them.

## September 2020 Parent Information

### Curriculum and Behaviour

We know that everyone's home learning experiences will have been different and a period of adjustment will be needed by all children even those attending school prior to the summer holiday. During the first two weeks in September there will be a focus helping all children to return to learning with a 'Learning to Learn' programme. This will consist of a variety of 'normal' lessons alongside other Relationship, Sex and Health Education (RSHE) related activities linked to well-being and plenty of opportunities to talk about how children are feeling.

Whilst the weather is good we will make use of the outside environment as much as possible, reintroducing our 'daily mile' and helping to get the children back into school routines.

We are aiming to implement year group Collective Worship on a fortnightly rota alongside daily classroom worship, singing and prayers/reflection in the classroom.

For children in Early Years and Year 1 child-initiated resources will be carefully selected by the Early Years team. Weekly choices of resources will allow children to play safely before they are washed and exchanged for alternatives. Children will still experience construction, arts and crafts activities but where possible, discouraged from sharing materials. Regular hand-washing will form part of the daily curriculum and they will be encouraged where possible, not to touch their faces or put objects in their mouths. The adults will share stories, sing and play lots of games with them too.

All children will revisit key English and Maths concepts with appropriate opportunities provided to ensure as much missed learning as possible is covered. Class teachers will share more information about this in the first weeks of term.

Our normal rules for behaviour in school will apply as will the rewards and sanctions. Our Behaviour Policy can be found on the school website and as an appendix to this document.

## September 2020 Parent Information

### Reintegration back to school

While we recognise that 'getting back to normal' is important, we also acknowledge that children will have found the last six months very different and not all children will have had the same experience. Key priorities will be resocialisation into new style school routines.

Many children will have found the long period at home hard to manage, some may have enjoyed it even more than school. Whatever their experience returning to the routines of school will take time to adjust to. As will seeing missed friends who they may continue to be apart from.

Those children who have been attending school will also need to adjust to different routines in September as they have more children working within their group.

School staff will do all they can to provide:

- opportunities for children to talk about their experiences of their time at home;
- sharing their home learning books with friends and adults;
- time for 1:1 conversations with adults they know;
- pastoral activities, including playing games to revive friendships.

### Free School Meals and Vouchers

With all children returning to school from September, the supermarket voucher scheme has ended and all children registered for free school meals will be provided with a hot school meal at lunchtime.

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### APPENDIX – Behaviour Policy – Returning to school, September 2020 (COVID-19)

#### Expectations of Parents/Carers

- **NO** Parents or Carers will be allowed to enter the school site to bring child(ren) to school
- Children will be dropped off with their teacher and teaching assistant at the relevant school gate
- Any communication with the teacher will need to be via email or telephone through the school office. Teachers will not be able to discuss your child at drop off or pick up times.
- Ensure social distance from other adults whilst waiting for gates to open – as per government guidance (please do not arrive too early to avoid congregation)
- Parents/Carers not to enter the school building
- Collect your child as soon as possible (ASAP) if called regarding illness/symptoms
- **It is vital that you stick to your allocated drop off/pick up times** – if a situation should arise and you miss your allocated slot your child will need to be brought into the main reception at 9:10 where they will be recorded on our registers as late in line with normal attendance procedures.
- Parents/Carers to collect child if not adhering to social distancing 'NO TOUCHING' rules (reminders given prior to this)

#### Expectations of Children

- Normal behaviour rules/rewards/sanctions apply – EYFS / KS1 & KS2 (see Appendices 1 & 2 of Behaviour Policy)
- Children should stay at a social distance as much as is reasonably possible (adults in school will remind children when necessary)
- Children should not play games that include touching others (e.g. tag, stuck in the mud etc...)
- Children not sticking to the 'NO TOUCHING' rules will be reminded and parents informed to support with reinforcement
- Children to line up at a social distance in school when asked
- Children to enter the building separately and patiently
- Any coughing/spitting on another pupil will result in being sent home
- Any non-adherence to adult instructions and/or social distancing instructions will result in being sent home
- Children to follow any signs and special routes in place (e.g. one way system)
- Avoid touching your mouth, nose and eyes and follow the 'catch it, bin it, kill it' advice