

Parent Information – School Re-opening 8th March 2021

23rd February 2021

Dear Parents / Carers

I am sure you will by now be aware that our school will reopen to all children from Monday 8th March in accordance with Government guidelines.

From a practical point of view, the school will operate as it was during the Autumn term so we are not quite back to 'normal'. We still need to make sure we do everything we can to ensure the safety of all of our children and staff. These guidelines have worked very well for us with only a very small number of positive cases in our community so we would ask that you continue to comply with these.

This document contains some key reminders around the timing of drop off and pick up, school lunches and the Bubbles children and staff will work in. Please make sure you are familiar with these to ensure your child's return to school goes as smoothly as possible.

We are working hard to ensure that our curriculum adapts to meet the needs of all of our children, many of whom have spent a significant part of the last year learning at home. To help with this we will have additional teachers working alongside our class teachers to help children adapt to being back at school and provide additional learning support where necessary.

Thank you to all of you for your support during the periods of lockdown and I am sure you will join us in hoping we can now follow the roadmap to a more familiar future.

With our best wishes

Leadership Team

Heene Church of England (Aided) Primary School

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Attendance

From Monday 8th March all children are required to attend school.

If your child is unwell please leave a message on the school answer machine. If the illness could be Covid related please give details of arrangements being made for a test.

Requests for absence for any other reasons must be submitted to the school office in the normal way.

Bubbles

All of the children in school will be in year group bubbles.

Bubbles are kept separate for the entire day. They will not mix with other Bubbles at break or lunch time and arrive and depart from school at different times. Our staff also work in Bubbles and have staggered start and finish times. Shared staff facilities such as the staffroom are not in use at this time.

Should we have a positive case in school (staff or child) the entire Bubble will be required to isolate at home for 10 days. During this period remote learning will be provided.

Remote Learning

Should children need to isolate at home, remote learning will be provided. To ensure all children can access this straight away we will shortly be asking you to confirm if your child needs a Chromebook from school to access the work that is set. This is to ensure we are in a position to quickly allocate the devices we have, avoiding periods of time that children are unable to work at home.

School Computer Equipment

If your child was issued with an iPad, Chromebook or laptop to assist with home learning, this **must be returned to us on Friday 5th March or Monday 8th March.**

Please bring the device to the school office where you will need to sign the loan agreement to confirm the device has been returned.

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Timetable and arrangements for drop off and pick up from school

Drop off and pick arrangements will be exactly the same as they were before Christmas. A reminder of the drop off and pick times for each year group is shown below. **All adults must wear face coverings during drop off and pick up.**

Morning Drop Off	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	

In the afternoon please use the gates shown and go through to the playgrounds areas where children will be seen out to you. This makes sure our staff can safely see children to the right person.

Afternoon Pick Up	Gate A	Gate B	Gate C
2.55pm	Year 4	Year 2	Year 5
3.05pm	Year 3	Year 1	Year 6
2.45pm	EYFS		

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.

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.

Please continue to minimise the things your child brings into school.

If your child wears a mask or face covering on their way to school, on arrival they will need to remove the face covering and place it in a bag or container that can be left in their bag or pocket during the school day. After removing the mask they **must** wash their hands. If your child will be wearing a mask for their journey, **you must provide a suitable bag or container to store the mask in.**

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

Visits to the school should continue to 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.

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Access to the school office will not be possible between 8.35am to 9.15am and 2.40pm to 3.10pm daily due to the increased use of the main entrance for drop-off and pick-up. The office will be open for telephone calls and emails between 8.00am and 4.00pm every school day. **A face covering must be worn by all adults visiting the school.**

If you do need to contact the school office please either telephone (01903 201386) or email (office@heenepriamary.co.uk).

Hot Lunches

From Monday 8th March we will revert to normal arrangements for hot meals.

Children in Early Years, Year 1 and Year 2 are entitled to a free meal under the Government's Universal Infant Free School Meals programme.

Children in Year 3, 4, 5 & 6 who are registered for Free School Meals will be provided with a meal.

Any other children in Year 3, 4, 5 & 6 who would like a hot meal can purchase these directly from our catering company <https://westsussex.mealselector.co.uk/> **Meals for the week commencing 8th March must be ordered by Sunday 28th February.**

Full details of arrangements for school meals can be found on our website <http://www.heeneprimary.co.uk/web/hotmeals/522282>