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20<sup>th</sup> August 2020

Dear Parents and Carers,

### **RE: What will Hevingham School be like in September?**

Firstly, thank you for your patience regarding this information. Schools have been expecting further guidance from the Government over the summer holidays and therefore the decision was made to 'hang fire' before informing our families in case there were any further changes.

This letter is to be read in conjunction with our comprehensive risk assessment that can be found on our website. It has also been produced using the latest Government guidelines on the reopening of school to all year groups, this guidance can be found here –

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The main headlines for the new term include:

- Whole classes will be bubbles.
- All children will be taught by their class teachers.
- There will still be a lot of hand washing.
- Playtimes and lunchtimes will be in bubbles.
- No school assemblies.
- Normal attendance rules apply again.
- Changes to the start and the end of the day.
- Anyone with Covid-19 symptoms will be sent home and will need to be tested – This may lead to the year bubble being closed and children learning at home.

This letter will hopefully answer any questions that you may have about how school will be operating in September, however please do not hesitate to contact me if you need further assistance with any aspects of your child's return to school.

### **Will all children be coming back to school in September?**

Yes. The school will be open for all children.

### **Do I have to send my child in to school when it opens? What if I choose not to?**

During the summer term, the usual procedures around school attendance were relaxed by the government in response to everyone's worries about Covid-19. This has meant that there have been no consequences for children not attending school. From 1st September 2020, all of the usual procedures will apply again. This means that attendance at school will be mandatory again. We



expect all children to attend school every day and on time. The usual letter about the attendance procedures will be sent to all families at the beginning of the school year with more details.

### **Are the timings of the school day going to be different?**

Yes. The current guidance from the government suggests that 'schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.' Our response to this is as follows;

		Reception/Year 1	Year 1/Year 2	Year 3/4	Year 5/6
Drop off am	Where	Through metal gates onto netball court then to their class room door	Through the blue gate and then the fire door into the hall then to class	Through blue gate and then the front door of school	Through metal gates onto netball court then through the black back door
	When	9.00am – 9.15am	9.00am – 9.15am	8.45am -9.00am	8.45am -9.00am
Pick up pm	Where	Parents to come through metal gates onto netball court and wait there, children will be sent out to you	Parents to enter through the blue gate and then head down the side of school to wait near the fire door, your child will be sent out to you	Parents to enter through the blue gate and then wait on the front playground, your child will be sent out to you	Parents to come through metal gates onto netball court and wait there, children will be sent out to you  Children walking home will be sent out in small numbers to avoid grouping
	when	Parents may begin arriving between 3.00pm to 3.15			

If you have children in different year groups, it doesn't matter which time you aim for as long as the general effect is a gentle and crowd free arrival at school. If this timetable causes you issues, for example if your child is in Year 1 and bringing them to school at 9.00am means you will be late for work, please just let the office know and we will be aware that your child will come in earlier. Please remember to socially distance when you are either in the car park or waiting for your child on the school site.

### **Will there be Key Worker / Vulnerable children provision?**

There will be no need for this separate provision as all classes will be open and all children attending. Key Worker / Vulnerable provision ended on Friday 17th July when the school closed for the Summer holiday.

### **How will I stay safe on the school site?**

As there will be many more people on the school site at drop-off and collection times it will be much harder to keep a 2m distance between people. Please help everyone to feel safe by standing at least 2m from other family groups and ensuring that bottlenecks and passageways are kept clear of people on the school site.

### **Are the after school clubs going to re-start?**

Currently, as bubbles are not supposed to mix, we will not be running any after school clubs. This may change as the term moves on but we will keep you informed.

### **How will the children be grouped in school?**

The current advice is that the children's classes will be considered as their bubbles from September onwards. This means that they will stay in their class bubbles all day. There is some flexibility for group activities such as phonics and intervention groups, but these will be arranged in the safest way possible. The staff who lead these groups will maintain at least a 2m distance from the children so that they can move between bubbles as required. At lunchtimes, each year bubble will use separate tables (which will be sanitised between use) but will be spaced out in the hall. Some classes may eat their lunches in their classrooms to help ease the amount of children in the hall.

### **Will the children be socially distancing in school?**

The government advice states: 'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.' With all children and staff coming back to school, 2m social distancing will not be possible within class bubbles. We cannot guarantee that the children will always be socially distant, but we can say that we will use the following approaches consistently:

- Class bubbles that do not mix with each other.
- Regular hand washing and sanitising.
- Regular cleaning of the school.
- Movement around the school to be limited.
- Altered start and finish times.
- Children facing the front of the class, not each other.
- Close supervision and guidance from school staff.
- Different class bubbles using different areas of the playground.
- Positive reminders for children from staff about social distancing.
- Toilet use will be monitored by adults and although some bubbles will need to share toilets, they will not use them at the same time.

### **What will the classrooms look like?**

The classrooms and learning spaces will be set up so that all children will be facing the front of the class, rather than facing each other. This is so that if a child coughs or sneezes, it will not be straight towards the face of another child. It will feel a little like a step back in time, however it will be done in the name of safety and the children will still be able to interact with each other in a safe way. This will not be the case in EYFS where learning at tables is limited anyway due to the approach to the curriculum.

### **Will my child's teacher be teaching them?**

Yes. As a class will be considered to be a bubble, the class teacher will be teaching all of the children in the class. As teachers are entitled to PPA (Planning, Preparation and Assessment) time, there will be times when another adult leads the learning in this class. This movement of adults between bubbles is permitted under the government guidelines as they will maintain a 2m social distance whilst in front of the class.

### **Will school meals be available?**

We are currently awaiting confirmation from the kitchen about the meals that they will be able to provide. However, if it is, EYFS and KS1 children will be eating their lunches in the hall and KS2 will be eating in their classrooms. We do not currently have a cashless payment system so will require payments for lunches to be paid in advance, put in a named envelope with the amount contained and the date given to school on it. Or you can pay by cheque, again put in an envelope sent in with your child. When we have a menu we will email it for you to make your weekly choices.

### **Will my child be expected to wear school uniform?**

It is expected that all children will be attending school in school uniform. The current guidance states that there is no need for extra washing of clothes due to Covid-19. Please see the website if you are unsure of our uniform policy. Now may also be a good time to dye hair back to its natural colour if you have allowed your child to experiment over lockdown. Also remember that we do not allow gel or painted nails, jewellery or more than one pair of earrings.

### **Can my child bring a mobile phone to school?**

We have in the past only allowed children that walk home (Year 5 or 6) alone to bring a mobile into school. We will not be able to store these in the office any more to ensure its safety. The school will not accept responsibility for any loss or breakages, so I would strongly suggest that if you feel your child needs a mobile when walking home, a cheap one is purchased for this purpose.

### **What will happen on PE days?**

On the days when your child has a planned PE lesson, they should come to school in their PE kit and wear it all day. The adults will do this too. This is to reduce the amount of equipment/clothing that is being brought into school. You will be informed in the first week when your child's PE lesson is going to be.

### **Does my child need a school bag or book bag?**

To keep the school Covid Secure, we need to reduce the amount of equipment that everyone brings in to school from home. Your child will only need to bring a lunchbox, hat and gloves, a reading book and reading record. All un-necessary items should be left at home. They will also need to bring a coat.

### **How is the school going to be cleaned?**

The school is following the government's guidance on cleaning. This means that all high contact areas in the school will be sanitised frequently as well as the usual cleaning procedures. If someone in school displays symptoms of illness, then extra cleaning will take place in the areas that the person has been using.

### **How will personal hygiene be maintained?**

Children will wash their hands on entering and leaving the building, after break time and before and after lunchtime. They will also be encouraged to wash their hands in-between these times as required. Hygiene and personal responsibility for cleanliness will also be part of the in-school curriculum (at an age appropriate level).

### **What if someone is showing symptoms of Covid-19 on site?**

The guidelines from the government state that... 'Where the child, young person or staff member tests positive [for Covid-19], the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.' This means that if any child or adult in the group shows symptoms of Covid-19, they should apply to be tested and if positive, the whole group will be sent home and asked to self-isolate for 14 days (or until they have tested as negative for Covid-19). A thorough clean of the group's learning space and surrounding area will then take place. All other groups will be unaffected by this and will attend school as normal. School will be part of the NHS Test and Trace initiative and will need to inform Public Health of any confirmed cases that we may have.

### **What should I do if I want to speak to a member of staff or the school office?**

During this time, we are going to limit the number of people who enter the school building to minimise the chance of people becoming infected with the coronavirus. Informal discussions with classroom staff are going to be difficult as they are going to be supervising the children, unless they happen at the end of the day and in an outside area from at least 2m. If you need to speak to a member of the leadership team or the school office, please email to make an appointment over the phone.

### **Should people be wearing PPE (face masks, gloves, aprons etc...) in school?**

The current guidance from the government states that it is not necessary for children or staff to wear Personal Protective Equipment in school. The only times when it would be required is if the member of staff is providing first aid treatment to a child who is displaying symptoms or if it is necessary to provide intimate care to a child. In every other circumstance, there is no need for PPE to be worn. Children are not expected to wear masks in school, although this guidance appears to be changing due to localised outbreaks; we will keep you informed. Your child is welcome to wear a mask to school if they want to but will need a clean, sealable, plastic bag to store it in during the day-better still, a parent will take it home with them. Some staff members may wear PPE due to being clinically vulnerable, this will be part of a risk assessment to keep them safe.

### **What curriculum will the school be offering?**

The government have stated that it is expected that schools may adjust their normal curriculum to meet the needs of the children as they return after this pandemic. We have been working hard on our curriculum during the school closure and are keen to get it up and running as much as possible from September. There will be adjustments made to meet children's needs in the form of additional support in English and maths as well as emotional and mental health support too. By the summer term of 2021, it is expected that the school curriculum will be back to normal. In the first instance we will be focussing on wellbeing and welcoming the children back to school routines and expectations.

### **Will there be assemblies?**

It would not be possible to manage social distancing during traditional assemblies. It would also not be possible for the group bubbles to stay separate either. Assembly topics will be covered in the group bubbles as a form of class assembly instead. These will be led by the class teacher or a member of the Senior Leadership Team (via zoom).

### **Will the school be providing home learning resources for children who are not in school?**

For all children, the learning provision will be available in school. If a child is not in school for an authorised and agreed reason (such as a diagnosed case of Covid-19 or self-isolating), then learning will be provided through the Tapestry or Google Classrooms platform by the class teacher.

### **Will SATs and other assessments be taking place?**

The current advice from the government states that all statutory assessments will take place in the Summer term in 2021. This includes:

- The Year 1 phonics check
- Key Stage 1 SATs and teacher assessment
- The Year 4 multiplication tables check
- Key Stage 2 SATs and teacher assessment

### **Will educational visits be taking place?**

As classes are bubbles, they will be able to go on educational visits during the day. It will not be possible for any visits to take place that involve an overnight stay or foreign travel at the moment. This might change, and if it does, we will let you know how this will affect the usual visits that each year group normally enjoys. For each visit that is possible, we will plan very carefully to make sure that it is as safe as possible in the current situation. Currently, we are not planning for our usual Year 5/6 residential at Hilltop to go ahead.

### **How will the tutoring and catch-up support work?**

Each school will be provided with some additional funding to support the provision of catch up work and tutoring for identified children. We don't have any more details on this at the moment, but when we do, we will let you know how it is expected to work.

I hope this answers many of your questions. We are looking forward to welcoming you all back to school in what may be a very different way of learning and an unusual sense of community. As always if there is an issue that is pertinent to your family, please email me directly.

Yours Sincerely,

A handwritten signature in blue ink, appearing to be 'Allan', with a long horizontal flourish extending to the right.

Mrs Board

Executive Headteacher