



Dear Parents/Carers,

Welcome Back HJS

In light of the Government announcement that all pupils will be expected to attend school full-time from 8th March, the following information is for parents to help them prepare for full reopening. The procedures outlined below have been informed by the DfE guidance and have followed a thorough and ongoing process of risk assessment.

Many of the arrangements remain unchanged to those in place during the Autumn term but there are some changes to procedures so please read this information carefully. It will be important that our whole school community follows this guidance in order to reduce the risk of bubble or whole school closure.

General Risk Management

- We will continue to run a system of organising the children into class 'bubbles' to allow us the flexibility to offer a full, broad and balanced curriculum. Staff are permitted to work across bubbles if necessary to ensure the correct support to children and for successful delivery of the curriculum, although we will endeavour to minimise this where possible.
- Children will sit in rows in their classrooms facing the front of the room and they will need their own pencil case and named water bottle. Break and lunch times will be staggered to keep year groups separate.
- Hygiene measures such as use of sanitiser, frequent washing of hands, the one way system, maintaining social distance from other adults where possible, ventilating classrooms frequently will be in place as they have been throughout the COVID-period.
- If parents are unable to be socially distant from other adults during pick up they should wear a face covering. There is no expectation of staff to wear face coverings at the gate in the morning or at collection times.
- Staff are able to access Lateral Flow Tests twice a week.

Attendance

School attendance will be mandatory for all pupils from March 8th. The usual rules on school attendance and punctuality will apply as per the Attendance Policy. It is the parent's duty to ensure that their child attends school on a regular basis.





Parents are expected to follow the normal procedure for reporting absence through a phone call to the school as soon as possible.





Drop off

All children can arrive at school **any time between 8.30am and 8.50am**. Parents will still be unable to come onto the school site and children should go straight into class. Each year group will use a **different gate** to ensure that they are kept separate (see table):

Year 3 – to use the gate on Ashley Road .	Year 4 – to use the main gate on Percy Road .	Year 5 – to use the small gate on Percy Road which is found between the main gate and the vehicle gate.	Year 6 – to use the vehicle gate on Percy Road.
			

Pick up times

Year 3 – parents to enter using the gate on Ashley Rd and collect from the front playground*	Year 4 – parents to enter using the gate on Ashley Rd and collect from the front playground*
3.00pm 3H and 3S 3.05pm 3MA and 3E	3.10pm 4W and 4DA 3.15pm 4G and 4C
Year 5 – parents to enter the school using the main gate on Percy Rd and collect from the back playground.	Year 6 – parents to enter using the vehicle gate on Percy Road and collect from the back playground.
3.15pm 5P 3.20pm 5N and 5H	3.00pm 6G and 6S 3.05pm 6M

***Please note that at collection, Year 3 and 4 parents are asked to observe the one-way system and walk around the main building to exit from the vehicle gate**





Teaching and Learning

A full and regular timetable will resume, however there will be more opportunities in the first few weeks for PSHE/wellbeing activities to support mental health and re-integration.

Teachers can do ongoing formative assessment as they would do normally through questioning, marking and feedback on return but no formal testing or summative assessment will take place until at least the week beginning 22nd March. This will allow time for the children to re-integrate before teachers identify gaps in learning ready for the summer term.

- Exercise books within a bubble can continue to be used and marked for feedback and assessment purposes.
- The normal homework timetable will resume and reading books are allowed to be taken to and from school.
- Children should come to school in PE kit on the days that they have PE.
- Visiting professionals will be allowed into the school, which includes supply teachers and student teachers. Volunteers will also be permitted provided they abide by the school's procedures.
- Assemblies up to the Easter break will remain virtual, although this will be reviewed at Easter.

Break times

As previously, children in years 5 and 6 will be permitted to play with children from other bubbles within their year group; however, children in year 3 and 4 will continue to be given designated zones for each bubble to play in. This will be the case for lunchtimes also but will be reviewed later in the term, with a view to allowing year 3 and year 4 children to mix during outdoor play.

Lunch Times

Hot lunches will continue to be provided. All children in the year group will eat in the Rose Hall including those with a packed lunch. SMSAs will organise tables so that class bubbles are given distance from each other. They will be cleaned thoroughly between sittings. The children will have a menu choice at lunchtime but the full summer term menu will be available after Easter.

Clubs

Owing to a low uptake, Fit for Sport will not be opening the breakfast club this term. The final decision has yet to be made regarding the after school provision and we would encourage parents to book their child's place if it is required.





We will be resuming other clubs after the Easter break. Further information regarding that will be available in the coming weeks.

Managing Illness

Pupils **must not come into the school if they or a member of their family** have COVID symptoms

If a child is presenting in school with symptoms, they will be withdrawn and isolated immediately in the medical room. Parents will be called and instructed to contact NHS 111, their GP or www.gov.uk to organise a test. The child will be asked to self-isolate until the results of the test are known.

Where there is a confirmed case in school, the child and their household will be asked to self-isolate and the class bubble informed.

Close contacts of any person returning a positive test are required to self-isolate. If your child is deemed to have been a close contact in school then you will receive an email detailing the period of self-isolation required and giving you specific guidance. It should be noted that the siblings of a student who is a close contact does not have to self-isolate or stop attending school unless their sibling begins to show symptoms or tests positive.

If your child has been asked to self-isolate then they **must** complete the mandatory full 10 day isolation period.

In the event of groups or individual children having to self-isolate due to a positive test they will be provided with remote education for the duration of the isolation period.

Summary

The information set out above has been informed by updates in guidance from central government, Public Health England and the Department for Education.

Finally, I want to reassure you that the decisions that are being made are in the best interest of all children to ensure a smooth and safe return to school. During these uncertain times we are required to make decisions that feel different to the norm; this is a reflection of the situation that we find ourselves in.

We will be asking all students, staff and parents to fully support our processes so that we can return the children to a full education. If you have any questions regarding this information then I would ask you to contact me directly via email.

Yours sincerely

Mr P Tidd – Head of School

