

19th May 2020

PREPARATION FOR PHASED REOPENING AT HPP

Dear Parents and Carers,

We are writing to you regarding the possible phased reopening of schools. Undoubtedly, you have seen that schools may reopen on 1st June to Nursery, Reception, Year 1 and Year 6 pupils if the Government thinks it is safe to do so. It is an unsettling time for all of us, but rest assured that we are going to be doing everything we can to make sure we are ready to receive these year groups when advised and if we believe it is safe to do so. The Government's ambition is to bring all primary year groups back to school before the summer holidays, for a month if feasible, though this will be kept under review. There may be more guidance from the Government in the next few weeks.

The Government guidance for parents can be accessed using the link below and I would encourage you to read it:

[Guidance for Parents and Carers](#)

It is important to note that all schools will interpret the guidance differently and their plan for reopening will be tailored to the individual needs of that school. This will depend on the size and layout of the school, the children's needs and their staffing capacity. We will only welcome additional year groups if the most up-to-date assessment of the risk posed by the virus indicates it is appropriate to have larger numbers of children, staff and parents on site at the schools. The Executive Leadership Team and Governors have completed a risk assessment and action plan since the Government's guidance was released. We have detailed below the current Government guidance and our plans for reopening:

This is important information and we hope you are able to take a few minutes to read this.



Managing Risk

Social distancing

One thing is absolutely clear, expecting children to socially distance is unrealistic and virtually impossible to enforce. However, you will see from our plans for reopening that we are taking every possible measure to reduce the risk of transmission of coronavirus. We do however want to say clearly from the outset that we cannot guarantee the children will maintain 2 metres distance from each other.

The Government guidance suggests a hierarchy of controls that we can introduce to reduce the risk of transmission of infection.

These include:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times and lunchtimes)

To help comply with the Governments guidance and recommendations we will be introducing a number of measures to ensure social distancing will be adhered to as much as possible including:

- Communicating and reminding all parents, staff and children that this is the school's expectation wherever possible on the school site- Signs will be clearly displayed around the school site and building reminding everyone of these expectations.
- Corridors will be one way only.
- Classrooms will be set up to allow for social distancing rules with desks spaced as far apart as possible (in Year 1 and Year 6).
- Pupils in Nursery and Reception do not sit at individual desks but any tables in those classes will be spaced.

We will also maximise the use of the outdoor spaces where possible. I would kindly ask parents to help in preparing their children by discussing the importance of social distancing at home before they return to school. There will be a child friendly resource attached to the welcome back letter being sent this Thursday to those children in Nursery, Reception and Years 1 & 6.

Arrival and pick up from school

On 1st June we will welcome back our Nursery, Reception, Year 1 and Year 6 children.



From

Monday 1st June, children returning to school will have staggered start and home times Monday to Thursday. On Friday the schools will only be open for the children of key workers who have registered with

the schools. This is to allow for the school to have a deep clean and for staff to have adequate time to plan and prepare for the learning. We will ensure children in all year groups will receive the same learning resources. The children that return to school will have a reduced home learning package.

HISN

In planning for 1st June, we have thought very carefully about the needs of our very youngest children and feel that they would benefit from consistency every week. In order to keep children in the small groups that have been set out in the Government's guidance, and to ensure they attend school every week and are taught by their class teacher, we will be splitting each class into two groups (learning bubbles). We also want to make sure children are kept in a familiar environment with age appropriate resources and familiar adults. To ensure this familiarity the children will be taught by their class teacher and within the familiar environment of their classroom. The decision as to how children will be split will be alphabetical by surname. Each group will attend **two days** each week (Monday and Tuesday **OR** Wednesday and Thursday).

- If you have more than one child invited to attend school, all children should be dropped off at the earliest available time slot and picked up at the earliest pick up time applicable.
- Only one adult is permitted to bring their children onto the school premises and children should be prepared to leave their parent/guardian/carer as soon as they reach the allocated drop-off point.
- Where possible, only the children eligible to attend school should be present at the point of drop-off and/or collection. However, we do understand that some families may not be able to make childcare arrangements for siblings who would otherwise need to remain at home.
- During drop-off or collection times, parents **should not** congregate at the entrance gates or doors, nor should they enter the building.

Nursery – We will split the AM and PM nursery into two learning bubbles of 13. Each child will attend 2 sessions a week

Reception – We will split the children in each class into two learning bubbles of 15. Each child will attend 2 days a week.

Year 1 – We will split the children in each class into two learning bubbles of 15. Each child will attend 2 days a week.

HJS

Year 6 - As with the other year groups, each class will be split in half and taught in these smaller learning bubbles. We will be using classroom space around the school to support with distancing these bubbles. The children will be using 2 of the Year 6 classrooms, the Art Studio and classrooms in the upper school. The year 6 teachers will be planning the curriculum, and the other teachers working effectively with them to ensure it is delivered to a high standard. Children in year 6 will be asked to return to school 4 days per week (Monday to Thursday). The decision as to how children will be split will be alphabetical by surname. As a



result of

the smaller class sizes, some children will be taught by a different member of staff and not necessarily their usual Year 6 teacher.

Critical worker children – Children of critical workers will continue to attend everyday (Monday to Friday) Children must arrive at school between 8:30 and 8:40am. Pick up at 3.30pm. It is important that these

children stay in their learning bubbles and so would not be joining their class unless parents choose to opt for that. This option is applicable to children in Nursery, Reception, Year 1 and Year 6. Year 2, 3, 4 and 5 critical worker and vulnerable children will continue to attend as they have been since school closure. We will be contacting these families who have been attending our critical worker provision since school closure separately for further clarification.

We know some employers will be encouraging more people to return to work. Unfortunately, we are not in currently in a position to extend places to other children until we receive further Government guidance on the critical worker list. If you have been informed that you should now return to a place of work and you are classified as a critical worker, please contact the info@ email at HSN or HJS stating what you require with regards to support. Please be aware that the schools will ask for evidence of employment or a letter from your employer to support this application.

Vulnerable children – Vulnerable children in Nursery, Reception, Year 1 and Year 6 can now join their class group who will be attending from 1st June. They are able to attend school two days every week or 4 days if in Year 6.

Uniform

All children attending school will be required to wear their usual school uniform.

What will school be like?

The school day will look and feel different. We will need to make a number of adjustments to keep everyone as safe as possible. Our plans, based on our current risk assessment, account for all eligible children returning to school. This would mean approximately 150 children at HSN and 90 children at HJS, in addition to the children of critical workers and children identified as vulnerable in other year groups. Our current plan relies on using all our staff and available rooms. These plans may change depending on your responses, the amount of rooms we need to use, and our staffing capacity.

In the classroom:

- Each class will be split in half to form new groups of up to 15 pupils (learning bubbles).
- Each child in the group (Year 1 and year 6) will be assigned a desk as a workstation, and will need to stay at this workstation to complete their work.
- The desks will be set as far apart as possible but, due to the size of our classrooms and the number of children attending, it may not be possible for them to be 2 metres apart.
- Each child will have their own resources to use, which cannot be shared with others.
- Children will not be able to get up and move around the classroom unnecessarily.
- A small group of staff (teacher and teaching assistants) will be assigned to each group.
- Adults will not be able to work in close proximity with the children as they normally would.



- The same group of children and staff will stay together consistently while at school and will avoid mixing with any other groups throughout the day.
- Children will learn, eat and have time outside with their group. This will limit the possible risk of transmission between groups of children and adults.
- Each classroom will be cleared of non-essential resources before 1st June.
- In Nursery and Reception soft furnishings, soft toys and toys that are difficult to clean will be removed. Resources will not be able to be shared so PE, outdoor play and practical learning will include limited resources or equipment.
- Classrooms will be kept well ventilated by opening doors and windows where it is safe to do so.
- Each room will have tissues, hand sanitiser. Access to toilets and sinks for hand washing will be arranged.
- The children will be asked to wash their hands regularly throughout the day.
- Children should all bring in their own water bottles to keep at their desk in Year 1 and Year 6. In EYFS these will be kept in a designated area.
- EYFS children will no longer have access to the snack cafe.

The school day:

- Break times and lunch will be staggered to ensure the groups do not mix.
- Each group in Year 1 and Year 6 will eat a packed lunch together in their classroom to minimise movement around the school.
- Reception children will eat lunch in the hall in their class groups.
- Children can bring in a packed lunch or have a school lunch packed lunch.
- We will adapt our behaviour policy to include a simplified set of school rules for all children to follow to minimise the risk of infection.
- The corridors, where possible, will operate a clear one-way system. Entrances out of the building from the classrooms will be used wherever possible.
- Gatherings for assemblies, school trips and visitors have been cancelled.
- The school day will involve work on core subjects and some foundation subjects, a key focus on PSHE and some exercise. We are fully aware that while some children have the opportunity to return to school, it will be under circumstances that are completely different to a normal school day. We want to ensure that the children's mental health and wellbeing are looked after during this time. We will work with individuals or families to support them as needed.
- Adults will try to help the children with their work where they can and from a safe distance.
- We will be particularly tuned into the children's mental health and well-being and will try to make the learning environment as natural as possible.



- Whenever we can, we will give time for the children to learn and spend time outside in the fresh air within their bubble.
- Drop up and pick off times will be staggered, and each year group will have different entry and exit points to the school grounds (details to follow).
- For Year 6 children, where feasible, we would actively encourage children to make their own way to school
- Only one parent or carer from that household will be allowed to pick up their children. Parents or carers must not congregate and should consistently adhere to current social distancing rules.
- Parents will not be able to speak to class teachers at drop off or pick up times and must send any communication for class teachers via the info@ email for HISN or HJS.
- Parents will not be able to enter the school buildings. Drop off zones will be established close to the school's offices, this will enable parents to pick up or drop off items. e.g medication.
- **Nobody with any symptoms of coronavirus should attend school.**
- Parents are being advised to avoid public transport and preferably walk or cycle to school.

Attendance:

- We expect invited children to attend school on the days specified. The school office will be required to follow up on absences from the designated year groups as we would do normally.
- We will be sending out a Google Form to the year groups identified later on this week so that we can know which children to expect. Should you decide that you do not want your child to return to school, please indicate this on the Google Form giving a reason.
- If you decide your child is not going to attend and then change your mind, you **MUST** inform the school via email and wait to be contacted by the Executive Leadership Team.

Personal Protective Equipment (PPE)

Schools are not being provided with PPE. The Government guidance does not recommend wearing face masks in schools by either staff or children. However, PPE will be worn when providing first aid to all children. We are currently sourcing disposable gloves and plan to give staff the option to wear these and protective masks if they have them. We would prefer children didn't wear face masks as, if they do not handle them correctly, they inadvertently increase the risk of transmission.

We will continue to clean the school thoroughly each day, with a deep clean every Friday. Bins will be emptied more regularly throughout the day and any equipment that is used will be cleaned by the staff immediately after use.

Following the Government guidance, we will not take the children's temperatures on entry, but will do so if they appear unwell.

What happens if a child or staff member shows symptoms of coronavirus?

- If a child or staff member develops symptoms compatible with coronavirus, we will isolate them in the designated room outlined in our risk assessments at each school.



- Arrangements will be made for them to go home straight away. The room will be deep cleaned immediately afterwards.
- They will be advised to self-isolate for 7 days. Their fellow household members will be advised to self-isolate for 14 days.
- The child or staff member with symptoms is encouraged to get tested.
- Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.
- Where the child or staff member tests positive, the rest of their group within school will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
- We will seek advice from Public Health England should we have a confirmed case of coronavirus.

Other protective measures:

- Children will have access to reading books in school, but these will not be sent home. You should continue to access online reading resources or material that you may have at home via google sites.
- Book bags should not be brought to school.
- Y6 children are expected to bring a fully stocked pencil case which will remain on their desks and will only be used by them. This will remain in school.
- Our extra-curricular clubs will not be available before, after or during the school day.

School Office:

- The school office will be closed to visitors and parents until further notice. Any questions or queries should be made via email to the info@ addresses or by phone.
- Only essential visitors will be allowed on site and will need prior permission from the Executive Leadership Team. Any child or adult with symptoms of coronavirus should not be on the school site at any time
- If we do need to arrange meetings with parents or other professionals, these will be held via phone calls or video call.

Home learning

Learning activities will continue for all other year groups (Year 2, Year 3, Year 4, Year 5) A member of school staff will continue to contact these families every other week via telephone to check in with how the home learning is going.

What if my child is clinically vulnerable?

If your child, or someone in your household, is defined as 'extremely clinically vulnerable' due to pre-existing medical conditions your child should be shielding and should not attend school. If an individual is 'clinically vulnerable', they will be at a higher risk of severe illness from coronavirus and should follow medical advice about their return. We will continue to provide home learning for children affected by this.





What happens next?

Parents of children in Nursery, Reception, Y1 and Y6 will receive more information on Thursday and the link to a Google Form for each child that you may have in those year groups. It is really important for our planning that we know who will be attending on 1st June.

Half-term, week beginning 25th May

During this week the school will be open for children of key workers only. These children will be based at HISN and will be looked after by teachers from both schools as well as a member of the HPP leadership team who will be on site every day. **No home learning will be set for this week.**

In the last week there has been a lot of information and proposed changes shared by the Government. We realise that this may have caused worry for those year groups returning and disappointment for the year

groups that will remain at home. We hope that this communication can help parents whose children may be returning on 1st June to prepare for the transition. Our school community across the Partnership has shown incredible resilience during the last couple of months. We would like to thank our staff, who continue to work tirelessly, going above and beyond their roles, to ensure that families have been supported and a high level of provision for home learning has been provided weekly. Each school is now preparing for this new phase. **If the Government make any further changes to the provisional plan on reopening on 1st June, we will of course communicate this to parents and carers.**

Thank you for your continuous support during this transition period. Your patience is also very much appreciated. We would kindly ask to hold on any questions until after the second letter is issued later this week to affected year groups. If you do have any questions, then please contact the school at the 'info@ addresses'

Yours sincerely,

Executive Leadership Team



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