

# Harestock Primary School

Bramshaw Close, Harestock, Winchester SO22 6LU



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Thursday 3<sup>rd</sup> September 2020

Dear Parents / carers,

I am writing with a reminder about procedures and protocol for next week. The children are returning to their class last year for the first four days before their class swap day on Friday 11<sup>th</sup> September. You will be notified about which class your child is in on Thursday 10<sup>th</sup>.

We hope your child is excited about returning to school, in their class bubble. Please remind them about the key messages in the FAQ section of this letter as well as reminders about social distancing when not in their bubble and not touching other children. We appreciate the children may well need reminders about the new 'norm'.

## **Back to school checklist for children**

1. Wear school uniform, with extra layers underneath if it's cold, as the windows will be open. Wash your hands before leaving your home.
2. Bring:
  - a packed lunch or order and pay for a picnic bag in the usual way.
  - your PE kit (plain white t-shirt and dark plain shorts and a pair of trainers (tracksuit bottoms may be useful for outdoor PE).
  - coat, if it might rain.
  - any medication you need, and give into the office as usual.
  - Reading books borrowed before the Summer holidays.

*Children do not need a mask or any PPE, or a pencil case as writing resources are available in class.*
3. Drop your child at / close to the gate as all children can come straight into their classroom from 8.35am. Parents/carers are to wear a face covering if they come onto the school grounds or into the school (invite only).
4. Come to school through the gate nearest your classroom and go straight to your classroom by the cloakroom door or classroom fire door.
5. Wash / sanitise your hands on entering and leaving school. There will be special in-school hygiene measures as set out in the document overleaf.

6. Book breakfast and Afterschool club as usual. There are no other after school clubs running currently.

All the staff at Harestock Are looking forward to welcoming your child back to school on Monday 7<sup>th</sup> September. We hope you had a good summer too.

Yours sincerely,

Mrs J. Sankey (and the rest of the team)

## **HARESTOCK PRIMARY SCHOOL September 2020:**

### **FAQs for Parents**

The Government guidance released on 2<sup>nd</sup> July 2020 provided us with a context for their decision to request all schools to open to all students from September and issued guidance for schools to adhere to and manage when opening schools. The guidance issued is a long and complex document, which can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. This document was updated on the 26<sup>th</sup> August.

At Harestock we have been working hard to commence our analysis and planning of how we can:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

#### **What is the Public Health advice to schools that will help keep my child and school staff safe?**

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

#### **Prevention:**

- minimise contact with individuals who are unwell
    - Included for children in Year 7 and above – where recommended, wear a face covering in school
  - clean hands thoroughly and more often than usual
  - ensure good respiratory hygiene - 'catch it, bin it, kill it'
  - enhanced cleaning
  - minimise contact between individuals and maintain social distancing wherever possible
  - where necessary, wear appropriate personal protective equipment (PPE)
- Response to any infection:
- engage with the NHS Test and Trace process
  - manage confirmed cases of coronavirus (COVID-19) amongst the school community

- contain any outbreak by following local health protection team advice

At Harestock we will be doing all we can to prevent infection by maintaining class 'bubbles' as far as we possibly can.

### **Does my child have to attend school?**

Yes. The Government has stated that school attendance will be mandatory from the start of the Autumn term.

### **What if my child is shielding?**

Shielding advice for all adults and children will pause on 1 August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we are able to immediately offer them access to remote education. We will require a copy of the official shielding letter issued by a medical professional which states your child's need to shield.

### **What if my family is anxious about my child returning to school?**

This is completely understandable. If you are concerned in any way, please contact your child's teacher, in the first instance, to discuss those concerns so that we can offer appropriate reassurance.

### **Will there be staggered start and finish times?**

No. We will be using multiple entrances to our school to avoid a staggered entry for pupils within the usual time frame. We would ask that all pupils are punctual on arrival as late attendance will mean additional challenges for staff. Any adult coming onto the school site, with their child in the morning or waiting to collect their child at the end of the day **must wear a face covering**.

### **What is the school implementing that will help keep my child and school staff safe?**

We are trying to ensure that all our decisions support class 'bubbles' to minimise contact between classes at all times whilst encouraging social distancing wherever possible.

- All breaks and lunchtimes will be spent in the class areas, either in their classroom or a designated playground / field space. Break time may be at a different time for some classes due to space needed. Lunches will continue to be eaten in the classroom and will be packed lunch from home or a picnic bag from the school kitchen, ordered and paid for in the usual way.
- People must walk in single file in corridors, keeping an appropriate social distance where possible.
- In classrooms, the teacher will remain at the front of the classroom as much as possible but will move around the class during lessons to provide support and additional instructions, avoiding face to face contact. Pupils will not be allowed, nor expected, to move around the classroom, apart from entering and leaving, and not without permission from an adult.
- Where possible, resources for the session will be on pupils' desks prior to arrival.
- Shared resources will be minimised.
  - There will be no free movement around the school site. If a child requires the toilet during lesson time, they must use the allocated class facilities. Only children from the same bubble can in in the toilet area at the same time.
  - There will be **no access** to parents/carers into the school site without an appointment / permission.

### **Is there any social distancing in school?**

Yes.

- Staff will be situated in the classroom maintaining a distance from children, if face to face.
- Staff will be requested to avoid close face to face contact and minimise time spent within the metre of anyone
- Pupils will be encouraged to maintain distance and not touch staff and their peers
- We will make small adaptations to the classroom to support distancing where possible
- Pupils will be seated side by side and facing forwards. This is not possible within the Year R classroom as it is not in keeping with the Early Years play based curriculum.
- Corridors will be single file.
- Assemblies will be held remotely via zoom or in classrooms with the class teacher.

### **How will you ensure that the school is thoroughly sanitised?**

- Staff will monitor entry to school. Every individual will sanitise / wash their hands prior to entry.
- All pupils are requested to wash their hands thoroughly before leaving home in the morning and once they return home.

- Doors will be propped open, where permitted by fire requirements
- Frequently touched surfaces will be regularly cleaned
- An increased cleaning regime has been developed during the day with a cleaner sanitising all toilets and wash basins in the middle of the day
- Staff and pupils will be encouraged not to touch their mouth, eyes and nose.
- All individuals are asked to use a tissue or elbow to cough or sneeze into and use bins for tissue waste.
- Catch it, Bin it, Kill it.' As pupils must not leave their seat during the session, they must place tissues in their own pocket until the end of the lesson.
- If a pupil sneezes or coughs then they will be provided with appropriate cleaning wipes to wipe down their learning space.
- Windows and doors in classrooms will be left open, as much as possible, to allow ventilation.
- Pupils will use the hand sanitiser provided on entry to each classroom during the day. This will be repeated on exit.

### **Can staff and pupils routinely wear PPE?**

No. Government state that PPE is not required by pupils or staff and that face masks must be removed on entry to school and this must be done very carefully. Pupils and staff must not touch the front of their face covering during use or when removing them.

They must use hand sanitiser immediately on arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them. Some staff have chosen, with agreement with the Headteacher and Chair of Governors, to wear a face visor through the day.

All parents/ carers on the school site, both inside and outside must wear a face covering (unless exempt).

### **What should my child wear?**

Pupils will be expected to wear uniform according to the school policy. Normal expectations will apply. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Due to increased ventilation in all rooms, pupils are required to consider what additional layers they can wear to ensure they are warm enough at all times by wearing vests and leggings under their school uniform if needed.

### **Are there any changes to the curriculum?**

No. We shall continue to deliver our curriculum to meet the aims of the school's vision statement. We recognise that there are some adjustments that need to be made to the curriculum to enable all children to thrive. For some we will need to focus on reconnecting them to our curriculum.

We will need to consider the habits pupils will need to establish for being back in school (emotional)

#### To achieve this we shall:

- 'tweak to transform' so that we make the right adaptations to secure the best outcomes for our pupils and reconnect them to their learning most effectively
  - complement excellent teaching and learning with additional reconnecting activities such as time with our ELSA and counsellor and small group learning provide enhanced reconnecting activities that focus on the well-being and mental health of the children in our care.

### **Will school trips be happening?**

Yes. Current guidance states that domestic trips may take place. We will continually review and consider the implementation of trips in the event that guidance changes or upon completion of a robust risk assessment. Currently the government are still advising against a school trip involving an overnight stay.

### **Are enrichment clubs happening?**

No. Not at this time.

### **Will the Breakfast club and After School club be running?**

Yes. Places need to be booked via the admin team. Breakfast club will be in the hall, in class bubbles from 7.45am – 8.45am for an additional charge.

After School club will run from 3.15pm to 5.45pm Monday – Thursday and 5.15pm on Fridays with the children, again staying in their class bubbles. This club will now be in the After School club room as well as the hall. Children will be kept in their class bubble.

### **Are there any special rules for music lessons?**

Yes. We have removed any kind of singing from the syllabus. The guidance has a number of restrictions for us to consider when delivering music lessons. We will follow these guidelines fully and assess the risks continually making informed decisions. There may be occasions where decisions are made at the last minute to change an agreed event / activity / lesson when completing further risk assessments. Listen to Me music is still happening for the Junior children using African percussion instruments, cleaned between classes.

### **Are there any special rules for PE lessons?**

Yes. Government have confirmed that schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils will need their normal PE kit in school for PE lessons. We shall:

- keep pupils in consistent groups
- sports equipment will be thoroughly cleaned in between each use by different individual groups
- avoid contact sports, until at least October half term
- prioritise outdoor sports where possible
- the hall will be used where we are unable to use outside spaces

### **Are there any special rules for handling specialist equipment and exercise books?**

Yes. Classroom based resources, such as books, will be used and shared within the bubble and cleaned regularly.

Resources and text books that are shared between classes or bubbles, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be unused for the recommended timeframe. Prior to and after using any specialist equipment pupils and staff will be required to sanitise their hands.

ICT equipment will be sanitised by pupils/staff by using specialist wipes prior to each use.

Only essential items are permitted into school each day including: bags; lunch boxes; sun / winter hats; coats; reading books.

Teachers can still provide feedback through exercise books. This no more a risk than touching items in the supermarket. It is up to colleagues if they wish to wear gloves but normal hand and face hygiene must be followed. Colleagues may wish to quarantine the books for a period before taking them home and if this is desired then it should be built into normal feedback routines. This is not compulsory.

### **What will the school do if there is a suspected case of COVID-19?**

- Staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. If the COVID-19 test results are negative, staff and children can return the next day. If the test is positive, you must not come into school for 10 days.
  - Anyone developing COVID-19 symptoms (continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), when in school shall be sent home and advised to follow the current national stay at home guidance and book a test. Other symptoms evident in young people that may indicate that a test is required are a rash, abdominal pain, diarrhoea and conjunctivitis.
  - Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, in a room with ventilation and with appropriate adult supervision if required. The adult will maintain a 2 metre distance, where possible, and wear appropriate PPE.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.
- Parents and staff must inform us immediately of any COVID-19 test results, positive or negative.
- In the event that one of our school community tests positive for COVID-19 we shall contact the local health protection team as per the current guidance and await their assessment process to inform us of the school's next steps.

**What should I do if my child is unwell before school?**

If your child is unwell for other reasons as opposed to COVID-19 you must report the sickness absence of your child in the usual way and send your child back to school when they are well. Our office team remain accessible for advice and guidance if needed.

If your child is experiencing symptoms of COVID-19 or a member of their household is, they should not attend school and you must report this to the school via telephone immediately. We will require evidence from 'track and trace' that school absence is required due to isolation.

**What are the arrangements for safeguarding?**

Designated Safeguarding Officers will be on site at all times, as per our usual practice here at Harestock.

**What are the evacuation arrangements?**

In the event of an evacuation, the procedure remains the same, vacating the building with 2 metre distancing implemented, when safe to do so, to the school's class assembly points.

**What happens if there is a Coronavirus local lockdown in Winchester or my family has to isolate?**

For individuals or groups of self-isolating pupils, remote education plans will be in place. Where a class, group or small number of pupils need to self-isolate, or there is a tier 4 lockdown requiring pupils to remain at home, we have the capacity to offer immediate remote education. More detailed information will be given in this situation. Primary schools will stay open to all pupils in the event of a tier 2 or tier 3 lockdown in line with DfE guidance.

**This guidance is subject to change and any updates will be issued accordingly**