



9th July 2020

Dear Parents and Carers,

We are writing to provide you with guidance and an outline of our plans for full school re-opening from **Monday 7th September 2020**. We are very excited to have all our pupils returning to school and can't wait to see all of our families soon.

On Thursday 2nd July the government released guidance for all schools for the full opening of schools from September. You can find this guidance here :

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

It is stated in the government guidance that all pupils in all year groups will return full time from the beginning of the autumn term (*Monday 7th September 2020*).

The government have said that school attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Our plans continue to prioritise the health and safety of children and staff. They are as accurate as they can be given the information and government guidance that we have to date. We will continually risk assess and review as the first few weeks progress and we may need to adapt our approach accordingly.

As stated in the guidance the measures below are vital and these measures are in place at all times within school.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach

We think it is important to give families as much information as we can – **Please make sure that you read this information and keep it to hand as it is important for everyone's safety.**

Organisation of classes during learning

- The guidance from the government tells us that consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. In primary schools it focusses on small groups of pupils being kept separate from other groups.
- Classes will be in their usual groups of 30 pupils. The class group will have their allocated teacher as usual and may have additional support staff where possible.
- Teaching staff can now move from one group to another however this will be limited and the only time that a class would have another teacher in their class will be to cover statutory PPA time and if the class teacher was unwell.
- The children within a class will remain within their class group during the school day.

Organisation of classes during playtimes

- The guidance states that year group sized 'bubbles' can be used where it is not logistically possible for pupils to remain in class bubbles. This means that during outdoor playtimes children will be in year group sized bubbles.
- The playground and outdoor spaces will be separated into 2 areas. A year group bubble will have a designated area to play in at playtime (break and lunch).
- Pupils will only mix with pupils within their own year group bubble during outdoor playtimes.
- The year group bubble will be the largest bubble that pupils will mix in. This means that at no time will more than one year group be playing in the same area.
- Lunch times and break times will be staggered to accommodate this change

We will endeavour to encourage distancing both in our classrooms and at playtimes but this cannot be guaranteed. Classroom layout and staggered playtimes will support this where possible.

School Site and School Office

- The school site will remain closed to visitors during the daytime with the exception of parents who may need to collect their child if they are unwell.
- The car park will not be open for any cars or other vehicles during school opening hours. If you have a disabled badge and have previously had access to the car park you will need to speak directly to the school office to make alternative arrangements as we will not be able to provide access to the car park.
- The school office will remain closed to visitors and parents and if you wish to contact us you must do so via email or phone. There will be staff in school to answer calls and emails. Please make sure your contact details are up to date.

Phone Number: 020 8422 4503

Email: office@heathland.harrow.sch.uk

Equipment and Uniform

- From September all pupils will be required to wear uniform as usual.
- It is essential that items are clearly labelled, so they can be returned if lost.
- Coats and hats (if worn) should be brought in and will be kept on the pupil's peg.

- Teachers will inform you of the day that the class will have PE – we will ask you to send pupils to school in their PE kit on that day. This means that pupils will not change at school. Please make sure you have appropriate PE kit and footwear for your child.
- School lunches will be available as usual and the usual payment system will resume. If you wish for your child to have a packed lunch then please make sure they bring this into school with them.
- The school will provide all pupils with their own labelled equipment to use in school. Parents may wish to provide their children with their own labelled pencil case and equipment. This pencil case will remain in school on their desks.
- Please remember to send in a **named water bottle** that pupils can bring to school and take home each day. Please ensure this is thoroughly cleaned each day. Pupils can top water up during the day.

Home Learning

- Home learning will be set in the usual way and pupils will be able to take home and return their home learning books each week.
- Class reading books will also be able to be taken home and returned as usual.

Drop off and pick up

- Where possible we would request that Year 5 and 6 pupils are dropped off at the school gate and make their own way into school. We will have staff on duty from the car park entrance gates all the way to the main building so that pupils are supervised at all times.
- For younger children we would ask that where possible **only one parent** drops off/picks up a child. You should only bring siblings if you absolutely have no alternative option. If you do need to bring siblings they will need to be by your side and adhering to the social distancing measures we have put in place.
- The government are advising that where possible we all avoid public transport for now. If you need to use public transport you must wear a face covering.
- If your child uses a bike or scooter to come to school we will ask that they get off their bike or scooter at the main entrance gate and walk with their bike or scooter to their specified entrance.
- Staggered drop off times for each class will be put in place, starting at 8:30am with 10 minutes for each year group.
- At the end of the day there will be a pick -up 'window' of 10 minutes for each group at different times starting from 2:50pm. Each year group will have a specified time. This information is attached to this letter. These times will be subject to change as we review our procedures.
- With both drop off and pick up times you **must not** arrive earlier than your specified time but please be prompt and leave the site as quickly as possible in order to support our social distancing measures. Staff will be available to help.
- Social distancing must be respected as you wait. There will be different gates for different year groups which will be sign posted so please take note of these.
- At the end of the day parents/carers will need to wait at a safe distance from the class and we would ask that you respect the social distancing guidelines whilst waiting in the playground to collect your child.

- Staff will be available to help and there will be markings and signs to help

Please see the attached drop off and pick up times along with details of the entrance for each year group.

Face coverings

- Pupils and parents wearing face coverings on public transport should remove these before entering the school site 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
- Pupils must wash their hands immediately on arrival in the classroom

Breakfast Club and 3'0 Clock Club

- Breakfast club and the 3'0 clock club will not start until the Monday 21st September. This is so that we have time to assess and review the current drop off and pick up procedures and prepare fully a safe environment for these groups of pupils and staff
- Both these groups will have children from mixed year groups therefore it is important that we are able to apply the relevant safety measures and this is planned appropriately
- We will need to cap the number of pupils attending both of these groups, no more than 25 pupils will be able to attend
- We will prioritise parents who wish to book 5 days a week. If you are a parent that would only need the provision once a week we may not be able to offer this to you – this will be reviewed on a regular basis and we will do our best to accommodate as many requests as possible
- Further guidance will follow

Lunchtime Arrangements

- Pupils will wash their hands thoroughly before and after eating
- Pupils will eat in the lunch hall and will only eat within their year group bubble.
- Pupils will be supervised as usual by their lunchtime supervisor
- All surfaces will be cleaned thoroughly and regularly between uses
- During break and lunch times, year groups will not mix, and groups will not share play equipment, each group will have their own equipment to use.
- The larger outdoor apparatus will be out of use at all times.

Other considerations within the school day

- We will be holding our assemblies remotely and will not ask pupils to take part in group gatherings in any shared spaces
- We do not usually offer extra-curricular clubs during the first half term so this will continue as normal. We will update parents when extra-curricular clubs are due to start
- We will not be arranging any school trips that would include the use of public transport or coaches for the first term.

Illness (Not related to Covid-19)

- If your child is unwell with symptoms not related to Covid-19 you must still report this as usual to the main office.

Illness (Covid-19 related)

Response to any infection:

It is important that parents and carers act quickly if they feel that their child is displaying any of the symptoms of Covid-19 (**high temperature / new persistent cough / loss or change to sense of smell or taste**) and do not - under any circumstances - send their child to school. You will need to inform the school office immediately and we will give further guidance on what you need to do next.

As set out in the government guidance schools must ensure that parents/carers understand that they will need to be ready and willing to:

- **book a test** if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- **provide details of anyone they have been in close contact with** if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- **self-isolate** if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.

Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

We will ask parents to inform the school immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high

temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

What you need to do now

- Please make sure you have read and understood all the guidance in this document
- Please follow the link here: <https://www.surveymonkey.co.uk/r/C797QN6> to the survey which will ask you to confirm you have read and understood the guidance
- Please talk this through with your child so they are aware of what changes there may be when they come back
- Please prepare any uniform and equipment your child/children will need for September

There will be further information to follow including guidance on what would happen in the case of any tightening of measures or further local lockdowns so please make sure you look out for updates and further information.

We thank you once again for your positivity and support and look forward to welcoming you and your children back to Heathland School soon.

Yours sincerely,



Lucy Caswell
Executive Headteacher