

19<sup>th</sup> July 2021

Dear Parents and Carers,

## Re: September Arrangements

Term will start for all pupils in Year 1 to Year 6 on **Friday 3<sup>rd</sup> September 2021**. Nursery and Reception pupils will receive individual September start dates/times by separate letter.

At Heathland School our plans for September continue to prioritise the health and safety of children, staff and parents. We will continually risk assess and review in line with government guidance in relations to Covid-19.

As stated in the guidance the measures below are vital and these measures continue to be in place at all times within our 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. Continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach

In relation to the easing of Covid restrictions and the most recent government guidance ([Government Guidance for Schools](#)) we have made some changes to our school day from September. These are detailed below. Please make sure you read all of the following information.

### Start of the day: Arrival Times and Locations

All children will be dropped off at the designated gate or entrance. We will also send a separate attachment with pictures of the entrances to help.

	Time	Entrance gate
<b>AM Nursery</b>	8.50am	Nursery entrance
<b>PM Nursery</b>	12.00pm	Nursery entrance
<b>Reception</b>	8.50am	Reception entrance/Front gate
<b>Year 1</b>	8.45am	Front gate/stairs
<b>Year 2</b>	8.40am	Front gate/stairs
<b>Year 3</b>	8.45am	Bottom car park gate
<b>Year 4</b>	8.40am	Bottom car park gate
<b>Year 5</b>	8.35am	Front gate/stairs
<b>Year 6</b>	8.35am	Bottom Car Park gate

Pupils must not arrive earlier or later than their specified time. This is to ensure a smooth entrance into school at the start of each day. It is important that all pupils arrive on time and attend school every day so that they do not miss out on learning.

### **End of the school day: Pick Up Times and Locations**

We have limited space on our school site and therefore will continue to stagger our end of day pick up times for the safety of our community. All children must be collected at the time stated below:

<b>Year:</b>	<b>Pick Up Time:</b>	<b>Pick Up Location:</b>
AM Nursery	11.50am	Nursery Playground
PM Nursery	3.00pm	Nursery Playground
Reception	3.00pm	Reception Garden
Year 1	3.00pm	KS1 Playground
Year 2	3.00pm	KS1 Playground
Year 3	3.10pm	KS2 Playground
Year 4	3.10pm	KS2 Playground
Year 5	3.10pm	Football Pitch
Year 6	3.00pm	Year 6 Huts <i>(We encourage Year 6 pupils to walk home or arrange to be collected at the front gate)</i>

❖ ***Please note: We will not be continuing with the same time sibling pick up, all children are to be collected at their allocated time.***

### **Late Collection**

Our late collection charges remain in place, a separate letter will be sent containing more detail about these processes.

- Children who are not picked up on time will be taken to the Late Collection Room on site where they will be supervised by school support staff.
- If it is the *first* occasion of late collection and the parent/carer has notified the school in advance then no charge will be made for the supervision of the child on this occasion
- If there are any further incidents of late collections there will be a charge of £10 per pupil per late collection

### **Face Coverings & Social Distancing**

After 19<sup>th</sup> July guidance on face coverings and social distancing will change. For your own safety we would encourage parents to wear a face covering and maintain social distancing at busy times on the school site.

## **Breakfast club and Afterschool club**

Our Breakfast and Afterschool club provision will start on Monday 6<sup>th</sup> September. If you would like to request a place for your child please email all enquires to [finance@heathland.harrow.sch.uk](mailto:finance@heathland.harrow.sch.uk)

We do require a termly commitment, with the child/ren attending for a minimum of 3 days a week. Please book as early as possible to avoid disappointment. Fees are payable in advance, via ParentPay once the booking is confirmed. Please note that the booking is not confirmed and your child will not be able to attend until payment has been received

## **Equipment**

- All pupils are provided with equipment to use in school.
- Parents and carers are welcome to provide their children with their own labelled pencil case and equipment.
- Pupils must not bring equipment to school that is not required in school.
- Pupils will need a named water bottle that they bring to school and take home each day.

## **PE Lessons**

- Pupils are required to come to school wearing their PE kits on the days they have PE.
- Please follow [this link](#) for the required PE Kit
- All pupils will be informed of their PE days during the first week back to school.

## **Uniform**

It is important that pupils feel fully part of the Heathland community, that they are smart and ready to learn and that they have a sense of belonging to the school. We ask that pupils only wear items on the uniform list.

Uniform information for primary section pupils is available by [clicking here](#). Please ensure that all items are clearly labelled so that they can be returned if lost.

We sell ties in school. To purchase a tie from school you will need to contact the office who will add this to your ParentPay account and then deliver the tie to your child in school.

## **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.
- 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](mailto:office@heathland.harrow.sch.uk)

Heathland Whitefriars Federation, a charitable company limited by guarantee registered in England and Wales, company number 09066965.  
Registered office address: Heathland School, Eastcote Lane, Harrow HA2 9AG



## 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 continue to 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. We will ask parents to inform the school immediately of the results of a test.**

If you have any further questions regarding the guidance in this letter then please do not hesitate to contact the school office.

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

Yours sincerely,



Miss F R Hopkins  
Headteacher