



Hunwick Primary School
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Headteacher: Mr S Joyce

23rd July 2020

Dear Parent/Carer

Reopening Process for September 2020

We hope this letter finds you and your family well and that you are continuing to stay safe.

We now have plans in place for reopening on Wednesday 2nd September 2020. The arrangements outlined in this letter have been carefully considered, however please note that they may be subject to change. We will inform parents/carers as soon as possible if there are any changes to these plans. Normal attendance procedures will be in place as they were pre-school closure.

We would appreciate you taking the time to read the following information carefully as this will help you and the children prepare for a safe and happy return to school. Plans are based on the government guidance published on the 2nd July 2020:

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

**Please note that routines for Reception children will be as stated in the previous documentation sent out for the first two weeks of term.*

School Access

Access to the school building will not be given to parents/carers unless under exceptional and pre-agreed circumstances. If you need to speak to someone within the school then please ring 01388 602150 and we will be more than happy to have a conversation with you via telephone. **If you have any accessibility issues that will prevent you from adhering to this system, please contact the school.**

Grouping

From September pupils will be grouped into two bubbles; Reception and Class 1 will be in one bubble, and Classes 3,4,5 and 6 will be in another. Staff will stay within these bubbles although there will be circumstances where this may not be possible. We will continue to promote good hygiene practice and sensible distancing measures.



Attendance

From September every child will be expected to attend school every day from Monday to Friday. The government have reinforced that school attendance will be mandatory again from the beginning of the autumn term and outline that it is:

- The parents' duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age.
- The school's responsibility to record attendance and follow up absence where necessary, and issue sanctions, including fixed penalty notice in line with local authorities' codes of conduct.

Further information can be found in the link on page 1.

Arriving at School

Only **one** adult should accompany children to school and collect at the end of the day. We will be operating a one-way system for entering and exiting the school grounds – entry is via the usual pedestrian entrance. Children will be met at the gate to the playground and directed or escorted to their individual classroom door (Year 6 will use the playground door). Please maintain social distancing as indicated by the markers. Parents/carers will then leave the premises via the path along the playground then down to the bottom of the drive which will be closed to vehicles during these times.

Arrival times for each group will be staggered in order to reduce congestion on the school premises.

Arrival: Reception and Year 1: 8:55am - 9:10am

Class 3, 4, 5 and 6: 8:45am - 9:00am

Those with siblings in another year group may come together, but are encouraged to arrive during the later slot. KS2 pupils may walk unaccompanied only if permission has been given via the gateway.

Those who use the school transport from Toronto will arrive at the usual time.



Departing School

Departure times for each group will again be staggered in order to reduce congestion on the school premises.

Departure:	Reception and Year 1:	3:00pm
	Class 3:	3:10pm
	Class 4:	3:15pm
	Class 5:	3:20pm
	Class 6:	3:25pm

Collection:

Parents/carers of pupils in Reception, Class 1 and Class 3 will come onto the premises and collect their children from the classroom door and follow the one-way system round past the Year 6 classroom and down the school drive which will be closed to vehicles during this time.

Reception and Year 1 – Those collecting Reception children will queue along the Reception ramp outside the classroom. Those collecting Year 1 children will walk up to the top yard through the Reception outdoor area and the children will be sent from the Year 1 classroom door. Once children have been collected they will leave the premises via the designated route.

Class 3 (Year 2/3) - Adults collecting children will walk up to the top yard through the Reception outdoor area and the children will be sent from the Class 3 door. Year 3 children who have permission to walk alone will be sent from their classroom door and will leave the premises via the designated route.

Class 4 (Year 3/4), Class 5 (Year 5), Class 6 (Year 6) – Adults collecting children will queue on the path leading up to the bottom yard. Staff will bring children out, allowing children walking alone to leave first. Exit will be via the path that runs along the bottom of the yard and then down the school drive.

Siblings:

Those children with younger siblings will make their way to the corridor outside the classroom of the youngest sibling where they will be collected. Eg: A Year 4 child with a sibling in Year 1 will make their way to the Year 1 classroom corridor for a 3:00pm collection.

Those who use the school transport from Toronto will depart at the usual time.



Uniform

All children will be expected to come to school in their normal school uniform. However, each class will be allocated a PE day. As we are currently trying to reduce the amount of items coming to and from school, on your child's PE day they will be encouraged to come to school wearing joggers (or leggings for girls) and trainers; this will mean they can participate in physical activity without needing to change in school. Allocated PE days:

Reception:	Thursday
Class 1 (Year 1):	Friday
Class 3 (Year 2/3):	Monday
Class 4 (Year 3/4):	Tuesday
Class 5 (Year 5):	Wednesday
Class 6 (Year 6):	Thursday

Classrooms

The classrooms are being prepared. Where possible and appropriate the children will be seated facing the front. The children will be issued with a set of essential equipment and resources which they should avoid sharing. However there will be shared resources that can be used such as books and games. Soft toys and furnishings as well as non-essential equipment have been removed. We will look to maintain air flow through classrooms by opening windows and doors when we can, and will aim to utilise outdoor areas without mixing social bubbles.

Movement around the school

In order to minimise the touching of handles, doors etc, doors along corridors and to classrooms will be kept open (fire doors are on magnetic catches which release if the fire alarm is activated). Children will be encouraged to stay on one side of the corridor. Children where appropriate will be supervised when moving around the school to help minimise close contact with others.

Breaks and Lunchtime

Pupils' breaks and lunchtimes will be staggered. Breaktimes will be supervised by staff in their bubble, whilst additional support will be in place at lunchtimes from the lunchtime supervisors. Children will have access to small toys that will be kept within their own social bubble.



Lunches

Taylor Shaw will continue to provide school meals. These will be a packed-lunch style meal that will be eaten in classrooms. No hot meals will be provided due to the dining hall not being in use.

- Children who are entitled to a UIFSM (all children in Reception and KS1) can receive a school packed lunch from the kitchen free of charge or can choose to bring their own packed lunch.
- Children who claim a free school meal (not UIFSM) can receive a school packed lunch from the kitchen free of charge or can bring their own packed lunch.
- Children who are not entitled to free school meals have the option to purchase a school packed lunch (payable on the school gateway) or can choose to bring a packed lunch from home.

Toilets and Hygiene

Handwashing stations are in place for each individual class. Hands will be washed at the beginning and end of the school day, and intermittently in between. Toilets will be monitored to limit the number of pupils accessing these at any one time. These will be deep cleaned daily, with handles, seats, and taps cleaned throughout the day.

Items from home

Parents/carers are requested to send children to school with minimal items. Bookbags containing reading books, homework books and other essential items can still be brought in. A water bottle that can be returned home each day and cleaned is essential. Children may also bring their own hand sanitiser if you wish. Lunchboxes are also allowed. Pencil cases and stationery should not be brought in from home.

Wraparound Provision

Wraparound provision will be in place from the start of the Autumn Term. Some temporary changes to the service have been made as outlined in the communication sent earlier this week. Bookings can be made via the School Gateway, and any queries can be made by emailing us.

Displaying symptoms of COVID-19

It is vital that if a member of your household displays symptoms, you inform school immediately and follow the Guidance for households with possible coronavirus infection. If a pupil begins to display symptoms in school, they will be supervised in the designated isolation room whilst awaiting collection. PPE is available for staff to access under these circumstances.



First Aid/Intimate Care

Should there be a need for first aid or intimate care, staff have access to PPE to use whilst dealing with these issues. We may, in some circumstances, call you to come and support us in dealing with these if deemed necessary. Trained staff are available at all times.

Safeguarding

In addition to normal safeguarding procedures, additional guidance is in place in relation to the COVID-19 pandemic. This is available on the school website. A designated safeguarding lead is on site at all times.

Medication

Please ensure any medication that is usually kept in school is returned. Parents/carers of those pupils with health care plans have been e-mailed; please ensure these are returned as soon as possible.

If for any reason, circumstances change with regard to the school opening or any of the key organisational aspects of this, we will be in touch. Further guidance for parents about reopening of schools in the autumn term can be found below.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

In line with government guidance we would ask that:

- All parents of pupils with underlying health issues, or those within vulnerable groups make their condition or circumstances known to the school;
- Parents of pupils are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.

We would like to say a huge thank you to all of our children and parents/carers for their support over these past few months which have been filled with challenges and difficulties for us all. We sincerely hope you all find time over the holiday period to relax, refresh and recharge your batteries ready for the new school year.

The children have been amazing whether working from home or attending school and we can't wait to welcome them all back in September.

Yours sincerely

Mr S Joyce
Headteacher

