Monday 8th June 2020

Information for parents and carers regarding

- School places at HCPS for nursery, reception, year one, year six and children of key workers from 15th June 2020
- the continuation of home schooling for year 2, year 3, year 4, year 5 and those children from nursery, reception, year one and year six who choose not to attend school from 15th June 2020

Dear parents and carers,

Some children in nursery, reception, year one and year six returned to school last week and are learning to cope with a very different way of school life.

We have now reached the point where I would like you to reconsider the decision you made a few weeks ago and reapply for a school place for your child from Monday 15th June until Friday 26th June. (At this point I will ask you to apply again for the week beginning Monday 29th June.)

Regardless of your previous choice, if your child is currently in school or at home,

YOU MUST COMPLETE THE FOLLOWING QUESTIONNAIRE TO SECURE A SCHOOL PLACE FOR YOUR CHILD FROM MONDAY 15TH JUNE.

THE QUESTIONNAIRE CLOSES ON THURSDAY 11TH JUNE AT 10:00 AM

No changes will be allowed after this deadline until week commencing Monday 29th June.

Please read the information carefully: school will not be as we know it and it is crucial you decide with your child’s needs in mind.

Please be aware that if numbers increase in nursery, reception and year one your child may attend school on a week on – week off basis. This is the same procedure as currently adhered to by our Year six pupils. You will be informed of this and which week your child can attend on Friday 12th June should this measure be required.

Once you have read through all the details please respond to the questionnaire confirming your final decision. This questionnaire closes at 10 am on Thursday 11th June 2020. No changes will be allowed after this deadline until week commencing Monday 29th June. This is essential so I can ensure the correct levels of staffing and adhere to the guiding principles below.

The remainder of this letter is a repeat of the last one I sent you. Once again, I hope that you find the following information will help you to make an informed decision regarding your child’s attendance at school from 15th June. Whatever your choice, I will fully respect and support your decision.

Guiding principles

Throughout this planning phase I have adhered to six guiding principles

- To reopen school for children in nursery, reception, year 1 and year 6
- To maintain the quality of home learning plans and seesaw/tapestry support for years 2, 3, 4, 5 and those children who choose not to return from nursery, reception, 1 and 6
- To maintain provision for children of key workers
• To protect the health and safety and minimise risk of all staff and pupils attending school (we will do everything we can to minimise risk but we cannot guarantee your child will not come into close contact with others)
• To maintain social distancing guidelines within “bubbles” and to maintain social distancing guidelines between “bubbles” (please see below for an explanation of bubbles)
• To incorporate staff, governor and parental concerns and guidance from the Department of Education.

To adhere to the guiding principles above and in readiness for upscaling this plan should Y2, Y3, Y4 and Y5 return to school we will be operating a maximum of 3 bubbles per year group at any one time and a maximum of 2 bubbles in nursery.

**Bubbles**

A bubble is the term used throughout this letter to describe how children will be grouped. Each bubble will have a maximum number of 15 pupils so we can maintain social distancing and hygiene guidelines within classrooms. They will be taught by a teacher and a member of support staff who may or may not be known to them. Throughout the day they will remain in their bubble, socially distant from each other and from the members of staff within the bubble. In turn, each bubble will be socially distanced from other bubbles. Movement will be restricted within bubbles and when moving around school.

**The School Day**

Please spend time with your child before arriving preparing them for the considerable changes explained below. Please ensure you discuss with them the need to social distance and that this means they will be unable to play closely with their friends.

Prior to arriving at school, please park in the town centre car parks and observe social distancing guidelines at all times. Please do not park too close to school and cause congestion when dropping off and picking up. Do not enter the staff car park. No parents are allowed on the school premises except for visits to the school office via the staff car park entrance.

**Dropping off**

We will be operating a one way in and out system at drop off. Please form an orderly, socially distancing queue using the yellow markers provided. You will be asked to queue down Station Road in the direction of the War Memorial. You will then be guided through the staff car park by a member of staff and then continue to queue along the gravel path in front of the old school building facing up Station Road. Once at the school gate you will drop off your child or children.

We will be unable to support you in “coaxing” your child into school. If they find leaving you difficult you will be asked to go around and queue again, bring them in later via the school office door or take them home.

Once you have dropped your child off, please follow the “out” blue markings to leave the school grounds.

Children attending key worker provision will need to form a social distancing queue besides the green gate behind PlayStation and not join the main queue.

All pupil entry to school will be via the front gate: the back gate will remain closed.

If you are dropping off more than one child, they can be dropped off at the same time.
Drop off times

To aid social distancing we will be operating staggered drop off times. You must endeavour to make these times.

Nursery: 8:20 am
Year 6: 8:40 am
Year 1: 8:50 am
Reception: 9:00 am

Children of key workers in years’ 2, 3, 4 and 5: 8:50 am (via the green gate behind PlayStation)

The School Day

As mentioned in my introduction, the school day will be significantly different to a “normal - pre coronavirus” day. It is not school as we know it.

School will be non-uniform, in plain clothes that they can go outside in, suitable to the weather on the day. Don’t forget sun hats, coats if it is cold/raining and to apply sun cream before school.

Nursery bubbles will be housed in the nursery building or our school “forest”. (please see additional details sent via tapestry)
Reception bubbles will be housed in the reception area. (please see additional details sent out via tapestry)
Year one bubbles will be housed in the year one area.
Year six bubbles will be housed in the year six area.
Key worker bubbles will be housed in the small hall and a classroom in the old building.

All bubbles will have an allotted outdoor space which will be used for breaks and outdoor teaching.

- All children will be taught home learning plans within their bubbles, the same as children remaining at home. This also includes children of key workers in our key worker provision.
- We cannot guarantee children will be in the same bubble as their friends.
- Children and staff will obey social distancing guidance within bubbles and between bubbles. There will be no mixing of bubbles.
- Movement within classrooms will be strictly limited.
- Children will remain in their allotted space using only equipment which is on their desk. Very few additional resources will be available.
- Teaching will be from the front of the class, all individual work. A traditional form of teaching will be in action with the teacher leading the bubble from the front of the classroom and children working on tasks independently.
- Children with special educational needs will be supported as much as social distancing guidelines allow.
- Children are expected to bring in their own drinking bottles. Water will be available to “top up”.
- Windows and doors will remain open to aid ventilation.
- If children are unable to abide by these social distancing guidelines, then you will be asked to collect them and take them home.
- All medicines and minor first aid will be administered within bubbles. If you took medication home when school closed, please remember to drop it back in.
- If children require intimate care, PPE will be worn by staff or parents will be called.
- We are unable to provide a snack, so we ask that children bring their own healthy snack of fruit or vegetables. Please remember that we are a nut free school.
- The school evacuation procedure will remain the same, muster on the oval playground if the alarm sounds.
- Outside every classroom there will be a sanitising station. Children will be expected to hand sanitise every time they re-enter the classroom.
- Staff in bubbles may wear gloves and facemasks for protection.
- All lunches (school dinner or packed lunch) will be eaten in the classroom where the bubble is housed.
- At lunches each bubble will have an allotted mid-day supervisor.
- Children will be expected to move around school using the 2 metre social distancing markers throughout corridors and across all outdoor spaces.
- To minimise queues at toilets we will operate a system of toilet tags. Your child will ask for the bubble’s tag and make their way to the allotted toilet for their bubble. Only one child is allowed in a toilet block. If someone is in the toilet block, they have to queue using the 2 metre markings.
- All areas of school will be thoroughly cleaned daily, with toilets cleaned twice a day.

**Picking up**

To aid social distancing we will be operating staggered pick up times. You must endeavour to make these times.

**Nursery: 11:20 am or 2:50 pm**

**Reception: 3:00 pm**

**Year 1: 3:10 pm**

**Year 6: 3:20 pm**

**Children of key workers in years’ 2, 3, 4 and 5: 3:20 pm (via the green gate behind PlayStation)**

Picking up will operate in the same manner as dropping off. Your child will be on the top playground in their bubble and they will be handed over to you as you reach the front of the queue. Please exit the school site via the blue “out” markings.

At all times, please remember, no parents are allowed on site.

**Home schooling**

Home learning plans, accompanying resources and contact with teachers via seesaw and tapestry will continue for all pupils who do not attend school. Please bear in mind that during times teachers are working in bubbles their contact with pupils at home will be limited. Indeed, other staff members may be asked to support some groups of children at home.

We expect children to share work completed at home with staff via seesaw and tapestry.
Suspected “coronavirus cases”

If anyone develops a new continuous cough or high temperature, they will be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection. We have a protocol in school for dealing with suspected cases. You will be informed immediately to collect your child and undergo testing. If the individual tests positive the rest of the children and adults in their ‘bubble’ must be sent home and advised to self-isolate for 14 days. If the test is negative, the bubble can continue.

To conclude

I hope you have found all the above information useful.

Please contact the school office if you require further clarification.

Next: answer the questionnaire which can be found here


Deadline for replies is 10:00 am on Thursday 11th June 2020.

Yours sincerely,

Mr Gary Pilkington