

Holy Trinity CE Primary School



21st May 2020

Dear Parents,

In response to the government's expectations that schools will reopen for specified year groups in June, we have been working hard to ensure we are well prepared. We have written detailed risk assessments and revised our procedures in line with the government's guidelines. We have prioritised the safety of pupils, staff and parents.

We realise that parents will want to know what we are doing in response to schools reopening for certain year groups. Therefore, we are writing to you so we can share the ways in which we are adapting school procedures, in order to respond to the government's plans.

You would have received a text message to tell you if you are in Group A or B

Times of the day:

Children who have been in school since March (Key workers and Vulnerable children):

There is no change for those children who have attended because they have a parent who is a key worker. As before, these children will remain with the Key Worker group. Children in this Key Worker group will receive the same work expectations as those in their year group.

Children returning from Tuesday 2nd June:

Children will be in Group A or B.

Group A will be in school on a Monday and Tuesday.

Group B will be in on a Thursday and Friday.

We will be opening our door to Group A; Reception, Year 1 and Y 6 children on Tuesday 2nd June.

In order to keep each cohort (group) separate and avoid congestion, the times of the school day will also change.

For parents who have more than one child at school, please follow the times for your youngest child. The following timetable sets out arrangements we have put in place to aid social distancing at the usually busy times of the day.

Year Group	Drop off time	Collection time	Entrance / exit point
Reception	09.00	14.00	Please drop off and collect your child at the main school gate.
Y1	09.30	14.30	
Y6	10.00	15.00	

What should I do if my child or a member of your household has symptoms?

If any of your children, or any members of your household living at home, have any coronavirus symptoms, please do not send any of your children to school. Instead, please contact the school office to keep us informed.

Travelling to School

In order to reduce congestion, children are to be brought to school by just one parent / carer. Families should not mix so please do not arrange for children from different families to travel together to school, either by foot or by car sharing.

Please keep your child with you, and explain that they now need to be able to queue and social distance as part of the new school rules.

Your children will be allowed into school, one-by- one. Parents will not be allowed to accompany them onto school premises. We have staff on hand to show the children where they will be learning and how they will be moving around school in line with the new rules and procedures.

Organisation of the school day

Playtimes and lunchtimes have also been staggered.

We do not have times when children now gather in larger groups.

Lunchtime will take place in classrooms.

All children need to bring their own water bottle.

Children will have their lunch in the classroom. Children will have a packed lunch. Children may bring in their own packed lunch.

Safety Procedures

Schools have been asked to base safety practices on a hierarchy of measures:

- avoid contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

On entry to school, all children will be asked to wash their hands. This routine will be maintained throughout the school day and classes have been timetabled to facilitate this. In addition, hand sanitisers are available in all teaching spaces. In line with government guidance, we are not carrying out routine daily temperature checks.

Y1 and Y6 pupils will sit at a specified, individual table. The younger children will work in zoned areas of small groups of children. The government recognises that it is impossible to keep young children apart but have suggested that we restrict the number of children interacting with each other to small, consistent groups.

The children will be taught rhymes and rules to help them remember strong hygiene procedures as part of their learning in school. There will be a senior leader in school every-day and will monitor the health and safety practices of the school.

The school will be spot cleaned during the day. There will be a thorough cleaning of the school at the end of each working day.

Equipment and Clothing

Children are not allowed to bring any equipment into school. This includes bags, stationery and reading books. All equipment will be provided by school. Your children will be provided with their own pens, pencils etc. The sharing of equipment will not be allowed, unless it is washed in between use.

In line with government guidance, masks are not needed by children or adults. Staff will not be required to wear PPE unless they are dealing with intimate care or a child who has become unwell during the school day. However, if a member of staff wishes to use PPE we will allow it.

Where part of personal care is concerned, parents just need to follow normal procedures relating to personal hygiene and the washing of clothes following a day in school.

Children should wear their own clothes to school - NOT SCHOOL UNIFORM

Wellbeing

School will look and feel different to your children. Classrooms have been cleared as far as possible to allow for increased spacing. Children will be expected to adhere to new rules and procedures. These will restrict the movements and freedoms that are usually part of school life. Please reassure your child that these measures are necessary and are only in place for everyone's safety.

We have updated our behaviour policy and school rules. Parents will be alerted when the new rules and procedures are uploaded onto the school's website.

Covid related illness

If your child becomes ill during the day, you will be contacted and you will be asked to **collect your child as soon as possible**, get your child tested for the virus. We have an isolating room for children who are showing virus symptoms. If tests prove positive, the rest of that learning group will be sent home and advised to self-isolate for 14 days.

We need to make sure we have your latest contact details - please notify us of any changes for all eligible children by **Monday 1st June at the latest**.

Communicating with School

We encourage you to email or phone the office rather than come into school. You may also continue to communicate with your child's class teacher as you have done recently. Please be aware all teachers are now in school teaching for some of the week so they may not get back to you as quickly i.e. Mr Pastore will be teaching a year 1 group for 2 days.

The school grounds are now a parent-free zone which goes against our usual friendly and welcoming practice. We are significantly restricting the number of visitors on site. Please make all contact with school either by telephone or the admin email.

Changes in Plans

The government's plans have been challenged by unions. At this point in time, we are unaware that this has changed the government's stance and so we've continued with our planning; we need to make sure we are prepared and that our parents are informed. However, should there be any change in position, we will let you know as soon as we can.

Parental Information

The government has informed us that no parent will be fined if they keep their child away from school. You will have heard through the media that understandably some parents are unsure or worried about sending their children back to school. By providing information about our plans and procedures, we hope this will help parents to make informed decisions, knowing that we have the safety and welfare of our children at the core of all our arrangements.

I usually keep letters short and to the point and am very aware of the volume of information in this letter. We hope you appreciate the need to share our plans so you have the knowledge that everything that can be done, will be done. We are very much looking forward to seeing you and your children again.

Wishing you all good health.

Laura Hall

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