



# Howard Primary School

26<sup>th</sup> August 2020

Dear Parents and Carers,

## **Re: Arrangements for return to school in September**

We hope that you have all enjoyed the Summer break. At Howard we have been hard at work ensuring that all children will be able to make a full return to school in September and we cannot wait to welcome them back. We would like to share our reopening plans with you, which have been created in light of the new government guidance. This guidance can be found here:

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

We have given significant thought to how we can open with the aim of returning to a provision that is as close as possible to normal expectations and routines. All schools have a degree of autonomy so this does mean that other schools may be doing something different.

It is paramount that staff and families follow the government advice - if displaying any symptoms of COVID 19, they **must not** come into school and need to have a test.

## **Class Arrangements:**

We will continue to make use of a bubble system on the school site, with larger bubbles than during our reopening in the summer term. Each year group will be considered as a separate bubble. Children will have staggered break and lunch times in order to keep the bubbles separate throughout the day.

## **Drop-off and pick-up**

In order to manage the bubbles within the school we will continue to run a staggered start and end to the day. We will continue to operate on the basis that parents do not come onto the school site unless they have a prior appointment with a member of staff. Please note that for the time being the only entrance into school will be via Dering Place. All other gates will be closed.





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Drop off and pick up times are as follows:



Who?	Where / When?	How?
Year 1	Drop off: Green Zone	<p>8.45am</p> <ul style="list-style-type: none"> <li>• Arrive at the main entrance gate – <b>one parent only please.</b></li> <li>• Please queue up along the blue railings in front of the school building maintaining a safe distance in accordance with social distancing recommendations.</li> <li>• Your child will be met by a member of staff and directed into the building.</li> <li>• <b>Please note: Currently, parents are not permitted on to the school site without a prior appointment.</b></li> </ul> <div style="display: flex; justify-content: space-around;">   </div>
	Pick up: Green Zone	<p>3.00pm</p> <ul style="list-style-type: none"> <li>• Please arrive on time and wait along the blue railings in front of the school.</li> <li>• Class teachers will be waiting to dismiss pupils individually from the main gate.</li> <li>• <b>Please leave the pick up area as soon as you have collected your child.</b></li> </ul>



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<p><b>Year 2</b></p>	<p><b>Drop off:</b> Green Zone</p>	<p><b>9.00am</b></p>	<ul style="list-style-type: none"> <li>• Arrive at the main entrance gate – <b>one parent only please.</b></li> <li>• Please queue up by the Eldon Phab car park and the pavement in front of houses on Dering Place. Please maintain a safe distance in accordance with social distancing recommendations.</li> <li>• Your child will be met by a member of staff and directed into the building.</li> <li>• <b><u>Please note:</u> Currently, parents are not permitted on to the school site without a prior appointment.</b></li> </ul> <div style="display: flex; justify-content: space-around;">   </div>
	<p><b>Pick up:</b> Green Zone</p>	<p><b>3.15pm</b></p>	<ul style="list-style-type: none"> <li>• Please arrive on time and wait by the Eldon Phab car park and the pavement in front of houses on Dering Place. Please maintain a safe distance in accordance with social distancing recommendations.</li> <li>• Class teachers will be waiting to dismiss pupils individually from the main gate.</li> <li>• <b>Please leave the pick up area as soon as you have collected your child.</b></li> </ul>
<p><b>Year 3</b></p>	<p><b>Drop off:</b> Green Zone</p>	<p><b>9.15am</b></p>	<ul style="list-style-type: none"> <li>• Arrive at the main entrance gate – <b>one parent only please.</b></li> <li>• Please queue up along the blue railings in front of the school building maintaining a safe distance in accordance with social distancing recommendations.</li> <li>• Your child will be met by a member of staff and directed into</li> </ul>



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<p>Year 3</p>			<p>the building.</p> <ul style="list-style-type: none"> <li><b>Please note:</b> Currently, parents are not permitted on to the school site without a prior appointment.</li> </ul>
	<p><b>Pick up:</b> Green Zone</p>	<p><b>3.30pm</b></p>	<ul style="list-style-type: none"> <li>Please arrive on time and wait along the blue railings in front of the school.</li> <li>Class teachers will be waiting to dismiss pupils individually from the main gate.</li> <li><b>Please leave the pick up area as soon as you have collected your child.</b></li> </ul>
<p>Year 4</p>	<p><b>Drop off:</b> Yellow Zone</p>	<p><b>8.45am</b></p>	<ul style="list-style-type: none"> <li>Arrive at the gates by the blue container in front of the assembly hall – <b>one parent only please.</b></li> <li>Please queue up in front of the railings outside the old laundry school building maintaining a safe distance in accordance with social distancing recommendations.</li> <li>Your child will be met by a member of staff and directed to their classroom.</li> <li><b>Please note:</b> Currently, parents are not permitted on to the school site without a prior appointment.</li> </ul>



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Year 4			
	<b>Pick up:</b> Yellow Zone	<b>3.00pm</b>	<ul style="list-style-type: none"> <li>• Please arrive on time and wait in front of the railings outside the old laundry school building.</li> <li>• Class teachers will be waiting to dismiss pupils individually from the gate by the blue container.</li> <li>• <b>Please leave the pick up area as soon as you have collected your child.</b></li> </ul>
Year 5	<b>Drop off:</b> Red Zone	<b>9.00am</b>	<ul style="list-style-type: none"> <li>• Arrive at the main entrance gate – <b>one parent only please.</b></li> <li>• Please queue up along the blue railings in front of the school building maintaining a safe distance in accordance with social distancing recommendations.</li> <li>• Your child will be met by a member of staff and directed into the building via the gate to the left of the main entrance.</li> <li>• <b><u>Please note:</u> Currently, parents are not permitted on to the school site without a prior appointment.</b></li> </ul> 
	<b>Pick up:</b> Red Zone	<b>3.15pm</b>	<ul style="list-style-type: none"> <li>• Please arrive on time and wait along the blue railings in front of the school.</li> </ul>



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Year 5			<ul style="list-style-type: none"> <li>Class teachers will be waiting to dismiss pupils individually from the main gate.</li> <li><b>Please leave the pick up area as soon as you have collected your child.</b></li> </ul>
Year 6	Drop off: Blue Zone	9.15am	<ul style="list-style-type: none"> <li>Arrive at the small gate by the steps leading into the school – <b>one parent only please.</b></li> <li>Please queue up in front of the railings outside the old laundry school building maintaining a safe distance in accordance with social distancing recommendations.</li> <li>Your child will be met by a member of staff and directed to their classroom.</li> <li><b><u>Please note:</u> Currently, parents are not permitted on to the school site without a prior appointment.</b></li> </ul> 
	Pick up: Blue Zone	3.30pm	<ul style="list-style-type: none"> <li>Please arrive on time and wait in front of the railings outside the old laundry school building.</li> <li>Class teachers will be waiting to dismiss pupils individually from the gate by the blue container.</li> <li><b>Please leave the pick up area as soon as you have collected your child.</b></li> </ul>
Reception	Please refer to separate information provided by our EYFS lead.		



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## Prevention and Response:

We recognise that the pandemic will continue to be a live issue in September, we will continue to work within the school in a way that minimises the risk of infection as well as working with children so that they understand actions they can take independently. The school will be putting into place preventative measures in accordance with the Government Guidance.

### **These include:**

- Ensuring those who may display coronavirus (COVID-19) symptoms, or who have someone in their household who does, are immediately prevented from attending school until a negative test outcome.
- Cleaning hands thoroughly and more often than usual. Additional hand washing stations will be available around school.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. **Please provide some tissues for your child to bring in with them.**
- Introduce enhanced cleaning, including cleaning frequently touched surfaces at regular intervals.

### **Other measures that the school will be putting into place include:**

- Children sitting side by side in class.
- Children facing the front (where possible)
- Children provided with an individual pack of resources (pens, pencils etc.) so they do not have to share equipment.

## Key information for parents / carers:

1. The Government have confirmed that it is compulsory for **all** children to attend school from September unless they are complying with clinical advice.
2. Children will be taught in their usual year group classrooms.
3. Water fountains will not be in use. Please provide your child with a named water bottle.
4. School uniform should be worn. Your child will be informed which day they have PE on return in September. On the days that your child has PE they should come into school in



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their P.E kits and wearing their Howard School jumper. As most PE lessons will be outdoors (in accordance with Government Guidelines) jogging bottoms would be sensible. **This measure ensures no PE bags will be in school.**

- Children will need to bring in a named school book bag only (no additional rucksacks to minimise the number of bags in school). Children will be asked not to bring in belongings from home, including their own pencil cases. **Nothing should be brought into school from home except their reading book, homework diary / reading record and a water bottle.**
- Home learning of daily reading will be set from September. Reading books will be cleaned upon return to school. Additional homework activities will be set online.
- Parents are encouraged to contact the school via email and telephone, as we are required to minimise contact between adults. If it is necessary to have face to face contact, this will be arranged in a space suitable for social distancing to occur.
- There will be **no** after school clubs for at least the first half of the Autumn Term. Please apply directly to Sherwood if you would like to arrange before/after school care.
- Pabulum will be resuming a lunch service from September. A packed lunch from home will also be possible. Year group lunch times will be staggered in order to minimise contact between large groups of children and staff.
- Playtimes and lunchtime play will be staggered to reduce the amount of children in the playground at any one time. This will be done by year group bubbles.
- An updated risk assessment for September will be available on the school website following final approval from the Governors.
- We are aware that there is always the possibility of a local lockdown occurring causing school closure or an incidence in school requiring individual pupils or year group bubbles to self-isolate. We will be contacting you shortly with instructions on how to access our new remote learning platform (Google Classroom) if this was to occur.

We hope that this information helps to answer the majority of your questions at this stage. As we move closer to the beginning of the new term changes or tweaks to these plans may be necessary as the Government Guidance continues to develop. Please be assured however



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# *Howard Primary School*

that all of our focus will be on keeping all of our children, our staff and all of you as safe as possible.

Thank you for your support and understanding at what has been a very challenging time for us all. We look forward to welcoming the children back on Thursday September 3<sup>rd</sup> for the start of the new academic year.

Yours sincerely,

Governors and Senior Leadership Team

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