

# Hollyfield Primary School

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...where education comes to life

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Dear Parents/Carers

Monday 1<sup>st</sup> June 2020

## Arrangements for re-opening of school to Reception, Year 1 and Year 6 pupils and key worker pupils

I hope you are all safe and well. As promised, here are the arrangements for the phased re-opening of school from Monday 8<sup>th</sup> June 2020 for Reception, Wednesday 10<sup>th</sup> June for Year 1 and Monday 15<sup>th</sup> June for Year 6.

School will also remain open for critical key worker children in Year 2, Year 3, Year 4 and Year 5 as well as vulnerable children.

Here is a reminder about the start dates and times:

### Monday 8<sup>th</sup> June: Reception

Drop off 8.45 a.m.  
Pick up 2.45 p.m.  
Friday pick up 11.45 a.m.

### Wednesday 10<sup>th</sup> June: Year 1

Drop off 9.00 a.m.  
Pick up 3 p.m.  
Friday pick up 12 midday

### Monday 15<sup>th</sup> June: Year 6

Drop off 9.15 a.m.  
Pick up 3.15 p.m.  
Friday pick up 12.15 p.m.

**Please note, all Reception, Year 1 and Year 6 classes will close on a Friday lunchtime as staff are entitled to Planning, Preparation and Assessment time (PPA).**

Key worker children who have been booked in will need to be dropped off at 8.45 a.m. and picked up at 3.15 p.m. on each day they attend school. Staff providing childcare for key worker children do not need PPA so the children will complete a full day on a Friday if required. The booking form will be posted on the website



and on Twitter each week as normal. **As numbers are rising, these places may not be guaranteed due to staffing levels.**

We are very much looking forward to seeing many of our children once again, but I would like to reassure you that the safety of our school community is our priority.

I am therefore writing to share with you the arrangements we have implemented to reduce risk for staff, pupils and parents. These arrangements have been put into place following a full risk assessment process and are in line with guidance from the Department for Education.

We will continue to review the arrangements we have implemented and update you with any changes as and when we make them.

Please note: we cannot accept children into groups who did not book on the original registration form as children/numbers have been allocated to specific, available staff. It has taken a considerable amount of time to coordinate groups/classes/teachers and it would therefore be impossible for us to offer any additional school places immediately. Pupil and staff numbers will be reviewed fortnightly so we ask parents that if circumstances change and you wish for your child/ren to attend school, please inform us of this change as soon as possible. We will then allocate them a place at the next review meeting if we are able to accommodate numbers.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please contact the school so that we can discuss your concerns in detail with you.

#### School staff:

- Year 6: Mr. Cole, Mr. Welch & Mrs Little, Mrs Briggs, Miss Cornwell
- Year 1: Miss Mallett & Mrs Thompson, Mrs Wilkinson/Mrs Nicholls, Miss Gibbons
- Reception: Mrs Rand & Mrs Farmer, Miss Conway & Miss England
- Key worker and vulnerable pupils (years 2, 3, 4 and 5): These pupils will be supported by staff on a daily rota basis

**We will email you your child's group/teacher as well as further details regarding access to the site in the next few days. If you have not received an email by Thursday 4<sup>th</sup> June, please contact the school office.**

#### Maintaining a safe school environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school

· Encouraging good hygiene by promoting the importance of hand washing for at least 20 seconds with warm water and soap in the following circumstances:

- Before leaving home
  - On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before eating any food, including snacks
  - Before leaving school
  - At regular intervals throughout the day
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away and wash hands thoroughly using 'catch it, bin it, kill it'.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
- Ensuring staff stay at home for a period of seven days if they develop symptoms of coronavirus and access a test as soon as possible.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough hand washing, at home and keep your child informed about the things they can do to discourage the spread of infection.

In line with the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough and now loss of smell/taste have been added to the list of symptoms.

Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

**If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on 0121 378 0672 at the earliest opportunity.**

## Arrangements for the start and end of the school day

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge.

**PLEASE NOTE THAT FROM MONDAY 8<sup>th</sup> JUNE, THE KS2 GULLEY WILL BE LOCKED MORNING AND AFTERNOON AS WE ARE UNABLE TO GUARANTEE SOCIAL DISTANCING IN SUCH A NARROW SPACE**

There will be no parking available on the school premises from Monday 8th June for parents/carers. St Chad's church and car park are also closed for the time being.

We ask that all parents dropping off or picking up children adhere to the strict times outlined below to ensure that social distancing and safety for all can be maintained.

We have implemented the following measures for when pupils return to school:

### Procedures for dropping off and picking up children:

**All drop off/pick up points will be clearly marked and staff will be available to guide you in the first few days. Please use the markings for dropping off as well as picking up in the afternoon.**

**Reception Butterflies:** 8.45 a.m. - 2.45 p.m. (11.45 a.m. on Fridays)

Please wait by the side entrance door to the classroom and queue 2m apart along the playground fence.

**Reception Ladybirds:** 8.45 a.m. - 2.45 p.m. (11.45 a.m. on Fridays)

Please wait outside the usual entrance to Ladybirds and queue 2m apart around by the 'Nest' (SENDCO building in between Ladybirds and Butterflies).

**1M:** 9.00 a.m. – 3 p.m. (12 midday on Fridays)

Please wait on the KS1 playground by the small nursery gate/fence where 1M normally enter and queue 2m apart along the side of 1M's classroom.

**1WN:** 9.00 a.m. – 3 p.m. (12 midday on Fridays)

Please wait on the KS1 playground opposite the door to 1WN and queue 2m apart along the blue fence.

**Miss Gibbons' group:** 9.00 a.m. – 3 p.m. (12 midday on Fridays)

Please wait by the Y3 entrance on the KS1 playground and queue 2m apart.

**Year 6:** 9.15 a.m. – 3.15 p.m. (12.15 p.m. on Fridays)

Please wait on the KS2 playground and line up in the designated spot for each group which will be clearly marked and queue 2m apart.

As many Y6 pupils walk to school on their own, please can you reiterate to your child that they must **not** walk in a group to school as we cannot guarantee they will stay 2m apart and maintain social distancing. This applies to arriving on the school premises too. No ball games/group games will be allowed before or after school. On arrival, children must wait 2m apart in their lines. Staff will not be available to supervise children until the door opens at 9.15 a.m.

## **Key Worker Children:**

### **Year 2 and Year 3:** 8.45-3.15 p.m.

Please wait to the left hand side of the KS1 hall (off the driveway) and queue 2m apart in front of the blue door. This will be signposted clearly.

### **Year 4 and Year 5:** 8.45-3.15 p.m.

Please wait on the KS2 playground and line up in the designated spot for the key worker group which will be clearly marked and queue 2m apart.

## **One Way System**

There will be a one way system in place for parents and pupils. Please enter school via the KS1 playground and leave via the pedestrian gate at the top of the drive. There will be hand sanitiser for you all to use before pressing the green exit button to open the pedestrian gate.

There will be spots placed 2m apart for parents to stand on when waiting in the playground

We would ask that only one adult drops off and collects children

## **Arrangements for break times and lunchtimes**

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

- At break times, the children will go out with their own class group at an allocated time. Their group will play together in a section of the playground and will not mix with other groups of children.

## **Please provide your child with their own healthy snack and water bottle.**

The school kitchen will provide a sandwich meal only if required (no hot dinners will be provided). All Reception, Year 1 and Year 2 children in school (either for education or childcare) are entitled to universal free school meals and children who are in Year 3, 4, 5 and 6 are entitled to a free school meal if parents are in receipt of certain benefits. However, you may provide your own packed lunch if you prefer.

If you wish the school to provide a sandwich meal, please contact the office for more details, otherwise we will assume you will be providing your own packed lunch for your child.

If you are in receipt of benefits and therefore entitled to a free school meal and you wish to have a school sandwich lunch, then the school will cease sending out the free school meal vouchers.

All groups of children will eat their packed lunches in their designated classroom space and will be supervised by the same lunchtime supervisor each day. After lunch, they will be allowed to play outside in their designated space. Groups will not be allowed to mix.

## **The school day**

As there are significant changes to the times of the school day, we will not have the bell system in place to signify start/end of day/break time/lunchtimes etc. However the bell WILL be in operation in the event of a fire. We will have a fire practice during week beginning 15.6.20 once all year groups are in school.

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- We have arranged classrooms so that social distancing can be observed, as far as possible.
- Obviously, as stated in the government guidelines, social distancing will not be possible with the younger children in Reception.
- Children will be kept in 'bubbles' and will remain in these 'bubbles' for the whole of the school day.
- Assemblies will take place in the classroom by the teacher.
- Curriculum adjustments have been made according to government guidelines and priority will be given to early reading and phonics in Reception & Year 1. Year 6 will focus on skills needed to prepare them for learning at secondary school.
- The governors have agreed a no marking policy. Marking will be done with the children verbally as far as possible and within the school day. Books will not be taken home by the teachers and reading books will not be issued to minimise risk.
- Please be aware that PPE may be worn by staff who choose to as well as when delivering first aid and intimate care for early years pupils.
- Pupils are asked not to wear school uniform and come to school suitably dressed for outside activities. Please ensure your child wears a clean set of clothes each day. They will need a sunhat and sunscreen for the warmer weather.

### School Communication

If you wish to communicate with the school, please can you email [enuiry@hollyfield.bham.sch.uk](mailto:enuiry@hollyfield.bham.sch.uk) or phone the office 0121 378 0672. **Parents will not be allowed to access the school building as the office will be closed to visitors and parents.**

### School trips and events

- There will be no school trips or events taking place in the foreseeable future. This will be reviewed as the situation changes.

### Transition from Year 6 to Year 7

We recognise that this is a really important time for our Year 6 pupils as they are preparing for secondary school in September. Whilst we will not be conducting any on-site visits to secondary schools, we will still be doing everything that we can to support these pupils to be ready. This includes:

- Liaising closely with our secondary schools to make sure they know all of the important information about your child.

- Providing bespoke lessons and guidance for year 6 pupils about transferring to secondary school where possible.

We will answer any questions that they have and support them with any anxieties so that they can make the best possible start.

#### What happens if a child becomes unwell at school?

If a child or an adult in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). We will contact every parent in that child's 'bubble' to notify them that a child/adult has displayed symptoms of COVID-19. If this child or adult tests positive for the virus, the entire bubble will be closed down and all members of the group will be asked to self-isolate for 14 days. You will be alerted by the NHS Track and Trace programme and given further guidance.

If your child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Please note, PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

#### Support for pupils and families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning.

I hope that these arrangements provide you with the information you need to support your child to return to school.

If you have any questions, please contact us at school and we will do our very best to support you.

Yours sincerely

Mrs. C. Lewis

Head teacher

Mr. A. Holmes

Acting Deputy Head teacher