

Friday 10<sup>th</sup> July 2020

Dear Parents/Carers

Please find enclosed the arrangements, including a site map for the full re-opening of school from Wednesday 2<sup>nd</sup> September 2020. We are really looking forward to welcoming all the children back to school full time. In order to facilitate a safe return for all children, we are following the Department for Education document, 'Guidance for full opening – schools' published on the 2<sup>nd</sup> July 2020.

The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

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

I appreciate there is a lot of information included in this letter and it will take a bit of time to digest and understand.

Our main priority is the safety of all children, parents/carers and staff on site.

The overarching principle is to reduce the number of contacts between children and staff – keeping groups separate in bubbles and maintaining social distancing. We will have year group bubbles.

### **Robust hand and respiratory hygiene**

Staff and pupils must clean hands thoroughly more often than usual. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. All staff will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Please remind your child about the 20 second hand washing rule before they start back. There is useful guidance on the NHS website.

We will remind pupils to cover their cough or sneeze with a tissue, then throw the tissue away and wash their hands thoroughly using the 'catch it, bin it, kill it' mantra.

### **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 THE KS2 GULLEY WILL BE LOCKED MORNING AND AFTERNOON AS WE ARE UNABLE TO GUARANTEE SOCIAL DISTANCING IN SUCH A NARROW SPACE**

St Chad's church car park will be open for parents to use again.

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.

If you require before/after school provision, please contact Mrs. Lydia Enefer at Hollyfield Pre-School Nursery on 0121 311 2920 or Mr. Andy Taylor at Hollyfield Kids Club on 07855 761052

### **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 is hand sanitiser for you all to use before pressing the green exit button to open the pedestrian gate.

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

### **Drop Off/Pick Up**

#### Reception

Ladybirds & Butterflies - following your short, phased start beginning on 7<sup>th</sup> September, (see separate letter dated 10<sup>th</sup> July), you will start full-time at 8.40 a.m. from Wednesday 16<sup>th</sup> September and finish at 3.10 p.m.

#### Year 1 & Year 2

Drop off 8.40 a.m.

Pick up 3.10 p.m.

#### Entry/Exit points

1C enter/exit through the door by the classroom at the top of the KS1 playground. Please wait behind the blue nursery gate on the KS1 playground before the door opens

1WN enter/exit through the side door on the KS1 playground

2BS & 2G enter/exit through the Year 3 door on the KS1 playground

#### Year 3, 4 5 & 6

Drop off 8.50 a.m.

Pick up 3.20 p.m.

Year 3 - both classes enter via the Year 3 door on the KS1 playground (following Year 2)

4L line up by the KS2 hall door on the KS2 playground

6C and 6W line up by the KS2 hall door and enter after 4L

4BC-J line up in front of the KS2 playground ramp entrance and enter first

5R and 5C also line up by the KS2 ramp entrance and enter one class at a time

The drop off and pick up points will be clearly marked and staff will be available to help on the first few days.

Parents will drop Year 4, 5 & 6 children off on the KS2 playground and wait behind the blue barrier as the children will need to line up (children are not required to social distance). Parents cannot line up with their children but can wait close by in order to wave off/see the children in.

Please note that children **must not** arrive early and play football or any other games on the playground as we have to keep children in separate bubbles and the children must not mix.

If you have a message for the class teacher, please email or telephone the school office so they can pass the message on. **No messages will be accepted on the door.**

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

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

**Please provide your child with their own healthy snack (no crisps, biscuits, cereal bars, chocolate etc.) as we have not been advised if the government free fruit scheme for Reception, Year 1 and Year 2 will be operating and there will be no toast or fruit for sale for KS2 as we need to keep bubbles separate.**

**The school kitchen will be operating as usual, providing hot meals to those children on Universal Free School meals and children who want to purchase one.**

Please note, there will be no roast dinner option on the first day back.

### **The school day**

There will be some changes to 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 the first half term as normal.

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 children (apart from Reception) will be sitting side by side, facing the front of the classroom
- Children will be kept in year group bubbles and will remain in these bubbles for the whole of the school day
- Assemblies will take place in the classroom by the teacher and no singing or chanting will be allowed
- We will be providing as full and as broad a curriculum as we can with a focus on adapting the curriculum where necessary to allow effective catch up and recovery
- Children should limit what they bring to school each day; lunch box, hat, coat, books, stationery/pencil case. We will provide pencils/pens etc. but all Year 1 to Year 6 pupils may bring in their own pencil case if they wish

The usual school uniform policy will apply from September. Uniforms will not need to be cleaned more often than usual.

### **School Communication**

If you wish to communicate with the school, please can you email [enquiry@hollyfield.bham.sch.uk](mailto:enquiry@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.**

### **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 get a test. Tests can be booked online through NHS testing and tracing for coronavirus website. (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>). If this child or adult tests positive for the virus, the health protection team will provide school with definitive advice on who must be sent home. We ask that all families engage with the Test and Trace process if contacted and book a test if you are displaying symptoms & inform school immediately of the results (both negative or positive).

If your child shows symptoms and 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 will 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.

### **Educational Visits**

There will be no educational visits for the autumn term initially and this will be under review.

### **Behaviour Expectations**

All pupils are expected to adhere to the school behaviour policy and Good To Be Green rules at all times. In addition, children will be made aware of the following expectations which **MUST** be adhered to without deviation:

- Children will enter and exit school via their specified door and following markings when moving around school

- Children must wash their hands with soap and water/use hand sanitiser whenever asked throughout the day
- Children will remain within their class/year group bubbles at all times throughout the day
- Children must use tissues or elbows to cover their mouths when coughing and use tissues when sneezing
- Children experiencing any coronavirus symptoms must inform their adults and follow instructions for isolation
- Children will be guided to different zones of the playground for break and lunchtime and must remain in their year group bubble
- Pupils with additional needs will be given the appropriate support to ensure that they can follow the new procedures
- Reasonable adjustments will be put in place for pupils who require them to ensure they can still access a broad and balanced curriculum

Where families/children remain anxious about returning to school, we will have support in place both in the classroom and via our Mental Health First Aider, Mrs Glass to address concerns. Groups may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

I have attached a plan of the school to show you what the site layout looks like; this includes photos of the site entrance, one way system, drop off/pick up point for each year group. Please share this information with your child so you can prepare them for a different layout and experience from what they have been accustomed to seeing. I appreciate that the return to school may feel very different so if you or your child are anxious about this, please contact school so we can discuss your concerns.

We are looking forward to seeing the children back in school and we want to reassure you that we will do everything we can to make their transition back into school as safe and as enjoyable as we can.

Yours sincerely

Mrs. C. Lewis

Head teacher

Mr. A. Holmes

Deputy Head