

Hampton Hargate Primary School

September 2020



Tomorrow's Future Starts Here

Current guidance

The Government guidance provided us with a context for their decision to request that schools open to all children from September and issued guidance for schools to adhere to and manage when opening.

At Hampton Hargate Primary School we have been working hard on our plans for a full school reopening from 3rd September ensuring that we:

- fulfil the expectations required of us;
- ensure that the safety of everyone is paramount in all our decisions and actions;
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education;
- incorporate into our planning opportunities for all of our pupils to reintegrate safely and positively into our school community whilst recognising the experiences of all pupils will vary significantly.

Keeping children and staff safe

All schools must comply with health and safety law which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that children and adults stay at home if displaying symptoms or test positive for COVID-19;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable.

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning around school including frequent cleaning of classroom surfaces throughout the day
- minimise contact between individuals and maintain social distancing wherever possible
- maintain year group 'bubbles' to minimise contact with other children in school
- maintain the one-way system around the school grounds for parents at drop-off and collection times
- maintain floor markings to minimise contact with pupils/staff when moving around school
- maintain staggered start and end times to the school day to avoid large numbers of pupils and parents arriving/leaving at one time
- classrooms to be ventilated as much as possible with doors and windows open (but not creating safeguarding risks)
- maintain staggered break and lunchtimes to ensure pupils remain in year group 'bubbles'

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- follow guidance from Public Health England (PHE)/National Institute for Health Protection (NIHP)/Local Authority (LA) to maintain any outbreak by following local health protection team advice
- inform parents/carers should a confirmed COVID-19 case be identified within our school community 'bubbles' as detailed in the Test & Trace document sent home 25/08/20

Year Group 'bubbles'

Each of our year groups will be considered as their own 'bubble' which will remain consistent and separate from all other 'bubbles' in school. Each day, during their time in school, the children will be in their own year group 'bubble'. This will include lunchtimes and breaktimes. Although some lessons will be in their normal classes, each year group as a whole will form one 'bubble'.

This will '*make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible*' from within our school.

The wearing of masks in school is not required or expected.

Attendance

All children will be welcomed back to Hampton Hargate Primary School from Thursday 3rd September and attendance is mandatory.

The government has made clear the following:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up all pupil absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

Shielding children

Shielding advice for all adults and children paused on 1st August 2020. If your child is unable to attend school because they are complying with clinical and/or public health advice, please contact school and we will work with you to support your child the best possible way we can.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature;
- a new, continuous cough;
- a loss of, or change to the sense of smell or taste.

If any of these symptoms are evident **do not send them to school.**

Please contact school and report their absence by phoning 01733 296780

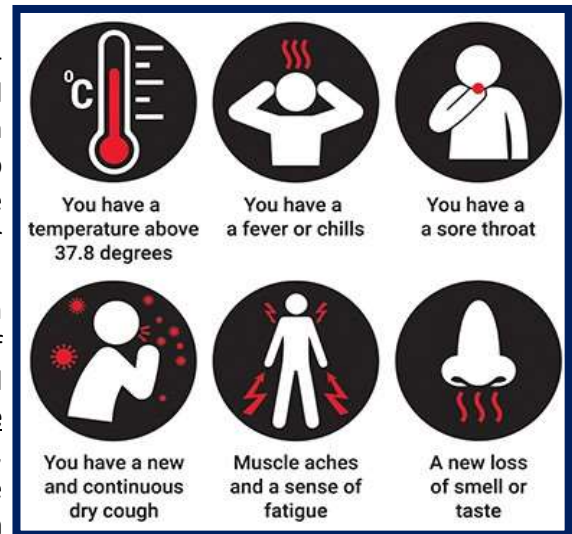


This is very important and we need all parents to inform school immediately if they suspect their child is displaying symptoms of COVID-19; if they are being tested and the outcome of that test result.

Children or staff suspected of having COVID-19

In line with DfE guidance, in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will e- mail parents with a notification of a confirmed infection including which year group 'bubble' this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt, the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.



'Close contact' now means:

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- travelling in a car with an infected person.
- when a case is suspected in school, the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. PPE is available for these staff in this situation. The school will contact parents and request they collect their child from the school immediately and book a test.
- We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The government's guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*'

If no test is undertaken then we expect children to self-isolate according to the latest guidance.

Households with a confirmed case of Coronavirus should follow the advice laid out by here:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority lockdown, the school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

Travel to and from school

In accordance with our current risk assessment, we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Morning Drop Off

The new class teacher and teaching assistant will be available to show the children their new entrance to their classroom, how they will come into school and where to wash/sanitise their hands upon arrival.

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents congregating at the school gates/on the playground and that we limit the number of interactions across 'bubbles'.

We would encourage only 1 parent/adult to enter the school grounds to drop off and collect to help minimise the number of adults on site.

Parents will not be allowed inside the classrooms/cloakrooms at drop off or collection times.

Year group	Drop off/Arrival time	Start time	End time
Reception & Year 1	8.35-8.45am	8.45am	3.05pm
Year 6 & 3	8.45-8.55am	8.55am	3.10pm
Year 5	8.45-8.55am	8.55am	3.15pm
Year 4 & 2	8.55-9.05am	9.05am	3.25pm

RECEPTION PARENTS – please note that these times are from when your child starts full time and NOT in the first weeks where you have been informed of their group's start and end time. Please refer to this information.

Please note that these staggered drop-off and collection times will be reviewed during the term. If/when we can make positive changes to this (and help reduce inconvenience for parents) we will give you advance warning. In addition, should we identify that the system isn't working and we need to extend the start/end times, we will make any necessary changes to maintain safety and inform you accordingly.

Please also note that the register will be taken at the 'start times' shown above. If your child arrives after this time, they will be marked late. If attendance or punctuality becomes an issue, the Local Authority can become involved and this could result in penalty notices being issued. Please work with us to prevent this from happening.

End of the school day collection

At collection time, please do not linger on the playground any longer than you need to. Please enter the school grounds a couple of minutes prior to collection time. We need to ensure that we clear the school and the grounds as quickly and safely as possible at the end of the day. If you have collected one child and are waiting for another of your children to finish, please stand back from the main pathway areas. Parents/carers were fantastic with this last term and we really appreciated this support and cooperation.

Arrangements in school

Children in Reception (EYFS) (and some of Year One for part of the autumn term) will be following a play-based curriculum. Whole class teaching sessions will be no longer than 15 minutes.

It will not be possible, nor is it required, to enforce social distancing measures with children in Reception (EYFS). This means that children will come into contact with all the children in their class and they are likely to come into contact with all of the children in the year group during their play and learn times, outside play in the EYFS outdoor areas and breaks and lunchtimes.

Children will wash their hands often and surfaces and equipment will be regularly sanitised. All classrooms will be well ventilated.

Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2, resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.



Reading Books

Reading books can still be brought home, however on their return to school, they will be placed in a box and left for a minimum of 48 hours before returning to the shelves. ***If your child has a reading book at home, please return it on the first day back in September.***

Enhanced cleaning regimes

Since lockdown and opening for keyworker children, and again since wider opening from 1st June, our school has had enhanced cleaning systems in place. We have adjusted our cleaning rotas with our site team to ensure that more regular cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We have appointed additional cleaning staff to join our team from September as we now welcome back 630 pupils. These arrangements will stay in place until further notice.

Coats and bags

As children have their own cloakroom facilities in their cloakrooms, coats and bags can be left in their normal places. Please keep items brought into school to a minimum as much as possible.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

School office

The school office will continue to operate a '1 in-1 out' system. We ask parents/carers to ring or email the school wherever possible to minimise the number of people coming into our building.

Parents/carers should do all they can to ensure that children have all that they need for the day (e.g. packed lunches, PE kits) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school in advance to make arrangements.

If it is absolutely necessary for you to bring something into school for your child please put it into the blue box which will be left in the lobby. The item will then be sanitized and taken to the child.

Communication

Communication with parents is really important to us. Due to the current restrictions, we would request that meetings with **ALL** members of school staff are by prior arrangement only so that social distancing and safety precautions can be put in place. Please do this by emailing the office.

Behaviour

Our Behaviour Policy is on the school website. In these times of heightened risk to our health, it is important that children and staff are aware that behaviour which jeopardises the health of others, is taken very seriously.

Our values and ethos remain unchanged, and children are expected to uphold them.

Children must be aware of the requirements and expectations in our school namely that they:

- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in their 'bubble' groups to minimise contact with children from other groups (including in the playground, anywhere on the school site and on their way to and from school);
- Move around school as instructed by their teacher/adult and avoiding other people;
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue or fold of the arm. Throw away any used tissues in the bins provided (catch it, bin it, kill it), then wash their hands;
- Wash hands frequently (including whenever they are asked to), with soap and water or hand sanitiser for 20 seconds.

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and our school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.

School lunches.

Our school caterers (ABM) are now able to resume a hot meal menu and this has been loaded onto ParentPay. Due to the necessary cleaning and social distancing requirements **we must insist** on you pre-booking your child's meal, this needs to be done by the evening before at the very latest. Parents/carers were fantastic with this last term and we really appreciated this support and cooperation.



If you are still not accessing ParentPay, please contact the school office who will assist you.

Year 3 parents should now be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required.

If parents are unsure about whether they are entitled to free school meals and need to pay or

not, they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and if you could now be entitled to free school meals and the pupil premium funding, please contact the school office as soon as possible and we will support you with this.

We have arrangements in place to ensure that during lunch time, separation between 'bubbles' is maintained. Children will always have the chance to wash their hands before eating and before going back to the classroom after break and lunchtime.



Availability of water on site

All pupils should have their own school water bottle that is untouched by other children or staff. No water fountains are currently available at school.

School uniform

It is an expectation that all children will wear normal school uniform including PE kit when required. Please can children take home PE kits each week to be washed.

Uniform Supplier

Information regarding the school uniform and the supplier is available from our school website by [clicking here](#)

Assessment

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long-term plans. Class teachers will use their own expertise to establish starting points for each class and each pupil in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence - but each child and each class will be different.

In schools, this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day-to-day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence may be low.

Broad and balanced curriculum

Although there are some restrictions in place (e.g. singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We have made changes to the 'normal' plan for the autumn term to ensure that any gaps or need to revisit and reinforce areas of work can be done effectively and without making pupils feel pressured or worried. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught exactly in the same way or timescale they would normally.

Pupils with additional needs

We are aware that for some children with additional needs, returning to school after lockdown

may cause additional anxiety or stress. Children will be supported by the school and appropriate members of our staffing team to ensure a smooth transition when returning to school.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building.

Wrap around care – Swans Club (Breakfast and After School)

We will be offering Breakfast and After School Club from Thursday 3rd September to those children who are already registered and have a confirmed place. Places are currently full and can not be booked on an ad-hoc basis.

Children will remain in year group ‘bubbles’ for Swans sessions, just as they will be for their school day with the same set of Swans staff. The children will sanitise their hands regularly and additional cleaning measures will be in place.

Children will be collected from Swans After School Club from the normal Swans door next to the New Hall (even though the children are in year group ‘bubbles’ as the gates around the school will be closed). All children must be collected by 6pm when Swans closes.

Finally.....

We all know that things will continue to be different to what our children will remember and want from school but, despite these difficulties and complications, we look forward to welcoming you and your child/ren back to school next week, Thursday 3rd September.

As guidance and the situation changes, we will continue to communicate with you and keep you informed of what we are doing in school.

A list of dates (albeit limited) will be provided to you when we are back at school and on the school website. We are looking forward to Sports Week which is planned for later in September (delayed from the summer term) and we know how much the children enjoy experiencing the new and wide variety of activities during the week. We will do our best to make sure that as many of the usual fun events and activities can go ahead as we move through the school year while following government guidelines.