



**The Federation of  
Hackbridge Primary School and Spencer Nursery School**

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Monday 22<sup>nd</sup> February 2021

Dear Parents/Carers

### Updated information about a return to school on 8<sup>th</sup> March 2021

This afternoon, Boris Johnson announced to the House of Commons that all pupils in England - in all years - can return to being taught face-to-face in schools and colleges from Monday 8<sup>th</sup> March 2021.

We are sure that you will welcome this news, as we do.

When we re-open on 8<sup>th</sup> March 2021, we will do so in line with the risk assessment that we have had in place since September 2020.

**We will keep to the staggered start and finish times that were in place in the autumn 2020 term. As a reminder, these are:**

#### Hackbridge Corner site

**A to G surnames** 8.45am - 3.10pm (Reception to Year 2) 8.45am-3.15pm (Year 3 to 6)

**H to O surnames** 8.55am - 3.20pm (Reception to Year 2) 8.55am-3.25pm (Year 3 to 6)

**P to Z surnames** 9.05am - 3.30pm (Reception to Year 2) 9.05am-3.35pm (Year 3 to 6)

**Caterpillars Nursery Class** drop from 8.40am-8.45am, collect from 11.40am-11.45am

**Tadpoles Nursery Class** drop from 12.15pm-12.20pm, collect from 3.15pm-3.20pm

#### London Road site

**A to G surnames** 8.50am-3.15pm (Reception to Year 2)

**H to O surnames** 9.00am-3.25pm (Reception to Year 2)

**P to Z surnames** 9.10am-3.35pm (Reception to Year 2)

**Honeybees Nursery Class** at 9.15am - 3.15pm

- The staggered start and end of each day are alphabetically by surname in order that families can arrive together, drop or collect and leave site quickly.
- If children in your family have different surnames which put them in different arrival/collection bands, then they should both arrive/be collected at the time set by your youngest child's surname.
- At drop off/collection times, it is vital that you drop off/collect your child and leave the school site and surrounding driveway/pavement areas swiftly to avoid congestion that otherwise compromises social distancing for our whole school community.

### **The return on the 8<sup>th</sup> March 2021...**

We have already spent time over the last half-term thinking about the full return for our pupils. We know that once again there will be the need for us to support our children back into school as so many of them have been away from face-to-face learning since this term began.

Teachers will, once again, be spending time addressing specific PSHE topics in the first days and weeks back, as well as teaching key skills in English and Maths and assessing where children are at. We have already designated our catch-up premium for targeted interventions and have continued to implement these interventions throughout lockdown to support pupils, albeit remotely.

We will continue to keep the children in their class groups for the majority of their time in school, but there may be some mixing into wider groups for specialist teaching or wraparound care. All children will be in their class bubbles both inside and outside of the classroom, except for some small intervention sessions, where needed. An example of this would be for phonics learning or a catch-up/booster session.

The government guidance remains absolutely clear about the public health advice that schools must follow to minimise the risks of coronavirus (COVID-19) transmission and what to do in the event of anyone being symptomatic or indeed diagnosed with coronavirus. **All members of our community must adhere to these expectations in order to keep us all safe. This includes pupil, parent and staff engagement with the NHS Test and Trace process and self-isolation guidance in every case where it is relevant.**

### **Cloakrooms, Bags & Coats**

As in the autumn term, it is **vital** that your child does not bring more than they need to school. No toys should be brought in at all. In line with the Uniform policy, the infants require only a book bag and not a rucksack. In Years 3-6 pupil bags must be no bigger than 35cm tall × 25cm wide × 9cm deep. Bigger bags will not be able to be brought into school due to space for storage.

### **Classroom layouts and the school day**

Your child's classroom will be in the same layout that it was during the autumn term – the desks in Year 2 – 6 classrooms will continue to be arranged so that all pupils are facing the front of the classroom until such time as government advice tells us otherwise. The children will continue to have everything that they need on their desk to avoid the need for them to get up and move about the classroom frequently.

Nursery, Reception and Year 1 will continue with their curriculum based on continuous provision, with their classrooms arranged more as they would usually look, albeit with reduced soft furnishings/soft toys and equipment which can be easily washed or taken out of rotation in between use by different groups.

Children will spend their playtimes and lunchtimes with their class bubbles and the playground will be zoned so that the whole year group can go out together, but not mixing across classes.

PE kits should not be brought to school. Children and staff should continue to wear their PE kit on their allocated PE day, which will be the same as in the autumn term. **No** PE kits are to be kept in school.

Classroom windows will be opened where possible to provide good ventilation and the classroom doors will be propped open when the classroom is occupied.

### **What will happen if we have a confirmed case of coronavirus within the school community?**

We will continue to follow government guidance in respect of when there is a confirmed case of coronavirus in school and will work with the local health protection team as soon as we are notified. As

previously, schools must send home those people who have been in close contact with any person who has tested positive for coronavirus on a PCR test, advising them to self-isolate for 10 days from either the day after symptoms began or the day after the positive test in circumstances if the person was asymptomatic.

**No child is to attend school if they, or anyone in their household, is showing ANY symptoms of COVID-19 and the family will have to adhere to the isolation guidance from the NHS/Public Health England.**

In any cases of self-isolation, online learning will be provided for pupils to access from home via their Google Classroom.

### **Parental engagement**

We do still have to maintain social distancing measures when we re-open to all pupils on the 8<sup>th</sup> March 2021. Gathering at the school gates, group conversations and otherwise coming onto the site is not allowed until such time as the government make any changes to the social distancing measures.

- Parents/carers need to continue to wear face coverings when coming onto the school site at drop off/collection times unless medically exempt.
- Parents will continue not to be allowed in the school building until further notice.
- We continue to encourage parents to write a brief note in their child(ren)'s Home-School Contact Book or email the School Office with any comments, queries or information. Staff will continue to check Home-School Contact Books every morning and will call parents to discuss issues raised if necessary.
- Staff remain unable to engage in conversation at end of the day dismissal points at this stage as it is important that parents and children move off site quickly.
- Parents needing to drop items off to school can leave them at the front door from where office staff will collect and distribute them as necessary.
- If your child is unable to attend school for any reason, you must contact the School Office as you would normally do. All children are required to attend school from the 8<sup>th</sup> March 2021 and therefore we will be chasing non-attendance as per our attendance policy and safeguarding procedures.
- Parent/Teacher Consultations at the end of the spring term will be virtual, using School Cloud, as they were in the autumn term, More information will follow about these in due course.
- The uniform policy continues to apply in full.

### **School Breakfast Club**

- The school run Breakfast Club will re-open on both sites in the autumn term for those children who have applied for, and have had confirmed, places in this. Children will be kept in their year groups at Breakfast Club to limit mixing children. Normal hours will resume with the Hackbridge Corner club open from 7.45am-8.45am and the London Road club open from 8.00am-9.00am (i.e. an hour before the start of the school day on each site) from 8<sup>th</sup> March 2021.
- We continue to ask parents whose children attend Breakfast Club to make payment using bank transfer for their child's Breakfast Club fees, as parents cannot enter the school building to make payment at the desk at this time. If absolutely necessary, cash payments should be given in a sealed envelope at the door for the week. If you need the Breakfast Club bank account details, please email [office@hackbridgeprimary.sutton.sch.uk](mailto:office@hackbridgeprimary.sutton.sch.uk)

### **Lunchtimes for children**

Arrangements will be the same as they were in the autumn term and the school dinner menu that was previously in place will continue whilst the majority of lunches are being served in classrooms:

### Hackbridge Corner site

- Reception classes will eat their lunch in the Infant hall. The children will be seated with their class bubbles.
- Years 1 will eat in the KS2 hall.
- Years 2-6 will eat in their classrooms.

### London Road site

- Nursery and Reception children will eat in the hall.
- Year 1 and Year 2 children will eat in the Year 3 and Year 4 classrooms.

**We will continue to operate within our risk assessment – the most up to date copy of which can be accessed from the link in the Coronavirus Update banner on the home page of the school website. This will include continuation of all of the general COVID-19 protective measures that we have had in place previously.**



We are very much looking forward to welcoming everyone back to school in two weeks' time. Once again, whilst it is not yet a return to "normal", we know that the familiarity of school attendance, routines, social relationships and face-to-face learning is so important to our children and to all of us.

We thank you in advance for your continued support and co-operation and look forward to welcoming all of our children back on the 8<sup>th</sup> March 2021.

Yours faithfully

Mrs E Walford  
Headteacher