



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

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31<sup>st</sup> May 2020

Dear Parents & Carers

**REMINDER ABOUT SCHOOL ARRANGEMENTS FROM 1<sup>st</sup> JUNE 2020**

Following the government's confirmation on Thursday 28<sup>th</sup> May that schools should continue with their plans to partially re-open to some year groups from tomorrow, 1<sup>st</sup> June 2020, we just wanted to remind you of the arrangements for our school.

- Year 1 and Year 6 return on an allocated 2-day-a-week basis from tomorrow, the week beginning 1<sup>st</sup> June – please refer to your individual email sent between Tuesday 27<sup>th</sup> May and Wednesday 28<sup>th</sup> May for when your child(ren) should attend. Your child can only attend on the days specified in your individual email.
- Nursery and Reception return on an allocated 2-day-a-week basis from the following week, the week beginning 8<sup>th</sup> June – please refer to your individual email sent between Tuesday 27<sup>th</sup> May and Wednesday 28<sup>th</sup> May for when your child(ren) should attend. Your child can only attend on the days specified in your individual email.
- Children of Key Workers for whom we formally agreed places by email confirmation between Tuesday 27<sup>th</sup> May and Wednesday 28<sup>th</sup> May can attend on their agreed days from tomorrow, the week beginning 1<sup>st</sup> June – please note that we are currently at capacity and children cannot arrive on days that they have not been booked in to attend.

Parents who did not reapply for Key Worker places after the 15<sup>th</sup> May, those whose applications were incomplete and those who have made a late application after the 19<sup>th</sup> May deadline cannot yet send their children to school as we need to determine this week whether we can offer any additional key worker places or whether we need to liaise with the local authority about the availability of provision at other schools.

- Children in Years 2, 3, 4 and 5 will continue to remain at home at the current time, as per government guidance, and should continue to access the distance learning available on our Google site which you can access from the home page of the school website or by following this link:

<https://sites.google.com/hackbridge.org/home-learning>

This is also the case for any child in the returning year groups who is currently unable to attend school for any health or other reason.

**All children attending school at any point from the 1<sup>st</sup> June onwards are expected to wear school uniform.** If your child has outgrown a particular item of uniform and you are unable to replace this at the present time, they may wear a suitable alternative instead.

**LUNCH ARRANGEMENTS**

As detailed in our letter of the 22<sup>nd</sup> May, there will be no hot cooked lunches during this initial re-opening period.

Children in the 30-hour Nursery class, Reception, Year 1 or Year 6 for whom parents have been receiving a benefits-related free school meal voucher during the closure period must send their child to school with a

packed lunch during this partial re-opening period. Failure to do so will result in you losing your free school meal voucher for the whole week.

Children in Reception and Year 1 who are entitled to a universal infant free school meal and have not been receiving a benefits-related free school meal voucher will be given a school packed lunch unless you wish to send in your own.

For children in Year 6 who would usually have school dinners, parents can either continue to pay for school meals via ParentPay and their child will be made a school packed lunch or can choose to send their child in with a packed lunch from home. Children in Year 6 who usually have packed lunches should bring these as normal.

PLEASE NOTE THAT WHATEVER MEAL OPTION YOU CHOOSE, THIS WILL BE FIXED FOR THIS PARTIAL RE-OPENING PERIOD.

- Children who are served the school packed lunches will be given the Main option specified on the menu each day, unless we have previously been formally informed of an allergy by your child's GP or consultant which requires an alternative (which will in most cases be the vegetarian option).
- Those children who we have recorded as vegetarian will be given the Vegetarian option listed.
- Those children for whom we have a religious dietary requirement recorded will receive either the Main or the Vegetarian option dependent on the ingredients in the sandwich each day.
- In all cases where children have a dietary requirement that the school kitchen usually cater for, this will continue to be the case for this period.

Children will eat their lunch in their classrooms and will not eat lunch in the halls as they would previously have done.

#### **ARRIVAL AT SCHOOL ARRANGEMENTS**

It is essential that parents and carers observe social distancing rules when bringing their children to and from school. We have politely put up notices around the site to remind everyone of this. We would ask only one parent/carer to bring their child(ren) to school from each household.

It is equally essential that you bring your child to school at the time specified as their start time in your individual email. Children will not be allowed to enter late through the School Office at any time. If you are late, you will need to telephone the school and wait at the specified gate until a member of the Senior Leadership Team can come round to unlock the gates for your child.

- All Key Worker children will enter through the KS2 pedestrian gate (opposite the bus stop on the Hackbridge Road) on the Hackbridge Corner site and will then go straight into the Y4/5 block via the front door of the block. No other children from any other attending year groups should be in this space in the morning and this gate will be locked promptly at 8.40am.

#### Hackbridge Corner

- Children in Caterpillars will go in through the Nursery door – parents/carers will not be allowed in to the building with their child.
- Children in Tadpoles, Reception, Year 1 and Year 6 will enter via the Infant wooden gates. The teacher who is taking them will be waiting in an area of the playground to collect together the members of their class group. Entrance times are staggered for these classes/year groups and it is vital that pupils arrive on time as the teachers will move off with their groups after a short waiting period to make space for the next groups arriving. Parents/Carers will not be allowed past the Infant wooden gates, as usual, and we would also ask you not to wait to watch your child's group walk into school as this will congest the Infant driveway area and make social distancing extremely difficult.

#### London Road – Honeybees, Moles and Sea Otters

- All children will enter via the Infant Pedestrian gate in the morning – this is the gate at the top of the long walkway on the right side of the school. There will be no entrance in via the gate opposite the School Office on the London Road in the mornings.  
The children will go through the covered walkway into the Infant playground where the teacher who is taking them will be waiting in an area of the playground to collect together the members of

their class group. Entrance times are staggered for the year groups and it is vital that pupils arrive on time as the teachers will move off with their groups after a short waiting period to make space for the next groups arriving.

Parents/Carers will not be allowed past the Infant Pedestrian gate and we would also ask you not to block the gateway for other parents/carers who are waiting for their children to enter.

### **END OF SESSION/END OF DAY COLLECTION ARRANGEMENTS**

Again, we would politely ask parents/carers to observe social distancing rules when coming to collect their child(ren) at the end of their Nursery session or school day. We have put up signs to help you when you arrive to the school sites. We would ask only one parent/carer to collect their child(ren) from school from each household.

There are no 'late room' facilities as we cannot mix children from across 'bubbles', so it essential that parents/carers are on time for their child(ren).

#### Hackbridge Corner

There will be a one-way system in operation to enter and exit the site.

All parents will enter the site via the Infant wooden gates whatever year group their child is in and exit with them via the KS2 gates on the other side of the site when they have collected them. This is to help the flow of people on and off the site.

- Key Worker groups will be dismissed from dismissal points in the KS2 playground nearest to the Y4/5 block/Sports Zone.
- Caterpillars will be dismissed from the Nursery door – parents/carers will not be allowed in to the Nursery.
- Tadpoles will be dismissed from the back door of Seals classroom.
- Squirrels will be dismissed from the Infant front ramp.
- Badgers will be dismissed from the Infant back ramp.
- Hedgehogs will be dismissed from the Infant cloakroom (on the corner of the building nearest to the pirate ship).
- Turtles and Dolphins will be dismissed from the back doors of their classrooms.
- Rhinos will be dismissed from the Y4/5 block.
- Giraffes and Elephants will be dismissed from either side of the Y6 block.

#### London Road

There will be separate in and out gate entrances for the three classes.

- Parents/Carers of Sea Otters will enter through the KS2 gate on the London Road and wait outside the KS2 etched gate on the left-hand side of the school site as the children will be dismissed out of this gate by staff. You should leave by the same gate that you entered.
- Parents/Carers of Honeybees will enter through the gate opposite the Main School Entrance and wait outside this area. Staff will be inside the foyer with the children and will dismiss them out to you as they see you arrive. You should leave by the same gate that you entered.
- Parents/Carers of Moles will come to the Infant Pedestrian gate and the teacher will dismiss the children from the KS1 etched gate to you as you arrive. You should leave by the same gate that you entered.

PLEASE NOTE that staff will not be able to chat freely or speak to you as they usually might have done at dismissal time and that parents/carers should remain at a distance at all times. If there is something that a staff member needs to speak to you about, they will put a note in your child's Home-School Contact Book or may indicate to you that they will call you by telephone in a short while.

### **WHAT TO BRING TO SCHOOL**

Items that are brought in from home are to be kept to an absolute minimum at this time.

All your child needs is a water bottle (this is essential as there will be no water fountains in use) and their Home-School Contact Book, and their packed lunch if they have one.

Please do not send your child to school with school bags or PE kits.

If your child regularly needs a change of clothes for toileting needs or personal sanitary items, then they may bring a small bag with these in.

## **CONTACTING THE SCHOOL, INCLUDING THE SCHOOL OFFICE**

- The School Office will not be open for people to visit in person.
- You can contact the School Office during our normal hours via telephone: 020 8647 7974 then either option 2 for the Hackbridge Corner site or option 3 for the London Road site, or by email to [office@hackbridgeprimary.sutton.sch.uk](mailto:office@hackbridgeprimary.sutton.sch.uk)
- Protective screens will be installed at both School Offices.
- If parents need to drop off an item for their child, this should be left outside the main entrance for staff to collect.
- No visitors, including parents/carers, will be permitted into the school building (this includes the School Office).
- In the event of an emergency, parents may attend the school in person, but will be asked to follow social distancing measures at all times.
- Parents/Carers cannot be late to drop off or collect their child(ren) from school due to the measures being put in place to protect all members of our community.
- Face to face meetings in person will not be possible at this time.
- Staff will not be available to talk with parents in person at the end of the school day and parents/carers are also politely reminded that they cannot congregate to chat with those staff on the gates each morning and afternoon.

## **HEALTH AND ATTENDANCE**

**NO CHILD IS TO ATTEND SCHOOL IF THEY, OR ANYONE IN THEIR HOUSEHOLD, IS SHOWING SYMPTOMS OF COVID-19.**

Government guidance about testing and self-isolation has been updated over the last few days. In line with the current guidance:

“If anyone in an education or childcare setting 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 must be sent home and advised to follow the COVID-19-guidance for households with possible coronavirus infection guidance.”

- A child who is awaiting collection will be moved to a room where they can be isolated, with appropriate adult supervision.
- All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and we would ask you to do so in this scenario.
- Where the child or staff member tests negative, they can return to school and the fellow members of their household can also end their self-isolation.
- Where the child or staff member tests positive, the rest of their class ‘bubble’ will be sent home and advised to self-isolate for 14 days. Government guidance currently states that the other household members of that wider group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
- The government are due to begin their national test and trace programme and if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will advise the school on the most appropriate action to take.
- Further details, and the link to book a coronavirus test, can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## **WRAPAROUND CARE AND EXTRA CURRICULAR ACTIVITIES**

This is a reminder that there is no usual Breakfast Club or Jancett After School Club provision unless your child is booked to attend one of our Key Worker childcare places and usually attends either of these. This is due to the government guidance which prohibits children from different ‘bubbles’ from mixing.

There are no extracurricular activities at this time.

## **I DID NOT APPLY FOR A KEY WORKER CHILDCARE PLACE FOR THE 1<sup>ST</sup> JUNE, BUT NOW MIGHT NEED ONE – WHAT SHALL I DO?**

Our capacity to offer key worker places in teaching groups of 15 pupils has been fully maximised.

Now that we have committed to bringing back our Nursery, Reception, Year 1 and Year 6 cohorts in half class sizes, we have a limited number of key worker childcare places available based on the total number of staff that we have available to teach all of the groups.

Whilst we will endeavour to meet demand for key worker childcare where we can, it may be that we have to ask the local authority to help identify placements at other schools if we already have 15 pupils in each of our key worker childcare teaching groups on each day.

**AS SOON AS THERE ARE ANY CHANGES...**

To begin with, the government has asked schools to begin with a phased return for four identified year groups. Adding any further year groups after that will be dependent on future government guidance and, at the moment, we have no further information or guidance regarding the reopening of the rest of the school. As soon as this changes, we will write to you again. It must be stated, however, that to reopen to Nursery, Reception, Year 1 and Year 6 in smaller teaching groups, as well as to continue to provide childcare for a limited number of children of key workers, uses every single member of our staff, so any future suggestion by the government that other year groups should also return would require an end to those measures at that time.

Government guidance continues to evolve and there may still be changes or amendments to what we need to do. We will communicate any changes with you if these need to happen. It is important to remember that these arrangements could change at any time depending on government directives and school staffing capacity.

We look forward to seeing our first pupils back in the morning.

Yours faithfully



Emma Walford  
Headteacher