



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

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22<sup>nd</sup> May 2020

Dear Parents & Carers

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

Firstly, we would all like to thank you for your ongoing commitment to supporting your children so well at home. We know how tricky it can be, especially if you are balancing home schooling children in different year groups, on shared devices, whilst also working from home and looking after your own health and wellbeing. You have worked so hard to ensure that learning for your child(ren) has continued in some form in your home environment and we have loved seeing the photos that so many of you have been emailing in to us. The feedback and support we have received from parents and carers has also been very much appreciated and has certainly boosted morale - so thank you very much.

As you are aware, the government has issued guidance to all primary schools that we should prepare to partially reopen the school to children in Nursery, Reception, Year 1 and Year 6 from the 1<sup>st</sup> June 2020. There has been a significant amount of guidance issued and the message from the government is that school leaders and governing bodies must decide what is best for their individual schools.

We have been working hard over the last week to set up a plan for our school sites which will enable us to continue to run three different platforms of provision simultaneously from 1<sup>st</sup> June, namely:

1. Partially reopening the school for Year 1 and Year 6, and then Nursery and Reception children;
2. Continuing to provide key worker and vulnerable children provision for those with pre-agreed places and
3. Continuing to provide online distance learning for children in Years 2, 3, 4 and 5 as well as children in Nursery, Reception, Year 1 and Year 6 pupils on their days at home, or for those who are unable to attend school at all at the current time for health reasons.

The government has published full guidance for parents online:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

### **SAFEGUARDING**

We have carried out an extensive risk assessment in line with the government guidance to ensure that our school is as safe as possible for wider opening next month. Our priority throughout, remains the safety of children, their families & our staff. This will continue to be updated as the term progresses.

In school, there will be a qualified paediatric first aider and a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead working every day.

## IMPORTANT DATES:

In accordance with the guidance issued to schools, and having undertaken a detailed risk assessment process, we can confirm that our school will re-open to:

- **Children in Year 1 and Year 6 on Monday 1st June on a 2 day a week basis and**
- **Children in Nursery and Reception from Monday 8<sup>th</sup> June on a 2 day a week basis.**

**You will be advised in an individual email at the beginning of next week as to which days your child has been allocated to attend school from the above dates.**

This decision has been made by school leaders and the Governing Body of our school. We have also worked in partnership with senior leaders from other Sutton schools and the local authority.

## INFORMATION FOR PARENTS OF CHILDREN IN NURSERY, RECEPTION, YEAR 1 AND YEAR 6

- Each class will be split into two teaching groups, with around 15 children in each group. The school has decided on the children in each group and this cannot be altered. Children attending the 2 day a week half class teaching groups will attend their usual school site from 1<sup>st</sup> June 2020.
- Some children will be in a teaching group which is not led by their usual class teacher. In the Nursery and Reception groups, we have ensured that LSAs and TAs are allocated to the group that does not have their class teacher to ensure a consistent and familiar adult for our youngest pupils. For Years 1 and 6 we have utilised other teachers from across the school with whom the children will be familiar.
- Teaching groups will follow a staggered school day, with your child's teaching group allocated to one of three different options:
  - 8.45am – 2.45pm
  - 9.00am – 3.00pm
  - 9.15am – 3.15pm
- To minimise contact, teaching groups cannot mix with one another; your child will remain in their allocated group. This will include at playtime and lunchtime – all time outside will be staggered.
- In their guidance for schools, the government states that “early years and primary age children cannot be expected to remain 2m apart from each other and staff” and say that they have taken this into account when choosing which year groups should return. In line with their guidance:
  - Year 6 children will work at their own table in the classroom, always keeping as close to 2m apart from others as possible;
  - Children in Nursery, Reception and Year 1 will be encouraged to operate in smaller groups at activities throughout the day. Learning areas for continuous provision for the EYFS will be distanced apart.
- We will remove soft furnishings, soft toys and toys that are hard to clean from Nursery, Reception and Year 1 classrooms.
- All your child will need to bring to school each day is a water bottle 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.
- Water fountains will not be used, so your child must bring their own water bottle.
- We will provide packs of essential items – pencils etc – for each child which only they will use.
- Children and staff will be asked to wash their hands on arrival to school.
- Frequent hand cleaning and good hygiene practices will be promoted throughout the day.
- Classroom doors and windows will be kept open to promote air flow.

- Increased levels of cleaning will take place, including a deep clean on a Wednesday, when the school is closed to all except those attending key worker places, and on a Friday after school.
- Toilets will be allocated to each class to use.
- Staff will continue to make the curriculum as interesting as possible, whilst promoting minimal contact at all times. For example, all teaching groups will enjoy a physical activity session each day, but PE lessons will not be possible.
- When the children first return, there will be a significant amount of PSHE undertaken to reintegrate them back into school and ensure that they feel happy and safe at school.
- There will be a focus on early reading, writing and maths skills in Reception and Year 1.
- For Year 6, their transition to high school will be a key focus for the discussion undertaken in their teaching groups.

The new school day will be very different to the one your child is used to experiencing. We will do all we can to help the children adjust to the new requirements:

- We will hold assemblies within their groups, not altogether.
- The children will not mix with their friends in other teaching groups.
- We will put new systems in place to ensure social distancing when dropping your child at school and collecting them at the end of the school day. This should only be done by one parent per family. Parents will be unable to congregate on the playground, or at the school gates. When dropping off or collecting your child, siblings may accompany their parents, but must remain 2m from other families at all times.
- All children will enter school via the Infant Gate (Hackbridge Corner) or KS1 Gate (London Road) at their allotted start time.
- At the end of the school day, we will operate a one-way system.
  - At Hackbridge Corner, parents will enter via the Infant Gate and exit via the Junior Gate.
  - At the London Road, Honeybees will be dismissed from the main entrance, Sea Otters from the KS2 Gate and Moles from the KS1 Gate.

The teachers will stand outside with their group of pupils and parents/carers will need to remain at a distance and their child will be sent over to them. Parents/carers cannot approach the group.

- 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 or email.
- 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.
- Teachers will continue to make contact via telephone with parents where needed.
- 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.
- Children will wear school uniform as usual. If your child has outgrown a particular item and you are unable to replace this at the present time, they may wear a suitable alternative instead.

## HEALTH AND ATTENDANCE

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

- If a child or adult in a teaching group develops symptoms, all families will be contacted and they will all begin isolation whilst we await confirmation about whether the child, or member of staff, has tested positive or negative. Anyone over 5 years old is now eligible for a test so we would ask parents to have their child tested. If the test is negative, the whole group may return to school. If the test is positive, the whole group must isolate at home for 14 days from the onset of symptoms in the person who tested positive.
- If your child is unable to attend school on any given day, please contact the School Office as you would normally.
- Parents will not be fined for non-attendance at this time, and schools will not be held to account for attendance levels.
- Any parent who decides not to send their child back at this time needs to contact the School Office on a weekly basis to keep us updated.
- If you have a child over 5, or you are a key worker yourself, you can book a test for anyone in your household if one of you believes that you have any symptoms of Covid-19, by following this link: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## LUNCH PROVISION

As we are offering 2 days a week of attendance for the time being, children in Reception, Year 1 and Year 6 who have been eligible for benefits-related free school meal vouchers are advised to send their child in with a packed lunch for the two days of their attendance in school from 1<sup>st</sup> June onwards. If you do not send your child with a packed lunch, then you will no longer be emailed a voucher code for that week as we cannot order them in lower denominations for the 3 days of unrequired attendance.

Lunches for pupils who would usually pay for a school dinner, or those who receive a universal infant free school meal (so not those with benefits-related FSM entitlement) will be provided with a cold packed lunch each day – please see the menu attached. If you would prefer to send your child in with their own packed lunch, you may do so, but this must be a set pattern every week from their return date – you cannot change daily or weekly.

## WRAPAROUND CARE AND EXTRA CURRICULAR ACTIVITIES

Unfortunately, due to the guidance we are now adhering to, we cannot allow children from different groups to mix and we are therefore only able to provide wraparound care for children of key workers who have existing places within our Breakfast Club or existing places within the Jancett After School Club. Usual fees apply in advance for keyworker children utilising their places in these.

We will not be offering Breakfast Club or After School Club provision for other children in Reception, Year 1 & Year 6.

Similarly, as we cannot allow mixing between groups, no extracurricular activities will be running at the current time.

## HOW WILL I KNOW WHAT DAYS MY CHILD SHOULD ATTEND?

**If you are the parent/carer of a child in Nursery, Reception, Year 1 or Year 6, in addition to this letter, you will receive an individual notification email by the beginning of next week which will tell you your child's allocated days in school, their teaching group and the times of their allocated school day.**

**Should government guidance change between now and the 1<sup>st</sup> June 2020, our position with regards to the partial reopening of the school may need to change to reflect this.**

## WHAT IF MY CHILD IS CLINICALLY VULNERABLE?

According to the government guidance:

- Children who are considered extremely clinically vulnerable and shielding should continue to shield and are not expected to attend. **This will be an extremely small number of children in our school – those for whom an individual healthcare plan is already in place.**
- Clinically vulnerable (but not extremely clinically vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. **A minority of children will fall into this category and parents should seek and follow medical advice if their child is in this category.**
- Children and young people who live in a household with someone who is extremely clinically vulnerable and shielding should only attend if stringent social distancing can be adhered to and the child is able to understand and follow those instructions.
- Children who live with someone who is clinically vulnerable (but not extremely clinically vulnerable), including those who are pregnant, can attend.

If your child is clinically extremely vulnerable, following medical guidance, self-isolating due to coronavirus symptoms or you do not wish for them to return to school, please continue to access online distance learning and activities via our Google site:

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

In any of the above scenarios, we would ask you to contact the school to confirm your child's continued weekly non-attendance for the duration of the partial reopening.

Class teachers will continue to 'check in' with each family via regular phone calls.

## CHILDREN OF KEY WORKERS & VULNERABLE CHILDREN IN NURSERY, RECEPTION, YEAR 1 & YEAR 6

**Where we have agreed to provide keyworker or vulnerable pupil places for children in Nursery, Reception, Year 1 and Year 6 from 1<sup>st</sup> June, please note that your child will not be in a teaching group with half of their class. They will be educated in key worker groups in a different classroom within the school. This is to ensure our school is complying with the new guidance issued by the government and to fulfil the requirements of our risk assessment. All keyworker childcare provision will be at the Hackbridge Corner site regardless of which site your child usually attends.**

All health & safety arrangements detailed in the sections above will also apply to children of key workers and vulnerable children from 1<sup>st</sup> June 2020.

## YEAR 2, YEAR 3, YEAR 4 & YEAR 5 CHILDREN

Unless we have agreed a key worker or vulnerable pupil place by sending you an email of confirmation, children in Year 2, Year 3, Year 4 and Year 5 should not attend school at this time and should instead continue to access the online distance learning which we will continue to provide on our Google site.

Class teachers will also continue to 'check in' with each family via regular phone calls.

We will continue to be providing Edenred free school meal vouchers to all eligible pupils in Year 2, Year 3, Year 4 and Year 5 on a weekly basis, for as long as the government scheme remains in operation or until those year groups fully return to school.

## I DID NOT APPLY FOR A KEYWORKER CHILDCARE PLACE FOR THE 1<sup>ST</sup> JUNE, BUT MIGHT NEED ONE AT A LATER DATE – WHAT SHALL I DO?

Our capacity to offer keyworker places in teaching groups of 15 pupils has been fully maximised. This does mean, however, that we are working with a limit of the number of keyworker childcare places available now that we have committed staff to the 26 other teaching groups required to bring back Nursery, Reception, Year 1 and Year 6.

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 keyworker childcare teaching groups.

### **CONTACTING THE SCHOOL**

If you have any questions regarding the wider opening of the school from Monday 1<sup>st</sup> June 2020, please do get in touch with us via email.

All our staff will return to working on site from the week beginning the 1<sup>st</sup> June 2020. They will also continue to plan and deliver online distance learning activities for pupils in all year groups. Rest assured, staff from every year group are committed to ensuring that the planning for the children who aren't in school will remain of the same high standard.

There will be no distance learning during half-term week.



### **ON A FINAL NOTE...**

If we do partially reopen the school from the 1<sup>st</sup> June, pending the final go-ahead from the government, it will be on a phased basis i.e. Year 1 and Year 6 returning on the 1<sup>st</sup> June and then Nursery and Reception joining them from the 8<sup>th</sup> June.

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 the children of keyworkers, 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.

We hope that this information is useful and gives you more of an understanding about provision in our school moving forwards from 1<sup>st</sup> June. The government are encouraging children in Nursery, Reception, Year 1 and Year 6 to attend from that point forwards, but have made it clear that it is not compulsory. We understand, and respect, that parents have different views and family circumstances that will make the decision a very personal one.

If you initially say no to the provision, but then change your mind further on, please do contact us as the government guidance is clear that we have to plan the provision for all the children in the class as they feel numbers may increase as the term progresses.

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.

All being well, and pending the final go-ahead from the government later next week, we look forward to seeing some of you back from the 1<sup>st</sup> or the 8<sup>th</sup> June.

Yours faithfully

A handwritten signature in black ink that reads "Emma Walford".

Emma Walford  
Headteacher