



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

Headteacher: Mrs E Walford  
Deputy Headteacher: Miss N Robins



Hackbridge Primary School  
Hackbridge Road  
Wallington  
Surrey  
SM6 7AX

Telephone: 020 8647 7974  
Fax: 020 8669 3762

Website: [www.hackbridgeprimary.sutton.sch.uk](http://www.hackbridgeprimary.sutton.sch.uk)

Email: [office@hackbridgeprimary.sutton.sch.uk](mailto:office@hackbridgeprimary.sutton.sch.uk)



Hackbridge Primary School  
London Road  
Mitcham  
Surrey  
CR4 4HS

Telephone: 020 8647 7974  
Fax: 020 8669 3762

Website: [www.hackbridgeprimary.sutton.sch.uk](http://www.hackbridgeprimary.sutton.sch.uk)

Email: [office@hackbridgeprimary.sutton.sch.uk](mailto:office@hackbridgeprimary.sutton.sch.uk)

Tuesday 21<sup>st</sup> July 2020

Dear Parents/Carers

### **Summary of the schools' Risk Assessment for returning in September 2020**

In line with the recent government guidance for fully reopening schools in September, the following protective measures have been set for our school in order to bring all our pupils back to school from the beginning of the autumn term and to welcome our new children in Nursery and Reception.

Our children's safety is paramount to us and so we have spent a long time thinking about how we can bring everyone back. The government guidance is absolutely clear about the public health advice that schools must follow to minimise the risks of coronavirus (COVID-19) transmission. It clearly details the set of actions that schools must take in terms of prevention and response to infection and all members of our school community and their families will be required to adhere to these. **This includes pupil, parent and staff engagement with the NHS Test and Trace process in every case where they are relevant.**

In order to make our environment safe, certain protective measures have had to be put in place and we know you will support us with following these.

Our full Risk Assessment is available on our website – please go to the Coronavirus Update banner on our homepage and click 'Click here for School Closure Letters and Forms' – you will find the full risk assessment for September at the top of the page.

### **Parental engagement**

As you are aware, working in partnership with parents/carers is really important to us, but when we return in the autumn we have to reduce the amount of adults in the school building as per the government guidance and our risk assessment. We understand that many of you will not have seen each other, or school staff, for a number of months when we do return. However, gathering at the school gates, group conversations and otherwise coming onto the site is not allowed.

Therefore:

- Parents will not be allowed in the school building until further notice.
- Parents are encouraged 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 check Home-School Contact Books every morning and will call parents to discuss issues raised if necessary.
- Staff will be unable to engage in conversation at end of the day dismissal points as they once would have done as it is important that parents and children move off site quickly.
- Parents needing to drop items off to school will be able to 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 beginning of the autumn term and therefore we will be chasing non-attendance as per our attendance policy and safeguarding procedures.
- Early in September, each year group will record a curriculum information/meet the teachers session on Loom which will be shared with parents on our Google site so that you can see what is planned for your child's year.
- End of Key Stage 2 SATs (Year 6) information sessions will be recorded on Loom and shared with parents/carers during the autumn term.
- Year groups/classes will record end of half-term Express events/year group Looms, which will also be shared with parents/carers.
- Christmas plays will be recorded if necessary, so that the children do not miss out and so that these important events can be shared with parents/carers. To begin with, we are not able to sing in large groups, so we may have to be creative with these plays if this guidance remains in place throughout the autumn term.
- Parent/Teacher Consultations in the autumn term may have to be virtual, but more information will follow at that time.
- Our uniform policy will be applicable in full from the start of the autumn term. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

### **Timings for the beginning and end of the day (PLEASE READ VERY CAREFULLY)**

Arrangements for the beginning and end of the day have had to be well thought about so that we do not have too many people on site at any one time. As per government guidance, we will be staggering both drop off and pick up times:

- The staggered start and end of each day will be done 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.

The start and end times will be:

#### **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** drop from 8.40am-8.45am, collect from 11.40am-11.45am

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

#### **London Road site**

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

**F to M surnames** 9.00am-3.25pm (Reception to Year 2)

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

**Honeybees** at 9.15am - 3.15pm

For both sites:

- At drop off times, it is vital that you drop off your child and leave the driveway/pavement area swiftly to avoid congestion which compromises social distancing for our whole school community.

- On both sites, Nursery and Reception children will be welcomed and dismissed from their classroom doors. School staff will guide parents/carers where they can and cannot go.
- Year 1 and Year 2 children will enter via the Infant gate on both sites (parents/carers do not come through this gate, as usual) and will be dismissed either from their classroom door or from the nearest door to the playground, which we will guide you to in September.
- Years 3 - 6 will enter via the Junior gate and will be dismissed in the Junior playground, which will be supported by members of staff due to the staggered times. Parents will be guided as to where to stand and wait.

## **Entry and Exit Points at the beginning and end of day**

### **Hackbridge Corner site**

- Caterpillars & Tadpoles will enter via the Infant driveway (next to the Red Lion) and go into the Nursery via the Nursery front door. Parents/carers will drop their child off at the door. At the end of the Nursery session, parents will need to queue in line with social distancing expectations and staff will dismiss children out individually of the Nursery front door to their parent/carer.
- Reception children will enter via the Infant driveway and go through the Nursery garden gate around to drop their child off at the rear door to their classroom. Parents/carers will drop their child off at the door. At collection time, parents will need to queue in line with social distancing expectations and staff will dismiss children out individually of the classroom rear door to their parent/carer. Parents/carers and children should then leave the school site immediately by the Infant gate unless walking around to the Junior playground to collect an older sibling.
- Year 1 and 2 children will enter through the Infant gate. Parents/carers do not enter past this point. Any older siblings who are in KS2 can walk around the back of the Infant playground into the Junior playground. At the end of the day, parents/carers should queue in line with social distancing expectations and a staff member will dismiss children out individually of the classroom rear door (or front ramp for Leopards and rear ramp for Panthers) to their parent/carer. Parents/carers and children should then leave the school site immediately by the Infant gate unless walking around to the Junior playground to collect an older sibling.
- Year 3 to 6 children will enter through the Junior gate (next to Sainsbury's). Parents/carers do not enter past this point. At the end of the day, parents/carers should queue in line with social distancing expectations and a staff member will dismiss children individually from their designated dismissal points. Parents/carers and children should then leave the school site immediately by the Junior gate unless walking around to the Nursery to collect a younger sibling.

ALL CHILDREN WILL WASH THEIR HANDS ON ARRIVAL AT SCHOOL.

### **London Road site**

- Honeybees will enter via the pedestrian gate opposite the front entrance of the school and go in via the front door to the school foyer where they will be met by the Nursery staff. Parents/carers will drop their child off at the door. At collection time, parents will enter via the KS1 etched gate (nearest the pond) and will need to queue in line with social distancing expectations and staff will dismiss children out individually of the Nursery rear door to their parent/carer.
- Reception children will enter via the KS1 etched gate and go in through the Hall door where their teacher and teaching assistant will be waiting for them. Parents/carers will drop their child off at the gate.

At collection time, parents will enter via the KS1 etched gate (nearest the pond) and will need to queue in line with social distancing expectations and staff will dismiss children out individually of the Reception rear door to their parent/carer. Parents/carers and children should then leave the school site immediately by the same gate.

- Year 1 and 2 children will enter via the KS1 etched gate. Parents/carers will drop their child off at the gate. Year 1 will go in through the rear door of their classroom. Year 2 will enter through their entry door – early in the autumn term, their teacher will be on hand to support the children in learning their new routine.

At collection time, parents will enter via the KS1 etched gate (nearest the pond) and will need to queue in line with social distancing expectations and staff will dismiss children out individually – Year 1 will be dismissed out of the rear door of their classroom to their parent/carer. Year 2 will be dismissed out of their nominated dismissal door (staff will be on hand to direct parents/carers and there will also be signs to indicate this). Parents/carers and children should then leave the school site immediately by the same gate.

ALL CHILDREN WILL WASH THEIR HANDS ON ARRIVAL AT SCHOOL.

### **Your child's day**

When your child first comes back, their new school day will be different to the one that they were used to experiencing previously. We will do all that we can to help the children adjust to the new requirements.

In order to bring everyone back safely, the government advice states that we need to keep the children in their class groups for the majority of their time in school, but that we may allow some mixing into wider groups for specialist teaching or wraparound care.

Therefore:

- 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.
- Most school staff will be allocated to a class bubble to work. These members of staff will remain consistent as far as possible. However, in order to facilitate the full curriculum and the school timetable, as permitted by the government guidance, some teachers and other staff will operate across different classes and year groups. Therefore, the children will see other members of staff, for example, when their teacher is out on their release time or when working with an LSA, TA or Senior TA who delivers interventions.
- To begin with, no shared rooms will be used, such as our ICT suite or library.
- In the classrooms, Year 2 to 6 tables and chairs will be placed in rows and the children will only sit side by side and not facing each other.
- Where possible with older children, the staff will maintain a safe social distance.
- The guidance does recognise that our younger children will not be able to maintain social distancing and that it is acceptable for them not to distance within their group. This will be the case with the Early Years and Key Stage 1 children.
- 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 in the autumn term. Children and staff will be required to wear their PE kit on PE day. **No** PE kits to be kept in school.
- Each class will have a timetabled PE lesson, which we will aim to take place outside, weather permitting. On these days, the children will be required to **wear their PE kits to school**. It would be advisable to consider the weather on these days and children should wear tracksuit bottoms as opposed to PE shorts as the weather gets colder during the autumn term. Contact sports are not permitted in any form.

- As we are not allowed any mass gatherings, there will be no assemblies altogether in the Sports Hall and assemblies will take place in classrooms. The Senior Leadership team will also endeavor to record some assemblies for pupils to view in their classrooms.
- Everything will be timetabled for each class, including outdoor playground times.
- Year 4s whole class music tuition for the autumn term will be taught by the Sutton Music Service, but their teachers will do this using music technology on Chrome books and not using the instruments to begin with. In the spring term, instrumental lessons will hopefully return, pending further guidance at that time; if they do, then each child would be given their own instrument mouth piece to use. Instruments would also be cleaned as per guidance.
- At the moment there will be no swimming lessons for Year 4 until further guidance is issued.
- We will not be arranging any extra-curricular sports activities or other clubs until further notice at any time of the day.
- Each year group will be allocated toilets to use and children using them will be monitored to ensure that good hand hygiene is maintained.
- Toilets will be cleaned regularly throughout the day.
- Classroom windows will be opened where possible to provide good ventilation and the classroom doors will be propped open when the classroom is occupied.

We have been working hard to think about the curriculum experience for the children when they return in September. There will be a focus on wellbeing, re-connecting with friends and staff and renewing class group identity as well as work on basic literacy and maths skills which will then lead us into a full curriculum.

### **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).
- Children will be registered at the door on entry.
- We are asking all parents 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)

### **Jancett After School Club**

- The Jancett Harriers Playsafe Club will run for those children who have had places confirmed by Jancett, but again the children will be kept in smaller year group bubbles to avoid wider mixing. We have asked them to keep the children in year group bubbles to limit mixing children, as we are doing in our own Breakfast Club.

### **Lunchtimes for children**

As we have so many pupils at Hackbridge, it would be a struggle to rotate everyone through the lunch halls in order to follow all the guidance as well as ensure that mealtimes were not rushed. We have therefore had to think about what we can put in place in order for everyone to be safe and be able to eat at lunchtime:

#### **Hackbridge Corner site**

- Reception classes will eat their lunch in the Infant hall and will have a daily packed lunch to begin with – this can be a school pack lunch for all Reception children, under their entitlement

to universal infant free school meals. This will enable them to get used to the space and sounds of the lunch hall. The children will be seated with their class bubbles.

- Years 1 and 2 will have one week of packed lunches and one week of hot dinners – both provided under their entitlement to universal infant free school meals. During the weeks when they are being offered a hot meal, they will eat in the Junior hall. On their week of packed lunches, they will eat in their classroom.
- Years 3 to 6 will all be required to have a packed lunch and will eat these in their classrooms. You may choose to send in your own packed lunch, or if you choose to pay through your ParentPay account, the school catering service will make them one. Children who are entitled to benefits-related free school meals in Years 3 to 6 will receive a school packed lunch daily.
- All tables will be cleaned thoroughly before and after each use.
- When Reception to Year 2 eat in the lunch halls, class bubbles will be maintained as far as possible.

### **London Road site**

- Nursery children will be required to have a packed lunch and will eat this in their classroom.
- Reception classes will be given a packed lunch and will eat this in the Studio space.
- As at Hackbridge Corner, Years 1 and 2 children will rotate every other week between a school packed lunch and hot dinners and these will be eaten in the hall.
- All tables will be cleaned thoroughly before and after each use.
- When Year 1 and 2 eat in the hall, class bubbles will be maintained as far as possible.

### **General COVID-19 protective measures**

- All children will wash their hands with soap and water when they arrive at school and then regularly throughout the day.
- Outside sinks will be put in over the summer break at Hackbridge Corner so that all children can wash their hands as they arrive at school and regularly during the day, especially before and after time spent outdoors. Sinks are available in each of the classrooms as well.
- We will continue to promote good respiratory hygiene - each classroom has a lidded bin where children will dispose of used tissues in order for us to continue to teach pupils to **“catch it, bin it, kill it”**.
- Washing up liquid and antibacterial spray will be kept in classrooms and staff will continue to wash and wipe down regularly touched surfaces.
- Toys will be sterilised regularly.
- Carpets will be cleaned regularly.
- A pack of personal protective equipment (PPE) will be kept in each of the classrooms in case of a child showing symptoms, in which event a member of staff would wear the PPE whilst accompanying the child to the designated isolation room on site and waiting distantly to supervise them whilst waiting for their parent/carer to collect them.
- The meeting room on each site will be used as an isolation room for any child displaying symptoms until they can be collected by parent/carer. Parents will be contacted immediately in this instance and will be expected to send someone to collect their child immediately.

**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.**

### **Travelling to and from school**

TfL have written to us recently about schools returning in September and what this will mean for those using public transport:

- Temporary bus capacity limits have now also been increased in line with the government’s latest social distancing guidance. However, at the time of writing this means that:

- Double-decker buses can carry 30 passengers
- Single-deckers, depending on size, can carry either 11 or 14 passengers.
- This is obviously a reduced capacity compared to normal and will therefore undoubtedly affect families who would have previously travelled to school by bus. TfL and the government are advising those who would previously have used public transport to walk or cycle if possible and to wash their hands before and after journeys.

Where families do intend to try and use buses to travel to and from school in the autumn, please be aware that:

- A “one customer off, one customer on” policy operates on buses at full capacity.
- Drivers have the discretion to allow more customers on board if they are travelling in household groups.
- Customers on buses are advised to sit individually in each pair of seats, with the exception of those travelling in household groups.
- Where possible, customers should sit next to and open bus windows for better ventilation, as well as space themselves out across the bus as much as possible, making use of the upper deck on double-decker buses.
- Face coverings - children and staff who need to wear face coverings to travel on public transport must remove them themselves **before** entering the school gates. Children must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag that they can take home with them.

### **Clinically extremely vulnerable children and young people (0-18) and others in the increased risk groups for COVID-19**

Emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are four key demographic factors that can affect people’s vulnerability, or ‘risk factor’ in relation to COVID-19 health outcomes:

- Age
- Underlying health conditions
- Ethnicity
- Gender

Clinically extremely vulnerable people are those who received a letter from the NHS which said that they were at high risk. From 1 August 2020, people in England who are at high risk from coronavirus will no longer be advised to shield. They will be advised that they can go out to more places and see more people, for example, the advice is that children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back). Government guidance states that:

*“Specialists in paediatric medicine have reviewed the evidence on the level of risk posed to children and young people from COVID-19. The latest evidence indicates that the risk of serious illness for most children and young people is low.*

*Children and young people who are cared for just by their GP are very unlikely to need to continue to shield in the future. This includes children with conditions including asthma, diabetes, epilepsy and kidney disease. A small group of children who receive specialist care in hospitals may still be considered clinically extremely vulnerable following a consultation with their doctor. This includes those receiving cancer care or those at risk of severe infection due to an immunodeficiency.*

*All decisions on whether children and young people should be removed from the shielded patient list (and therefore will not be advised to shield again in future if transmission starts to increase significantly) should be based on a consultation with their paediatric specialist or GP who will be best*

*placed to determine the most appropriate care. Your child's paediatric specialist or GP should be in touch over the summer to have these discussions."*

Parents of children with an Individual Health Care Plan, or anyone else within the four key demographic factors that can affect people's vulnerability, who feel that their child needs an individual risk assessment must contact the school at [office@hackbridgeprimary.sutton.sch.uk](mailto:office@hackbridgeprimary.sutton.sch.uk) to request one by the start of the new term.



I hope that the information in the preceding pages will give you some idea of how seriously we are planning for the return to school in September. I know that there is a lot to think about, but I wanted to give you as much information as possible.

We have missed the children so much and cannot wait to welcome them all back. However, in order to do this we have to follow the above safety and protective measures, along with all of those further details specified in our full risk assessment.

Government guidance is quite clear about what we need to do and it is important to us that you know how seriously we take everyone's safety. We appreciate that parents, and some children, may feel anxious about the return in September and we would encourage you to talk to us about these. Our ultimate aim is to get all of the children back to school. We are so grateful for all of your support throughout this time and are so lucky to have such a wonderful school community.

Yours sincerely

Mrs E Walford  
Headteacher