

Learning together to be the best we can be

Headteacher - Nichola Irving



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Dear Parents,

Firstly thank you for your support in response to the last letter I sent with regards to Horton Grange's stance on re-opening school and for your patience while we have been working through the details of how we can do this safely.

Since the last letter we have contacted Year 6 and Year 1 parents to gather a picture of how many parents wish their child to attend. This is key to how we re-open as we cannot safely place more than 10 children in most classrooms whilst promoting social distancing under current measures. The senior leadership team have been working through risk assessments and using guidelines to carefully inform a phased re-opening. As I stated in my last letter, we will not be opening to Reception children in our first phase of return. I also stated that arrangements could change at any time in relation to both risk assessments informing our decision and the Government's stance.

After careful consideration we have agreed to begin the phased return from **Tuesday 2 June**, whilst continuing to welcome key worker and vulnerable children. Please note as stated in the last letter school is closed on **Monday 1 June to all children.**

Phased return

Stage 1

Tuesday 2 June – Year 6

Monday 8 June – Year 1 (note this is a week later than the original letter)

Stage 2

Reception - date to be agreed dependent on infection rate across the region and ongoing risk assessments.

Stage 3

Remaining years, if and when safe to do so.

Our phased return has been planned to ensure we can manage this safely and support children to adjust to new routines. Whilst we have confidence in our planning, the decision to send your child back for the remainder of the summer term remains with you. I again confirm no action will be taken against any parent who decides not to and there is no judgement made. **We trust you** to make the right decision based on your own particular circumstances.



Thank you to Year 6 and Year 1 parents who have spoken to us on the phone, regarding your decision, and for the supportive comments received. We have based our plan on your responses, so if you have said clearly your choice is **not** to send your child to school you have not been allocated a place initially. Changes in numbers effect the provision we can offer so we will be operating a system to book the place at **least a week** in advance. If you are a parent of a **Year 1** or **Year 6** child and have said **you do not** wish your child to attend and change your mind, you must contact school to give a week's notice of the request to start. I cannot guarantee an immediate place as it may require changes to the provision but we will try our best. Parents of key worker children should continue to book their place but again this must be a week in advance to be guaranteed. We are moving to an online system for this. Further information to follow.

One of the key strategies used to reduce mixing is to place children into "bubbles" with one or two adults in one room to reduce contact. For the children who have indicated attendance, we have created these bubbles of no more than 10 children and where possible they remain with the same adult. As stated previously, this does mean children may not be with their normal class teacher. Rotas of staff will no longer operate as it requires an increased number of staff to provide provision for these small bubbles. Under these guidelines schools can no longer operate usual systems of staff cover for teacher statutory planning and preparation time as this would be mean another adult mixing in the bubble. Instead it has been agreed **that during the phased return and until social distancing measures are lifted school will close at 12.15pm each Friday from Friday 5 June** to allow for this time and, more importantly, carrying out a weekly deep clean of the building. This applies to **all children** including **key worker and vulnerable**.

I fully understand the last 2 months have been difficult and a new experience for us all. You will no doubt have many questions regarding this phased re-opening, I will attempt to answer some of them below.

FREQUENTLY ASKED QUESTIONS

How will schools know who to expect in school to allow them to plan staffing and maintain safety measures?

The parents in the following groups (who choose to send their child in) must book at least a week in advance or a place may not be available.

- 1) All children of parents that are **key workers, have a social worker or EHCP** and have their name on the list currently held in school, we need you to book your children into school, with days needed, a week in advance using the new online booking form. You will receive a text with details of this soon. It is your responsibility to book. If you don't, we will assume you do not require a place.
- 2) All parents of children in **Year 1** and **Year 6**, if you have already indicated your child will be attending from our initial phone call then they have been allocated a place. If you wish your child to take up a place at a later date we need you to book your children into school at least a week in advance by contacting the school via telephone. It is your responsibility to contact school to inform us. If you don't we will assume you do not wish to book a place. It is assumed Year 1 and Year 6 children attending will do so every day for the times school is open.

In all cases it cannot be guaranteed than an immediate place can be offered as it may require changes to staffing and provision to do so safely.

How many days a week will my child need to come to school?

For children in **Year 1** and **Year 6** if parents are choosing to send children back to school, they must attend every day, unless unwell. Children must not attend for a few days a week. Teachers will be teaching lessons that link to learning from one day to the next. If unwell, you must follow usual sickness absence procedures

and contact school.

My child will be attending school; where should I bring my child and what time?

Key worker and vulnerable children:

In the short term children should continue to enter through the main entrance following social distancing rules between 8.30am and 9.00am. We may change this should numbers increase. **No adults are permitted to enter the building or cross the social distancing measure.**

Year 1:

Children should be brought onto KS1 yard. To reduce congregation on the yard we will be opening doors between 8.30am and 9.00am initially. **No adults can enter the building and must ensure social distancing on the yard.**

Year 6:

Children should enter the KS2 yard and will enter school via the Y6 block doors. To reduce congregation on the yard we will be opening doors between 8.30am and 9.00am initially. **No adults can enter the building and must ensure social distancing on the yard.**

What will happen at the end of the school day and what time will this be?

Key worker and vulnerable children:

Children should be collected from the main entrance at 3.15pm. Again this may change should numbers increase. Only one parent should collect and parents must adhere to social distancing rules.

Year 1:

Children should be collected from KS1 yard at 3.15pm. Only one parent should collect and parents must adhere to social distancing on the yard. Parents must not come closer than 2m from door. Children will be released one by one in a socially distanced way. Please be patient. Normal collection safeguarding arrangements apply and you must be on the collection list to collect or use the password system

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Year 6:

Children will be dismissed from the Year 6 doors at 3.15pm. Only one parent should collect and parents must adhere to social distancing on the yard. Parents must not come closer than 2m from door. Children will be released one by one in a socially distanced way. Please be patient. Only children with permission to walk home alone can do so.

PLEASE NOTE ON FRIDAYS SCHOOL CLOSES TO ALL AT 12.15PM

Does my child have to wear school uniform?

We want to create normality as much as possible and uniform is part of this. Where possible, children should wear their school uniform (key worker children included) however we appreciate many children may have outgrown their uniform so our guidelines will be modified and less restrictive. Children should wear a T-shirt (school polo shirts can be worn). Dark jogging bottoms can also be worn. Children should wear a school coloured jumper if needed (purple or grey). Trainers can be worn. Ties should not be worn. To help prevent spread of infection children should wear clean clothes each day.

What does my child need to bring to school?

To reduce transmission children should only bring coat, water bottle and if needed a packed lunch. No other personal belongings can be brought into school. Children are also permitted to bring their own small hand sanitizer if they wish.

Will my child be provided with a lunch?

To reduce mixing, children will eat lunches in their classroom with their bubble of 10 children. Initially, the school kitchens will only be providing packed lunches. If your child is in Year 1, they are entitled to universal free school meals and will be provided with a packed lunch. If your child is in Year 6 and in receipt of free schools meals, they will also be provided with a packed lunch. However, it is our understanding that you will not receive your free school meal vouchers if you take a place in school. Your child can also bring their own packed lunch if they prefer. If you pay for schools lunches, a packed lunch can be ordered and paid for using Live Kitchen (also known as Schoolgrid). On Friday, packed lunches will be taken home due to the earlier finish time.

How will you keep my child safe?

We are following all the Government advice, however, I feel that drawing attention to the following is important:

- Parents are advised to walk / bike to school where possible following social distancing rules and avoid public transport.
- Only one adult can bring a child onto school site and no parents will be allowed in the school building unless it is an emergency.
- Parents should not congregate on the school yard or at gates and follow social distancing measures.
- We are opening doors early to provide a staggered start to prevent congregation and queuing. If queuing is needed then this must happen 2m apart.
- Children will be with one / two adults in one classroom and not necessarily the same group of children or teacher they were with in March.
- They will remain in the classroom for the duration of the day and they will not be able to mix with children from other classrooms.
- They will sit at desks which are 2m apart, including younger (Y1) children on return unless social distancing measures are relaxed.
- They will work at desks and not have carpet time.
- Their classrooms will have non-essential furniture removed and all soft furnishings.
- Children will not be able to bring equipment or books from home. They will be provided with their own set of equipment to be used only by them.
- Outdoor play equipment will be limited due to the need for rigorous cleaning.
- Staff will be provided with PPE for intimate care and first aid. Some staff may choose to wear PPE at additional times to support confidence in return to the work place. Whilst this is not recommended in the Government guidance, staff can exercise the right to do so should they wish.
- Walking on the left of corridors in single file at a distance of 2m will be strictly implemented.
- Assemblies and usual end of year events will not be able to take place unless restrictions are changed.
- Our kitchen will not produce hot dinners initially. Instead children who are entitled to a free school meal will receive a packed lunch to eat in the classroom and other children should bring their own.

- Hand hygiene will be insisted upon and monitored and children are permitted to bring their own hand sanitizer.
- Children will sit alone at tables 2m apart where possible and social distancing measures observed, with pupil numbers limited to 10 where possible (Government guidance is 15).
- Where children may not always sit at desks, such as nursery and reception, numbers will be limited to 10 ideally and less than 15 in each classroom and children will be encouraged to keep distance from each other.
- Teachers will not sit close to children to help them with their work, they will where possible maintain a distance from the children.
- Use of shared areas will be minimized e.g. no use of dinner hall or whole school assemblies
- Children who display symptoms and children that live in a house with someone who is displaying symptoms **must not be sent to school** by their parents.
- Children who display symptoms in school will be removed from their bubble to an isolation room until their parent is able to come and collect. Any staff members accompanying the child will wear PPE.
- Where a pupil with symptoms tests negative they can return to school. If a test is positive, the rest of the bubble (staff and children) will be informed sent home and advised to self-isolate for 14 days from the date the child became symptomatic.
- Additional cleaning of shared areas, and emptying of bins during the school day.
- All classrooms have separate catch it, bin it, kill it bins with additional emptying.
- School will close 12.15 each Friday to allow for an additional deep clean.

Despite all these measures all risk cannot be mitigated against.

Will there be a breakfast club and after school clubs?

No, during the phased return of school there will be no breakfast club or after school clubs.

How will children be grouped, will they be back in their classes, with their teacher and friends?

The Government guidelines recommend groupings of no more than 15 so we cannot guarantee your child will be their teacher or friend. Year 1 and Year 6 group bubbles have been created. While current social distancing measures are in place we are aiming for bubbles of 10 with one or two adults. Where possible these will be the same adults. They will have their own classroom and use this every day. The teacher may not be the same teacher as they had in March and the children may not all be from the same class. We will try to create bubbles with some friends where we can.

If your child is in Year 1 or Year 6 and had been attending as a child of a key worker or vulnerable group they will allocated to their year group bubbles from the date that that year group opens. If they are a key worker child in EYFS or Years 2 to 5 they will continue to be a member of a key worker bubble.

I have a child in Reception, Year 1 and Year 6 and don't want to send them to school. Do I have to?

No. The Government has announced that there will be no penalties issued for children who do not attend in this period. It is parental choice.

I am a key worker; do I have to send my child to school?

No. Previously you were only told to bring your child to school if you had no alternative child care. The Government is now encouraging you to send your child to school every day but you do not have to.

I am due to return to work on 1 June and my child is not in one of the year groups identified to open. Will my child be able to come back to school in a key worker group?

No. Unfortunately, we cannot guarantee places for everyone who is returning to work as we will have limited places based on the physical space available and staffing. We will prioritise key worker children using the defined list and we will continue to prioritise the children of front line NHS staff.

My child is in Year 6 or Year 1 and has been attending under the key worker category. Will they stay in the key worker group?

No they will join bubbles in their own year groups.

Will home learning continue if my child is not coming to school?

Home learning will continue for children not returning to school; we will continue to support parents with homeschooling but this will look a little different to what has been offered in the past few months. As teachers will be in school and working with children, they will be unable to engage as regularly with their own classes. We will be allocating staff to set work and this may not be your child's own class teacher. One teacher may be setting work for several classes. We will continue to provide links to BBC bitesize, Oak Academy, My Maths and Whiterose Maths etc. Of course we will have systems in place to respond to specific school work issues that arise but it may not be your child's class teacher.

If I say I don't want my child to attend and then change my mind can they come to school?

Yes, if you are a key worker, have a social worker or are a parent of a child in Year 1 or Year 6 but you must give us a week's notice using the method previously described and we cannot guarantee an immediate start.

What lessons will be taught in school?

In the key worker group children will be provided with time to complete home learning and project based activities.

In Years 1 and 6 the focus shifts from childcare to teaching as set out in Government guidance. We will have three priorities within this:

- Safety
- Social and emotional well being
- Education and catch up (including transition)

If my child is not attending school and I currently receive a FSM vouchers will this continue?

Our understanding is yes at this stage.

What happens if I would like to discuss a matter with a member of staff?

This should take place via telephone wherever possible.

My child is in Year 6, what arrangements are in place for transition?

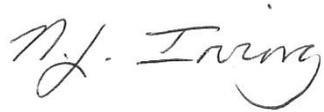
We are currently liaising with secondary schools and will keep you informed.

I hope I have answered some of your questions and whilst these are our plans, I am mindful that this could all change dependent on Government updates as they themselves are guided by the Science.

We are working under very different circumstances and trying our best to get this right but it is very much one step at a time and we will proceed with caution at every stage.

Stay safe.

Regards,

A handwritten signature in black ink that reads "Mrs N Irving". The signature is written in a cursive style with a large, sweeping flourish at the end of the word "Irving".

Mrs N Irving
Headteacher