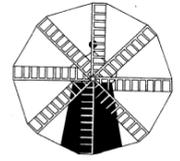


# Heckington Saint Andrew's Church of England Primary School



Howell Road, Heckington, Sleaford, Lincolnshire NG34 9RX

Telephone: 01529 460633 Fax: 01529 462107

e-mail: [enquiries@heckington.lincs.sch.uk](mailto:enquiries@heckington.lincs.sch.uk) website: [www.heckington.lincs.sch.uk](http://www.heckington.lincs.sch.uk)

Head Teacher: Mrs Judith Bentley

21<sup>st</sup> May 2020

Dear Parents/Carers,

Thank you for your patience and support over these last eight weeks. As you know, the Government has deemed it safe for children to return to school and schools have been asked to open for pre-schoolers, EYFS, Year 1 and Year 6. Since the end of March, Heckington Primary has remained open for key worker pupils and I am very grateful to all of our staff as they have worked very hard in so many ways to support the needs of our families over these weeks: food deliveries, supporting home learning, cleaning, caretaking, teaching and contacting and engaging with families to name but a few. I would like to thank you for all the wonderful learning that has taken place at home; we have really enjoyed seeing what you have been up to.

Thank you to the families from the specific year groups who have responded to our initial survey regarding your intentions to return to school; this has been helpful in supporting the planning and detailed risk assessment of the potential re-opening from 1<sup>st</sup> June 2020.

I am now writing to set out our plan for re-opening should the government announce that this is going ahead. This plan has been written in consultation with staff and governors and has been approved by the Governing Board. However, it is important to highlight that all aspects of the current plan are still subject to change as government guidance and regulations are still likely to change or be updated and therefore adaptations may need to take place. I am sure you can appreciate the complexity of planning for such an uncertain situation.

## Learning Bubbles

Due to the limited space in classrooms, children will be placed in a learning bubble with a **maximum of 10 children** and each learning bubble will be allocated a classroom within school. We will continue to provide care for keyworker/vulnerable children, and they will remain in a separate bubble in the school hall. Teaching staff will be assigned to a learning bubble and they will remain solely with this group of children. Children will not necessarily be with their class teacher, but we will do our best to ensure that there is a familiar adult with their group.

Where possible, desks will be spaced sufficiently apart, and one child will be placed at each desk. Once allocated, children **must** stay at this desk when they are in the room. Excess furniture will be moved to a separate room if possible or stacked at the back of the classroom. Children will be issued with their own stationery and plastic boxes or wallets will be provided for pupils to store their stationery in. Resources, including reading books, will not be sent home.

## Start and end of the school day

The playground will be used at the start and end of the day for the children in Reception, Year 1 and Year 6. The playground will be marked out to show where adults/children should stand to ensure a 2 metre distance is maintained. Parents/carers **must not** congregate and chat on the playground in order to maintain social distance. In line with Government guidance, we advise parents/carers to wear a face covering when on the school site dropping off and picking up their children. We intend to stagger the start and end time of the day at 10 minute intervals and it is important that parents/carers adhere strictly to these timings.



The start of the school day will be staggered as follows:

- Keyworker/Vulnerable Children will arrive at **8.40** (to continue coming through the main entrance)
- Year 6 children will arrive at **8.50** (to enter via Hazel class and, in the event of two Y6 bubbles, Silver birch class fire door)
- Year 1 children will arrive at **9.00** (to enter via Maple fire door, and in the event of two Y1 bubbles, Willow class fire door)
- Reception children will arrive at **9.10** (to enter via the Reception class fire door and in the event of two reception class bubbles, via Chestnut class fire door)

The end of the school day will be staggered as follows:

- Reception children will leave at **3.00** (via the playground)
- Year 1 children will leave at **3.10** (via the playground)
- Year 6 children will leave at **3.20** (via the playground)
- Keyworker/vulnerable children will leave at **3.30** (via the main entrance to school)

There will be a ban on using the equipment on the playground at the beginning and end of the school day and if your child needs to be accompanied to the school then only one parent/carer should attend.

### Playtimes

Staggered playtimes will be necessary in order to ensure that each learning bubble does not mix. Separate play areas will be allocated for each learning bubble and staff will continue to be vigilant in the playground to actively encourage social distancing. Staff will organise games in the playground, if necessary, to avoid close contact.

### Lunchtimes

Only packed lunches will be provided on site for those that wish to order through Willoughby Foods in order to reduce children and adults coming together unnecessarily. Children will eat in their allocated classrooms or outside in their allocated space if the weather permits. The midday supervisors will be allocated to the same bubble group each day and they will transport lunches to the classrooms to prevent additional pedestrian traffic through corridors. Children will need to wash hands before eating along with the use of hand gel. Children will have to remain in their learning bubbles during lunch playtimes and staff must ensure that each learning bubble remains separate from another and that they remain in their designated play space.

EXAMPLE LEARNING BUBBLE PLAN

	Bubble 1: EYFS	Bubble 2: EYFS	Bubble 3: Year 1	Bubble 4: Year 1	Bubble 5: Year 6	Bubble 6: Year 6	Bubble 7: Keyworkers
Adults	x2	x2	x2	x2	x2	x2	x2
Children	9 maximum	9 maximum	10 maximum	10 maximum	11 maximum	10 maximum	15 maximum
Indoor Location	Oak Class	Chestnut Class	Maple Class	Willow Class	Hazel Class	Silver Birch Class	Hall
Outdoor Location (a.m.)	Field closest to Howell Road	Playground	Field closest to Howell Road	Outside LKS2 Classrooms	Field closest to Woodland area	Cage	Playground
School start time	9.10 a.m.	9.10 a.m.	9.00 a.m.	9.00 a.m.	8.50 a.m.	8.50 a.m.	8.40 a.m.
Morning Break Time	10.30 – 10.45 a.m.	10.30 – 10.45 a.m.	10.15 – 10.30 a.m.	10.15 – 10.30 a.m.	10.15 – 10.30 a.m.	10.30 – 10.45 a.m.	10.00 – 10.15 a.m.
Lunch (in class)	12.00 p.m.	12.00 p.m.	12.00 p.m.	12.00 p.m.	12.30 p.m.	12.30 p.m.	12.15 p.m.
Outdoor Location (p.m.)	Main playground	Field closest to woodland area	Cage	Field closest to Howell Road	Outside LKS2 Classrooms	Field closest to Howell Road	Field
Afternoon Break Time	1.45 – 2.00 p.m.	1.45 – 2.00 p.m.	2.00 – 2.15 p.m.	2.00 – 2.15 p.m.	2.00 – 2.15 p.m.	1.45 – 2.00 p.m.	2.15 – 2.30 p.m.
School End Time	3.00 p.m.	3.00 p.m.	3.10 p.m.	3.10 p.m.	3.20 p.m.	3.20 p.m.	3.30 p.m.
School Entrance/Exit	Oak Class Fire Door	Chestnut Class Fire Door	KS1 external door	Willow Class Fire Door	Hazel Class Fire Door	Silver Birch Class Fire Door	KS2 external door

### Emotional and wellbeing of pupils

We appreciate that children may be very anxious about coming back to school and as such we will be putting a greater emphasis on PSHE when the children first return to school to support with any anxiety and worries they may have. Teaching staff will be allocating adequate time within the first two weeks of return to schooling to allow children to talk about their emotional needs, without being pressured into workload.

### Hygiene and Cleaning

Each learning bubble will have a suitable supply of hand sanitizer and soap available in classrooms along with gloves and disinfectant wipes. Staff will ensure that everyone washes their hands every hour through the day as well as at the beginning of the school day and before eating. Doors will be propped open wherever it is safe to do so to minimise touching of door handles and, where possible, all spaces will be well

ventilated using natural ventilation by opening windows/doors. We have purchased lidded pedal bins for the disposal of hand towels and tissues, and these will be emptied daily. Soft furnishings will be removed from classrooms – soft toys, rugs, cushions.

We would ask, please that you send your child to school in **clean clothes each day**; we are therefore not expecting children to attend school wearing school uniform at this time. The water fountain will not be used by children and we therefore ask that children bring a **named** water bottle to school each day.

Children will only be allowed into the toilet one at a time. At playtime a staff member will monitor toilets and allow one child per time to enter. Hand gel will be provided by entrance/exit to the toilets and extra signs will be displayed to promote good handwashing.

Hot water and soap will be checked daily to ensure that there is sufficient supply and tables, door handles and other hard surfaces within each learning bubble will be cleaned both during the day and at the end of each day. Ipads and keyboards will be cleaned after each use and again at the end of each day. Any resources or toys used during the day will be cleaned after each activity and left to dry. All cleaning staff will wear full ppe: aprons, gloves, masks. This will be changed as cleaning staff move from one bubble to another.

### **Curriculum**

Home learning will continue to be set for pupils who are working from home. In order to streamline staff workload, home learning and school learning will be the same with the continued use of White Rose for Maths and The Oak National Academy for other aspects of the curriculum. Outdoor learning will be encouraged where possible, ensuring that different learning bubbles are not coming into contact. Activities will be planned for individual work and there will be no group working.

There will be no expectation for the physical marking in books by staff and, as such, all work will be marked together by the children where possible. Extra curricular activities will be suspended, including speech therapists, sports coaches, music coaches etc. General gym equipment will not be used during the outbreak.

In Reception, the early year's curriculum will be followed as far as it is practicable to do so. **We have to acknowledge that children in Reception will not be able to socially distance between themselves or adults.** The classroom will be divided into 4 zones (3 inside and 1 outside) and different activities will be in each zone with a limit on the number of children who can be in any one zone at a time. The free flow element of the curriculum will not be in place but rather a structured timetable for activities which will be adult led.

No external visits will be carried out during the summer term and no whole school collective worship will be carried out; these will take place within each learning bubble.

### **Behaviour**

The behaviour and relationships policy will be updated prior to school reopening. A reduced timetable / exclusion/inclusion will be considered if necessary, i.e. if any child puts anyone else on site at higher risk of potential contamination. Any risk of spitting or other behaviour difficulties that require close contact with the child will need an individual risk assessment to be written (or health care plan).

A social distancing charter will be created for and with the children in each learning bubble and will include instructions on how to line up, the use of toilets, moving around the classroom etc. The charter will be revisited and modelled many times a day and linked to the school behaviour system – lots of praise for adherence and sanctions for non-compliance. Wilful non-compliance will not be tolerated - children will be isolated if they cannot adhere to the charter and spoken to re the need for social distancing.

### **Parents/Carers**

Staff will not be permitted to meet with parents/carers on a one-to-one basis during this emergency period. Parents/carers will not be able to talk to staff on the playground at the beginning and end of the school day and any messages must be sent through Seesaw/Tapestry or via email. We will use Parent Hub and Seesaw/Tapestry to communicate messages with parents/carers wherever possible. Parents should be aware that once school partially reopens, teachers will not be able to respond to home-learning work on Seesaw / Tapestry as promptly as they have been used to over the last few weeks.

Parents/carers will not be allowed to enter the main school building and will be asked to communicate either by telephoning the school office or by emailing [enquiries@heckington.lincs.sch.uk](mailto:enquiries@heckington.lincs.sch.uk). We also ask that you drop off and collect your children as quickly as possible and not gather at the entrance gates, on the playground or at doors.

Children who are dropped off at school by parents/carers who are not authorised workers or who are not in R, Y1 or Y6 (and subsequently parents/carers leave), will be sent to an isolation room. Parents/carers will be contacted to collect children immediately. A list of parent jobs linked to Critical Workers will be displayed on the school website:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Evidence to show that parents/carers are classed as key workers will be required – such as wage slips or confirmation from the parents/carers employer. Please do not send your child back to school unless you have given school at least one week's notice (using the attached form) of your intention to do so and have had confirmation that there will be a space in a bubble for them. In line with government guidance, priority will be given to children of key workers, followed by children in reception class and then year one and finally children in year six.

Parent meetings will be carried out via virtual meetings wherever possible, including third party consultants/advisors if necessary.

### **First Aid**

First aid will be administered by staff within each learning bubble and children will not be sent to the school office **except in an emergency**. All staff have received paediatric first aid training and, as such, are trained and able to deal with first aid issues that arise. There will be a supply of PPE for staff to use in each learning bubble consisting of gloves, aprons and masks. These will be checked regularly and replenished by the office staff when needed. PPE must be used when attending to any first aid or any intimate care needs. The wave room will be a temporary medical room which will be available for treatment of sick or injured pupils – this has a sink and access to the disabled toilet that will be segregated from general use. Hand wash and hand sanitizer will be available in the medical room.

### **External Visitors**

Wherever possible, external visitors will not be permitted into the school whilst pupils are present. Maintenance contractors (essential services to monitor safety functions such as Legionella, gas and fire detection systems) will be permitted into school when pupils are not present. They must provide a risk assessment to the school prior to attending. Only essential maintenance jobs and statutory inspections will be carried out during the partial lockdown. Where feasible, contractors and professionals will carry out virtual meetings to avoid direct contact with school staff and pupils.

Finally, I thought it might be helpful to share some of the frequently asked questions that are in the government guidance.

### **Will contact tracing be in place in educational and childcare settings?**

The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents/carers and schools or colleges on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and their fellow household members can end their self-isolation.

### **Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.**

The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

### **Should educational settings ask parents/carers to report pupils' temperatures at the start of each day?**

Parents/carers, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents/carers the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

### **Will children and young people be eligible for testing?**

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents/carers or carers to get back to work, if the test proves to be negative. To access testing parents/carers will be able to use the 111 online coronavirus service if their child is 5 or over. Parents/carers will be able to call 111 if their child is aged under 5.

### **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the [full list of essential workers](#). Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

We apologise for the length of this letter, but it is important that you have a full understanding of what school life will be like for your child under a partial reopening of schools next month to enable you to make an informed decision. I am sure you can appreciate that there is a great deal of preparation that needs to be

done to make school a safe environment in line with government guidance. School will therefore open to children in Reception, Year 1 and Year 6 on **Tuesday 2<sup>nd</sup> June** if we are given the go ahead. We will remain open for keyworker and vulnerable children only on Monday 1<sup>st</sup> June.

Coming out alongside this letter is a further survey where we are asking parents of Reception, Year 1 and Year 6 to let us know your final decision on whether you will be sending your child back to school should we reopen in June. Please could you complete this survey by **9.00 a.m. on Monday 25<sup>th</sup> May** so we can finalise the learning bubbles for the children. Please remember that if you choose not to send your child back at this time and then change your mind, we would need a week's notice (using the attached form) prior to them returning to enable us to plan appropriately.

We must again make it clear that this is our current plan. However, this is subject to change in line with guidance received from the government or the Local Authority. Should our school situation alter, and we do not consider it safe to admit some or all of the identified year groups back to school, then we will not do so. We will be reviewing our plan and risk assessments following the government announcement which is expected on 28<sup>th</sup> May and so please check Parent Hub on Monday 1<sup>st</sup> as a final decision will be taken then.

If you have any further questions or queries, please don't hesitate to contact us and thank you for your continued support and patience.

Yours sincerely,



Judith Bentley  
Head teacher



Amanda Grant  
Chair of Governors

# Heckington St. Andrew's C of E Primary School

## Return to School Request Form

Please complete and return this form to school via [enquiries@heckington.lincs.sch.uk](mailto:enquiries@heckington.lincs.sch.uk) giving us **one week's notice** prior to your child's return to school.

Parent's / Carer's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

I am requesting that my child return to school from (date) \_\_\_\_\_.

I understand that there is no guarantee that school will be able to accommodate my request and this will be dependant upon staff availability and places available within the learning bubbles.

I understand that priority will be given to children of key workers and then children in reception, followed by year one and finally children in year 6.

Signed.....

Date.....