



Heckington St. Andrew's Church of England Primary School



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Head Teacher: Mrs Judith Bentley

27th August 2020

Dear Parents / Carers,

I hope you have all had a lovely summer and have been keeping safe and well and making the best of the very difficult circumstances that we have endured over the last few months. I am sure there will be lots of uncertainty and anxiety for you and your children and I hope that this letter will set out some clear information about what school will look like when your child returns in September.

It is important that you take the time to read the very lengthy risk assessment in connection with the reopening plan outlined in this letter so that you understand how school will be operating. This can be found on our website along with our full reopening plan. Heckington will still not be the school as we have known it, with many changes to the organisation and running of the school day to ensure that the safety of everyone in our school community remains at the forefront of what we now do.

You will be aware of the government's guidelines for all children to return to school in September and that is what we are still working towards. Whilst following all of the government's directives and DfE guidelines, it is still up to schools to decide what is safe and manageable and, although we can reduce the risk, we are not able to completely eliminate it.

I would please ask that you don't compare us our provision with other schools as we all have different staffing levels, different buildings and different challenges unique to each setting. However, a lot of time has been spent in creating our reopening plan and in ensuring that we are putting in the best provision that we feel is possible.

Class Bubbles

Children will be organised into class 'bubbles' and the purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus and allowing for track and trace where a case is confirmed. Heckington St. Andrew's Primary School will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.

This means that children remain in their class cohorts with a team of adults comprising of their usual class teacher, teaching assistant and a constant midday lunch supervisor. Government guidelines advise that each class bubble should not mix and, as such, it will mean that at the start of the autumn term, we will not be able to run any after school clubs or hold any whole school events such as collective worship, church services or Christmas plays.

The guidance is clear that transitory contact, such as in corridors or cloakrooms is not a risk as it will be for less than 15 minutes at a time. There is therefore no risk in our KS2 classes sharing cloakrooms, toilets and corridors.

Respect + Responsibility + Relationships + Resilience + Reverence

Five Rs = Ready for Life

"I have come that they may have life, and have it to the full." John 10:10



Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum; this means that staff can cover PPA (planning, preparation and assessment time) as normal as well as leading short intervention groups for less than 15 minutes at a time.

Timings of the School Day

When pupils are entering and leaving school, we will have a one-way system in place. We ask that everyone enters through the gate by the Pavilion/playing field and leave through the green gate by the swimming pool.

We will have a rolling arrival time for pupils from 8.35 – 8.50 am; the gates to the playground will not be open before this time. Children and adults are not to congregate on the playground and children are to enter school through their designated entrance (see below) and parents leaving promptly through the green gate. **You may arrive at any time in this 15-minute window.**

Reception Class: to enter via the main school door initially
Years 1 and 2: to enter via the KS2 door
Year 3: Year 3 fire door
Year 4: Year 4 fire door
Year 5: Year 5 fire door
Year 6: Year 6 fire door

We will have a staggered end to the school day so that not all pupils are leaving at the same time and the timings for this will be as follows:

Reception/Year 1/Year 2 will leave at 3.20 pm
Year 3/Year 4 will leave at 3.25 pm
Year 5/Year 6 will leave at 3.30 pm

We endeavour to keep waiting times to a minimum. For the safety of everyone, we trust that you will not congregate on the playground and will keep a two-metre distance from other families whilst waiting to collect your child/ren. Parent/carers who have children in different year groups may need to wait for up to 10 minutes. They will be asked to wait in the “cage” away from the flow of other parents/carers arriving to collect children.

Having a rolling arrival and staggered collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. This will be difficult for some families of multiple children.

Parent/carers are to be encouraged to walk to school where possible and only **one parent/carer** will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage area to lock their bike/scooter securely near the KS2 entrance. Adults will be on the gates to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents/carers must not congregate at the ‘drop-off’ point; you must instead **arrive and depart promptly.**

We are aware that this system will mean that there will be some footfall along the path to the carpark at The Pavilion. We appreciate that this is not ideal, but we ask that everyone works together, is patient, kind, and aware of the extra pedestrian traffic that will be around. If it is busy, please wait in your car for a few minutes until it is safe. We are hoping that a 15-minute rolling drop off will mean that traffic is more spread out and less busy.

Again, parents/carers must not arrive early or late to collect their children from school. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. Please be mindful of other families who may also be leaving at the same time to ensure social distancing.

Classroom Organisation

Classrooms have been adapted to support distancing where possible. Where possible tables will now face the front and children will sit side-by-side, not facing one another nor side on. Classrooms from Year 2 – Year 6 will be prepared as such ready for September. As Reception and Year 1 access continuous provision in different areas of the classroom environment, it would limit their educational opportunities to organise the tables in this way and therefore classrooms will be arranged to suit the needs of the children and the learning.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. This will be kept in a pillowcase, which will be attached to the end of their chair and we ask that you provide a plain, white pillowcase for your child for this purpose. Other classroom resources like books and games can be used within the bubble but will be cleaned following use. Shared resources, like art/science equipment will be meticulously cleaned between uses or rotated to allow 72 hours between uses to ensure that they are safe.

Games that encourage distancing and little touch will be made available to the children. However, outdoor equipment will not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each class group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned.

Pupils should not bring anything additional from home. There can be no 'show and tell'. However, children can now take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library.

Hygiene Protocols

Adults and children will wash their hands on the following occasions:

- Entry to school
- Before/after break times
- Before lunch
- When they change rooms
- Before leaving school
- Anytime that they visit the toilet or cough/sneeze into their hands.

Additional hand sanitiser pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school, i.e. the reception desk for visitors and staff upon arrival, and the photocopying areas for increased hygiene as a 'pinch point' in the school.

Where children are struggling to wash independently, they will receive support assuming the adult supporting is also washing their hands. Children may also use moisturiser supplied from home when required. If a child cannot appropriately wash their hands, then skin-friendly skin cleaning wipes can be used as an alternative. Where required, staff will request these packs from the office.

Hand hygiene protocols will be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.

At the start of the new school year, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards.

At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment, which will be stored appropriately within the classrooms.

Children will be allowed to go to the toilet as they would do in a normal school day; however staff will closely monitor and be aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets will be cleaned regularly.

Lunchtimes and Playtimes

The expectation is that the Willoughby Foods will be fully open in the autumn term. Whilst policy and practices continue to embed, we will only serve grab bags as a school meal option for the first few weeks of term with a view to review this and extending to hot meals. Grab bags will take in to account dietary requirements as Willoughby Foods normally would.

Midday supervisors will continue to support the supervision of lunchtimes, but they will be allocated to class bubbles that cannot mix. A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at break times. The playground/field will be split into zones and allocated to bubbles to avoid any cross-contamination.

Lunch times will be staggered as follows:

12.00 – 12.20:

- Reception, Year 1 and Year 2 will eat in the hall (socially distanced in their class bubbles)
- Key Stage 2 on quadrants on the field

12.20 – 12.40:

- Year 3 and Year 4 eat in the hall (socially distanced in bubbles)
- EYFS will go onto the playground
- KS1 will take the two quadrants vacated by Years 3/4
- Years 5/6 will remain in their two quadrants on the field

12.40 – 1.00:

- Year 5 and Year 6 eat in the hall (socially distanced in bubbles)
- Years 3 and 4 replace Years 5/6 on the field in their quadrants
- KS1 and Reception remain where they are

The tables in the hall will be cleaned after use. There will be a one-way system in operation during lunchtime to ensure social distancing between class bubbles. **All classes** will enter the hall through the KS2 playground and exit via the KS1 doors onto the field.

Break Times

Year 3 – 6 will each take a quadrant on the school field with two members of staff supervising from the central circle. This circle will be an “isolation” zone to allow children to enter if they need to talk to a member of staff. KS1 will be on the playground in two zones (playground and cage area) and supervised by two members of staff.

Attendance

The government guidelines make it very clear that parents will be expected to send their children back to school. We all recognise that the children have missed out on their education over the last few months and, whilst lots of

home learning has taken place with children (and parents) working very hard, it is not the same as being in school and following the national curriculum. It is important that we all work together to support the children to get back on track as quickly as possible and, as such, good attendance will be vital. As a school, we will re-establish our attendance routines as before, i.e. we will continue to record and monitor attendance as we did pre-Covid and any absence will be followed up. We ask for your continued support to ensure that your children attend; in usual circumstances, your child's attendance should not fall below 90% as this then identifies your child as a "persistent absentee" and may trigger involvement of external agencies.

Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority's code of conduct).

Pupils who are shielding or self-isolating

If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Heckington St. Andrew's Primary School will support those parents through dialogue with appropriate agencies so that the right advice can be offered, and leeway afforded. Where children cannot attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Communication

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through the school office or via email if they have queries about the day or they can call to make a phone appointment.

Parents/carers will not be allowed to enter the main school building and will be asked to communicate either by telephoning the school office (01529 460633) or by emailing: enquiries@heckington.lincs.sch.uk. There is a box in the main entrance where parents/carers may drop any forms etc.

The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. A member of the team will go to classrooms throughout the day to collect any items brought into school (money, forms etc.).

Curriculum

Heckington St. Andrew's Primary School will not have a 'recovery curriculum'. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'. However, we will have a period of adjustment in September. During this period, children will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that children know that we are expecting of them on their return to school, i.e. great learning behaviours, 5Rs, etc.

A tiered document that outlines the September plan has been produced and this is also being sent home with this letter so that all parties are aware of the focus in the returning month. Tier 1 will focus on the universal messages that we need to re-establish, tier 2 will share enhanced measures of procedures already in place, and tier 3 will outline targeted support and specialist intervention. We will return to the normal teaching of all subjects in the autumn term.

Formative assessment will be used to a greater extent so that teachers can tailor the learning for pupils. We will undertake a baseline in September which will enable us to do a full gap analysis, which can then feed into planning. Additionally, pupils will undertake the star maths and reading assessments each half term, which will provide a personalised gap analysis and next steps to again inform planning.

Remote education will become a focus in the sense that it will become integrated into the school curriculum. Class teachers will retain the use of Seesaw and upload information to maintain contact and links with

parents/carers. Oak National Academy lessons will be used periodically throughout the curriculum and for homework so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.

Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place; children need to be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will need to be made.

PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors. The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session. Contact sports will be avoided. External coaches can still be used to deliver PE sessions as long as they also follow the protective measures. Children to come into school in their PE kit on their PE day(s); this will minimise changing and storing of PE kits in school and will mean that they can be washed regularly in between use.

Pastoral Support

We understand that children may find all of these changes difficult. We will endeavour to make the experience as positive as we can for all of our children as we recognise that they may be anxious. We are planning to focus on wellbeing at the start of the year to help children to get back into school routines and to understand the expectations and, where necessary, we will provide individual support where we can. PSHE sessions will provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.

Behaviour Expectations

At the start of the autumn term, expectations of behaviour will be revisited and the school's values of 'respect, resilience, relationships, responsibility and reverence' will be widely discussed so that the ethos of the school does not change. The climate and culture need to remain one of high expectations and respect for one another.

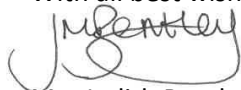
Please ensure that you have explained to your child the expectations around behaviour especially in regard to hygiene and appropriate contact with other pupils and adults. I am attaching the addendum to our behaviour and relationships policy which specifically deals with our behaviour expectations under coronavirus.

We have been as open and honest as we can be even though there are still many uncertainties and some lack of clarity from the government. We would ask for your support in implementing our plans and for following our risk assessment protocols. Whilst I appreciate that many of you may still have worries, I want to reassure you that we are following all guidelines and will continue to do so should they change in September or moving forward.

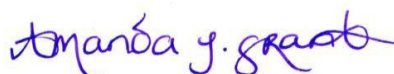
We apologise that again there has been an awful lot of information for you to digest but it is important that you are fully apprised of what school will be like for the return of all pupils. Thank you for taking the time to read through this information. If you have any further questions, please email the school using enquiries@heckington.lincs.sch.uk or headsoffice@heckington.lincs.sch.uk.

We are all looking forward to seeing you and your children return in September but, in the meantime, I hope you enjoy the remainder of the summer break.

With all best wishes,



Mrs Judith Bentley
Head Teacher



Dr Amanda Grant
Chair of Governors