



# Heckington St. Andrew's Church of England Primary School



Howell Road, Heckington, Sleaford, Lincolnshire NG34 9RX

Telephone: 01529 460633

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

1<sup>st</sup> March 2021

Dear Parents / Carers,

We are delighted that all children are able to return to school on 8<sup>th</sup> March and I thought it would be useful to write to remind you of the organisation and procedures for the running of the school day that we have in place to keep everyone in our school community as safe as possible.

We have reviewed our risk assessment and this can be found on our website; there is very little change to this or the updated guidance that we have received from the government and therefore there will be very few changes to how the school day is currently run. We will continue to follow all of the government's directives and DfE guidelines to try to reduce the risks as much as possible.

## Class Bubbles

Children will remain in their class 'bubbles' with the continued purpose to minimise contacts and mixing between people, reducing the transmission of coronavirus and allowing for track and trace where a case is confirmed. The children are now used to working and staying in their class bubbles and within these bubbles, we will continue to take measures to ensure that children and adults are distanced from each other where at all possible. The government guidance is clear that primary school children do not need to wear face coverings.

The guidance remains 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.

## Timings of the School Day

We will continue to have a one-way system in place for the start and end of the school day. Please enter through the gate by the Pavilion/playing field and leave through the green gate by the swimming pool. Our rolling arrival time will remain in place so you are able to drop your child(ren) off between 8.35 – 8.50 am. **You may arrive at any time in this 15-minute window.** The gates to the playground will not be open before this time and will be closed promptly at 8.50 a.m.

As a reminder, the children will enter through the following doors:

Reception Class: to enter via the KS2 hall door

Years 1 and 2: to enter via the KS2 hall 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

*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*



We will keep our 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

For the safety of everyone, can I please remind you to wear a face covering on school grounds; to not congregate on the playground and to keep a two-metre distance from other families whilst waiting to collect your child/ren. If you have children in different year groups, you may wait in the “cage” away from the flow of other parents/carers arriving to collect children. Please leave promptly once you have collected your child(ren).

### **Hygiene Protocols**

Adults and children will continue to 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.

Hand hygiene protocols will be re-visited next week when the children will receive reminders about the expectations of practices and protocols in school. At various intervals (as per the cleaning schedule), adults will continue to 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.

### **Lunchtimes and Playtimes**

The Willoughby Foods website has now reopened and you are able to order meals for the week commencing 8<sup>th</sup> March. We will continue to stagger lunchtimes and the children will remain in their class bubbles with a nominated midday supervisor assigned to them.

### **Attendance**

School attendance will be mandatory for all pupils from 8<sup>th</sup> March. The usual rules on school attendance will apply including:

- Parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- The ability to issue sanctions, including fixed penalty notice in line with local authorities’ code of conduct.

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 you 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.

### **Pupils who are shielding or self-isolating**

We will continue to 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.

## **Uniform**

Children will need to wear their normal school uniform from 8<sup>th</sup> March and we will again be asking them to come to school in their PE kit on their PE days (information to follow shortly). We appreciate that children may well have grown during lockdown and possibly have outgrown their current shoes, so we will be relaxing our expectations until shops are fully reopen. If you have any issues with any other school uniform, please get in touch to let us know.

## **Communication**

You can continue to contact teachers through the school office or via email if they have queries about the day or you 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](mailto: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.).

## **Pastoral Support**

We will again have a focus on wellbeing at when the children return to help them 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.

If you have any further questions, please email the school using [enquiries@heckington.lincs.sch.uk](mailto:enquiries@heckington.lincs.sch.uk) or [headsoffice@heckington.lincs.sch.uk](mailto:headsoffice@heckington.lincs.sch.uk).

Yours sincerely,



Mrs Judith Bentley  
Head Teacher