

Tuesday 2nd March 2021

Return of all children to school arrangements March 2021 - Reception

Dear Parents/Carers,

As we welcome back all children on the 8th March we are writing to let you know how school will be operating for the first three weeks until Easter. We will then review arrangements over Easter and look at any changes to be made after the Easter break. Many of the arrangements are the same as how we were operating in December so will not be any different for your child.

A comprehensive risk assessment has been completed outlining all our protective measures and a copy will be shared on our website by the end of this week in the policies section.

The following guidance applies to your child's specific year group and we ask that you keep to the guidance in order to keep everyone in our school community safe. If you require any further clarification, please do not hesitate to contact us via the usual means.

Drop off and pick up times and locations

Below are the details regarding the timings for when your child can be dropped off and when they will need to be collected from school. We ask that you keep to these times so we can minimise the congestion on the playgrounds.

Year group	Reception	classes	Door to use
Location	Usual Reception entrance at the side of the main building	All classes will use the Reception entrance at the side of the main building.	Entry and exit will be through the usual Reception entrance at the top of the ramp. Staff will stand at the top of the ramp to welcome the children into school. Please line up socially distanced on the left along the area marked out when waiting for the doors to open.
Drop off times	8.45 am Rockets 8.55am Sparklers 9.05 am Astronauts		
Pick up times	2.55 pm Rockets 3.05pm Sparklers 3.15pm Astronauts		

Please note you may be asked to wait before entering the playground if you arrive before or after your allocated drop off/pick up times. Timings of the day are staggered to avoid congestion but this is not impacting on the amount of teaching time the children receive.

Siblings

If you have more than one child please take note of the of the different drop off and pick up times and most importantly the entry gates to be used. Where possible, we ask that you walk round the outside of the premises to drop off other children. We will be introducing a one-way system for any siblings in Y3 and Y5 so after dropping off in those year groups you will be able to follow a one-way pathway inside the premises to access the North Playground or Infant School but this is only to be used by families with siblings in Y3 and Y5 please. All children always need to stay with parents and should not be allowed to run around the playgrounds or play on the play equipment to allow all enough space to socially distance from each other.

Parents and carers on site

We would ask that only one adult per family is on site to drop off or collect, this is to reduce the congestion on the playground and reduce any potential risk to others. All adults should wear a face covering at drop off and pick-up unless medically exempt.

Unfortunately, we are still not able to allow parents into the building but staff will be there on the playgrounds in the morning to encourage and support the children along with yourselves. We would ask that you speak to staff who are on the doors or that you call or email the school office to pass on any messages or ask any questions. If you need to drop something into school for your child please phone the school office and liaise regarding a convenient time.

Communicating with school

If you need to communicate anything with school you can do it in the following ways:

- Catch your child's class teacher or a member of senior staff first thing in the morning
- Write a message in your child's home school link book
- Call the office during the hours of 8:15am to 4pm
- Complete the contact form on the website
- Email office@havelockschools.org.uk

Class Bubbles

To keep the number of close contacts to the minimum possible for each child and reduce the number of children required to isolate in the event of a positive case, all children will remain in class bubbles throughout the day at school to begin with. Each class will remain separated in their areas and in zones on the playground and only mix with those outside their class bubble for essential learning that cannot be delivered in class bubbles or social/emotional intervention work. Staff will also be limiting the number of bubbles they work across during this time to keep transmission rates as low as possible. We realise that this may be upsetting for many children who have friends in other classes and will keep this

under regular review in order to allow year group mixing again as soon as we feel we are able to. This will be in response to number of positive cases we have in school during the initial period of all children returning and the figures in our local area.

Please talk with your child about this before they return so they understand that this will be the case and if they need help with friendships in their own classes, staff are there to help.

Attendance

The government guidance states that attendance is mandatory for all pupils from 8th March 2021. We realise that there may be some anxiety about returning but staff are available to support with this, so please contact us if you would like to discuss any worries. A small number of pupils will still be unable to attend because they are self-isolating and have had symptoms or a positive test result themselves. They will be able to access remote learning on Teams during this time absent from school due to self-isolating. A timetable of work will be uploaded each week into the files section for them to access from the first day of absence. Work is to be submitted daily please as an assignment and staff will provide feedback on the work within 2 working days. If your child does not have a device to use and is self-isolating we may be able to loan them one for the period so please contact the school to ask for support with this so they can still access learning during this period.

Please make sure you keep in regular contact with school regarding attendance as usual. On the first day of any absence please ring the school office to report your child's absence along with the reason. As per Pathfinder Schools policy, no term time holidays will be authorised and remote learning is only provided for those requiring to self-isolate due to COVID and not for any other reason of absence.

Breakfast club and before and after school clubs

We will not be running any before or after school clubs during the weeks before Easter. Once we have reviewed the impact of all children being back during these first three weeks we will then look at introducing these sessions in the following weeks outdoors to begin with and then indoors when we feel we are able to.

School equipment and resources

School will provide all children with their own personal equipment (e.g. pencil, ruler, glue stick, scissors etc..) so please do not send your child with any additional equipment, including toys and games. Regular cleaning of shared resources will take place as has been in place since March 2020.

Bags

We ask that you send your child in with the minimal number of additional items. If they are not having a lunch provided by school they will need their lunchbox. We would ask that anything else they need such as their reading book, home school link book, water bottle, sun hat, sun cream etc is brought in using their book bag.

Reading books

Children will resume bringing reading books home on the week commencing 8th March. We ask, as normal, these come back and forth from school each day. When in class we will ask the children to remove their reading book and home school link book from their bag for checking. If we can see that the home school link book has 2 entries for reading at home and your child is ready to change their book we will ensure it happens within the same day. Books that have been returned will be quarantined before going back into the central stock.

PE Kits

All PE will continue to be done outside so children are to come to school in their PE kit on the days that their class does P.E. Please send them wearing the usual school PE kit with their school jumper/cardigan on top for warmth. We ask that they wear a pair of trainers (not plimsolls) on their feet on their PE days. In Reception, our PE days are Monday and Friday.

Medication

If your child requires medication during the school day please write a letter outlining:

- the name of the medication to be given
- dosage
- times to be administered

You will need to make sure you sign this letter to give your permission for staff to be able to administer the medication as directed. The letter along with the labelled medication needs to be handed to the class teacher at drop off.

Distancing

Although government guidance states that schools do not have to ensure social distancing in their class bubbles we will encourage our children as much as possible to spread out and keep their distance. Staff are also advised to keep their distance as much as circumstances allow.

Washing hands schedule

All our children will be asked to wash their hands at set times within the day. These times are:

- When they enter school
- After playtime
- When they change locations
- Before and after eating

If your child requires their own hand cream or soap due to allergies, please provide this in your child's bag and make their teacher aware.

Break time arrangements

Each year group bubble will have a set playtime slot on one of our playgrounds in a specific zone. Infant school children have access to the free fruit scheme so do not require an additional healthy snack.

Lunchtime arrangements

Lunchtime for Reception will be 12.15pm to 1.15pm. All children in the year group will be eating in their classrooms and will have an allocated time slot to go out on the main playground. Please order school lunches that are delivered to the classroom in the usual way on school money before the 8th March. If you wish to provide your own packed lunch then please ensure it is in a named packed lunch box that your children will bring in and take home each evening.

The curriculum and settling in

Upon all children returning on the 8th March, staff will be helping the classes to settle back into routines and pick up on the learning again. This will be the main focus of the first week back. We will be doing daily personal, social and health education sessions to give children the opportunity to focus their social and emotional development. We know that many children will be keen to return to regular structure, focus and normality as this is what they are used to at school.

Please try not to talk about or worry about children catching up or lost learning time. We know that during their time away from school, many of the children continued with their learning through our remote education provision. They were also learning wider skills during this time. Staff are skilled at identifying next steps in learning and moving children forward in response to these. During the period before Easter they will be using informal assessment tasks to identify where each child has progressed to and identify where they need to move onto next. We will be able to talk about this with you at the parent/teacher meetings that are scheduled for the week of the 22nd March via Teams so please watch out for the booking form to book your appointment for this.

The classroom

The classroom will be set up like it was in December for the children. We are not requiring children to social distance but we will encourage them to keep a reasonable distance between themselves and the class teacher. We will also encourage that when sitting at desks they do so side by side rather than face on.

Isolating

Should any member of your household display symptoms of COVID-19 (a continuous cough, high temperature or loss of smell/taste) you should self-isolate as a household and arrange a test for the member of the household with symptoms to have a COVID test. Children are not to attend school whilst waiting for test results for either themselves or a member of the household. Please notify us immediately if your household is isolating.

We ask that you inform the school as soon as possible with the result of their test.

- If the test comes back negative your child can return to school as normal as long as they are well enough.
- If the test comes back positive your child will need to self-isolate for the full 10 days from the onset of symptoms. During this period, you should not leave your home.

As a result of testing positive you will also need to engage with the test and trace team. If a child or an adult test positive within a year group bubble, Public Health England and the DfE will be informed and will advise the school on actions they need to take. This will include identifying close contacts to isolate which will be the class bubble along with any other close contacts identified from the 48 hours before symptoms started.

For individuals, any groups or in the event of the whole school needing to be closed, as advised by Public Health England, school will instigate our remote education plan. This will involve learning through Teams will be linked to the school's curriculum. Further guidance about our remote education plan is on our website under the Teams section.

We thank you for your understanding regarding these procedures and ask that you help us as a community to keep ourselves and others safe by keeping to the guidance as best we can.

As always if you have any question please do not hesitate to contact us.

A handwritten signature in black ink, appearing to read 'Rachel Kiziak'.

Mrs Rachel Kiziak
Executive Head Teacher
Havelock Infant and Junior Schools