

2<sup>nd</sup> June 2020

Dear Parent/Carer,

### **Opening our doors for more pupils**

The government announced on 28<sup>th</sup> May that the 5 tests had been met to their satisfaction and as a result they have now deemed it safe to begin a tentative and gradual wider opening of primary and secondary schools. For all schools both home learning and the provision for children of critical worker and vulnerable children will continue and for primary schools it is recommended that nursery, reception, Yr 1 and Yr 6 pupils begin a phased return **from** 1<sup>st</sup> June. For secondary schools there will be some face to face contact for Yr 10 and Yr 12 pupils **from** 15<sup>th</sup> June.

During this time attendance is not compulsory and as a result will not be enforced. If you choose to keep your child at home you will continue to receive home learning activities to complete. There will be no fines for non-attendance at this stage.

**As you are no doubt aware there continues to be much controversy about the wider opening of schools and the level of risk to children staff and communities. Our risk assessments currently show that to reduce risk to an acceptable level Pathfinder Schools primary schools will begin the process of gradually widening their in school offer from Monday 8<sup>th</sup> June. We will be continually monitoring the number of cases and the R rate over the coming weeks. If the risk becomes too high our plans may well change and the date your child returns to school may change in light of these. We will of course keep you informed.**

During the last 3 weeks in line with government guidance, Pathfinder Schools has been undertaking a rigorous risk assessment process in order to ensure that our schools are as safe as possible in the current circumstances. Schools will look very different as class sizes are strictly limited depending on the size of the room and the maximum group size is no more than 10 children. Pupils will be asked to observe social distancing at all times including break and lunch times and no mixing across groups is permitted. For younger pupils where this is not possible they will mix within their small group or 'bubble' and only share resources within this group. The health and safety of pupils, staff and the community are at the forefront of all our planning so it is vital that strict behaviour and hygiene rules are followed at all times.

At this time we have been able to accommodate all those pupils who have expressed a wish on the survey sent out on May 13<sup>th</sup> to return to school on a full time basis. However we are well aware that numbers may change should more parents wish to send children back. We will be reviewing current provision every 2 weeks with the first review being on 18<sup>th</sup> June 2020. The 22<sup>nd</sup> June will be the next opportunity for any new children to join our provision but only if there is space. All parents who responded with yes on the initial survey will be sent out further details this week on which class their child is to be in and the drop off and pick up times for this group. Unfortunately we are not able to change these groups for individual children.

If you do decide that you would like your child to return to school and be considered in the next round of offering places, please contact the school office in order to inform our planning but no further places can be offered immediately.

Please be aware that if more children return it is highly likely that due to staffing needs and limitations on space we will have to move to a rota system so your child may have 1 week in school and 1 week learning at home. Whilst we realise that this may be inconvenient we put health and safety first in all our decisions. We will of course let you know if this is necessary.

We would also like to stress that it will be vital for all children to follow rules and guidelines for social distancing from both staff and other children. Where your child is struggling to do this we will contact you to collect your child from school as health and safety of our school community will remain our priority. We will then provide you with learning at home whilst COVID19 guidelines are in place. Please ensure we have up to date contact details at all times.

Contact details will also be vital as government guidance states that when a child develops symptoms compatible with coronavirus, we will immediately isolate your child and call you to collect them and to self-isolate for 7 days. Your fellow household members should self-isolate for 14 days. We will ask you to get your child tested for COVID 19. Where the child tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days.

If other cases are detected within the cohort or in the wider setting, Public Health England's local health protection may recommend that more people self-isolate, perhaps the whole class, site or year group. It is vital that everybody is completely honest about their state of health and if your child is unwell we ask that you keep them at home until they are fully recovered and until any isolation periods have been correctly observed.

We also kindly ask that in order to protect your child, your household and the staff working with your child you do not break the current Government guidelines. By doing this you will be lowering the risk for the whole school community.

### **What will School look like?**

- Havelock Infant School and Havelock Junior School will both be open. We will accommodate critical worker groups in both schools relevant to the year groups and also have Reception and Year 1 groups at the Infant School and Year 6 groups spread across the Junior School. All classes will have a teacher and teaching assistant with them. Due to limits on sizes of groups and some staff not being available to work your child may not be with their usual teacher or classes.
- After risk assessing the size of the classrooms, each classroom will accommodate 10 children plus two/three members of staff maximum.
- Pick up and drop off timings and locations will be in place for each new group. Once a place has been confirmed for your child we will send details to you on the timings for drop off and collection for your child's group. We aim to keep these times similar for siblings. All drop off points and pick up points are clearly marked on the playground floor with letters and crosses to stand on. We ask that only one parent accompanies the children and if you need to bring siblings they remain at your side the whole time. Each parent must wait with their child on the crosses in the morning and will be met on the playground by staff members who will see them into school. On pick up, parents again wait on the crosses and staff will bring the children out to meet you and dismiss them one by one to you. All drop off points and pick up points have been carefully timed to reduce the amount of people on the playgrounds at one time so we ask that they are strictly adhered to. Unfortunately we are not able to change your pick up or drop off times once they have been allocated.
- We encourage you to walk to school where possible or come in private transport if needed. Please do not bring bikes or scooters as our usual storage places for them are not in use at the moment.
- For Years 5 and 6 mobile phones are discouraged. If they must be brought in they are to be switched off and kept in the personal trays on their desks. We are unable to collect them in

and lock away as usual so they remain at your own risk when classrooms are left unattended. If this is abused they will not be allowed in future.

- The organization of groups is seen below:

<b>Havelock Infant School</b>		<b>Havelock Junior School</b>	
Class 1 – YR critical workers	Mrs Glenn	Class 10 – Y3/4 Critical workers	Mrs Spies
Class 2 – YR	Mrs Politano and Mrs Barrett	Class 11 – Y6	Mr Skelham and Mr Dicken
Class 3 – YR	Mrs Alder and Mrs Kiziak	Class 12 – Y3/4 Critical workers	Mrs Forshaw
Class 4 – Y1 critical workers	Mrs Bubeer and Mrs Powell	Class 13 – Y6	Mrs Cooper and Mrs Weekley
Class 5 – YR/1 mixed	Miss Cleworth	Class 14 – Y5 Critical workers	Miss Womack and Mrs Ginns
Class 6 – Y1	Mrs Spencer	Class 15 – Y5/6 Critical workers	Mr Molloy
Class 7 – Y1/2 Critical Workers	Mrs Tyler and Miss Allen	Class 16 – Y6 Critical workers	Mr Jacques
Class 8 – Y2/3 Critical workers	Miss Littler	Class 17 – Y6	Mrs Cartwright
Class 9 – Y1	Miss Greensmith	Class 18 – Y6	Mrs Williams and Mrs Aldridge

- The free fruit scheme is unfortunately not being supported by the Government for Infant children at the moment but our catering providers are providing fruit if parents request a school meal.
- Our catering company abm are providing packed lunch options only at present as children are not able to come to the school hall to eat. Infant School children who would like a packed lunch provided as part of the universal infant free school meals can book this through the usual way on School Money. Junior children who also wish to purchase a packed lunch can also book as usual on School Money.
- All classrooms have been set up with minimal furniture and soft furnishing removed as per government guidance. Children are spread out around the room to allow for distancing between them. Each child has an individual pack of resources to use during the day and access to class resources that are just for their group. Please limit belongings to the bare minimum which are stored in the classrooms. Each child is only required to bring: A coat (weather dependent), hat, sun cream, hand cream (if required) and a packed lunch. Please do not send in any other personal belongings.
- Please do not send in medicines unless they are essential. If your child is not well enough to attend school please keep them at home until they are well enough to return. Any medicines need to be handed to class teachers upon arrival by the child and will be kept in the office and administered by the admin staff. These staff may need to wear PPE (gloves, apron, mask and visor) to administer the medication if they need to get close to the child so please make sure your child is aware of this. All instructions about taking the medication is to be done over the phone with the office staff please along with your consent.
- The groups will be following a similar curriculum to the home learning sheets and following the suggested activities. They will have a clear structure to the day with daily sessions on English, Maths, Topic, Phonics in EYFS/KS1 and PSHE. There are certain subjects that we will not be able to deliver due to the sharing of resources needed to deliver these. Outdoor time is clearly scheduled to include daily exercise.

- We ask that all communication between staff and parents will be done via phone call or email as we are not permitted to allow adults in the building other than staff. Please respect social distancing on the playground when talking to staff and any private messages are to be done via a phone call. Any accidents will be reported to you via text message rather than the accident paper slips.
- For those children not in school we will continue to provide home learning sheets weekly. They will be emailed out on a Friday and also uploaded to our website to continue supporting those not able to attend.
- Handwashing is crucial and will be a scheduled activity throughout the day. All children will wash their hands as they arrive at school, after outdoor time, before and after lunch and before coming home. We have soap and dedicated sinks for each class but know that their hands will dry out quickly from this increased washing so if you wish to provide them with some hand cream they can apply this through the day.
- We are asking children to wear uniform to school. If your child has outgrown their uniform please make your best substitutes. We encourage you to send the children in each day wearing clean clothes where possible but understand that you may be limited to amounts of uniform available.
- The children will remain in their class groups for the entire day and have all their outdoor times and lunch with the same group as they cannot mix with other groups. The new classes have been numbered. These groups have been assigned with the number of children in mind according to the number of staff available so they may not be with a member of staff they know well. All staff will work to welcome their new group to work as a team and spend a lot of time talking and supporting the mental health and well-being of our children.
- In order to protect our staff and children there will be minimal contact between staff and children and children and children. For our youngest children, they will need careful explanations of school and how it will be very different to how they are used to school being. Staff will do their best to encourage and support them but if a child is unable to leave their parent in the morning to come into school independently staff will not be able to physically support them to enter the building. We care about the emotional health of our children and will work together to support children adapt to these changes as best we can with the current restrictions placed upon our settings at present.

- **Personal Protective Equipment (PPE)**

DfE guidance on PPE is as follows and therefore none of the children should be wearing PPE:

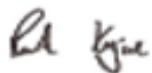
*'Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children) as it may inadvertently increase the risk of transmission'.*

School staff will be using appropriate PPE when attending to first aid, personal care and some aspects of cleaning. The wearing of face-coverings at other times is a matter for individual members of staff, please prepare your child should this worry them.

We know that this is a very unusual time for our whole community and we are committed to working together in the best interests of our children. Please get in touch if you have any questions or queries.

All places will be confirmed for children eligible during this week with your child's class assigned and drop off and collection times and locations explained. Unfortunately these cannot be changed.

We thank you for your support during these difficult times.



Head Teacher



Chair of Governors



Chief Executive Pathfinder Schools