

Tuesday 2nd March 2021

Return of all children to school arrangements March 2021 – Year 1

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.

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 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	1	Teacher	Door to use
Location	KS1 Playground Entry through the main Infant School gate	Mrs Bubeer/ Miss Robertson - Puffins	Entry and exit will be through the Kiva door by the ramp
Drop off time	8:50am – 8:55am	Miss Cleworth - Robins	Entry and exit will be through the library door. At the end of the day the children will be released down the ramp.
Pick up time	3:05pm	Mrs Spencer - Peacocks	Entry and exit will be through the library door. At the end of the day the children will cross into the outdoor area and be released by shed.

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.

At the end of the day, please can we kindly ask that all parents and carers stand away from the fence to ensure social distancing is observed with the Peacock class line.

Siblings

If you have more than one child, please take note 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. 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. Please note this is only to be used by families with siblings in Y3 and Y5. 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 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 playgrounds 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 is unable to take place in the class bubble or for 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 to allow year group mixing again as soon as we feel we are able to. This will be in response to the 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 of absence 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 to the dated self-isolation 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 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 during 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. Please remember the [Oxford Owl](#) website is also available for additional reading material. We appreciate that many children will have made progress in their reading whilst working remotely. Please bear with us whilst we check phonic knowledge and match your child to their new book band colour.

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.

PE Days will be as follows:

Peacocks – Monday and Thursday

Puffins – Wednesday and Thursday (Monday and Thursday in the w/c 8.3.21 only)

Robins – Monday and Wednesday

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:

When they enter school

Before and after eating at playtime and lunchtime.

Children will have the option to either wash or sanitise at the following times:

When they change locations

At the end of the day.

If your child requires their own soap or sanitiser due to allergies, please ensure this is in your child's bag every day and make their teacher aware. Hand cream can also be brought in if your child's hands become dry or sore.

Break time arrangements

Each class 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 Year 1 will be 12pm to 12:50pm. All children will be eating in their classrooms and will have an allocated time slot to go out on the main playground in a specific zone. 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 on 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 their next steps.

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 table arrangement may be slightly different but there will continue to be additional spaces for independent learning time. Each class will also have a section of our 'middle area' for independent learning activities, but the class bubbles will not mix before Easter. We are not requiring children to social distance but we will encourage them to keep a reasonable distance between themselves and the adults. Some staff may be wearing masks and/or visors in the classroom.

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 for the member of the household 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 class 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, both in and out of school.

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



Mrs Rachel Kiziak
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Havelock Infant and Junior Schools