

1<sup>st</sup> September 2020

### **Opening arrangements for September 2020**

Dear parents and carers,

Over the past few weeks we have been completing a comprehensive risk assessment ahead of our full re-opening. We have many protective measures in place which we will be sharing with yourselves and your children over the coming weeks. A copy of this risk assessment will be available for you to view shortly on the school website. Details of how each year group will be operating can be found below so you are aware of the arrangements we have in place.

Please share this information with your child/children so they also feel fully informed about returning to school.

The guidance as you are aware is constantly changing and as a school we will be following this and making any changes as per this guidance. We know that returning to school will bring with it a range of different feelings and emotions and we are here to support your child to make their return as smooth as possible.

### **Year group guidance for YEAR 4**

#### **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.

<b>Year group</b>	<b>4</b>	<b>Teacher</b>	<b>Door to use</b>
<b>Location</b>	KS2 North Playground Entry and exit through the the main gate on Havelock Streets.	Mrs Forshaw – Ospreys	Entry and exit will be through the Year 4 directly opposite the main gate
<b>Drop off time</b>	8:45am – 8:55am	Mr Dicken/Mrs Williams - Eagles	Entry and exit will be through the Year 4 directly opposite the main gate
<b>Pick up time</b>	3:10pm	Mrs Cooper – Red Kites	Entry and exit will be through the Library door next to the football tables



## Havelock Infant & Junior Schools

*Part of the Pathfinder Schools*

Havelock Street, Desborough, Kettering, Northants NN14 2LU

Executive Head Teacher: Rachel Kiziak BA (Hons)

Telephone No: 01536 760486/01536 760361

Email: [head@havelock-jun.northants-ecl.gov.uk](mailto:head@havelock-jun.northants-ecl.gov.uk)

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. All siblings need to walk whilst staying with parents at all times and should not be allowed to run around the playgrounds or play on the play equipment.

### 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 also reduce any potential risk to others.

Unfortunately, to begin with, we won't be able to have parents or carers inside the building. We ask you please prepare your children for saying goodbye on the playground and walking into school by themselves. Staff will be there 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 and 4pm on 01536 760361
- Complete the contact form on the website
- Email [office@havelockschools.org.uk](mailto:office@havelockschools.org.uk)

At this moment, we are unable to have parents in school for meetings or passing on messages. We will let you know when this changes.

### Attendance

The government's guidance states that all pupils will be expected to attend school as normal from September. 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, or because they are a close contact of someone who has COVID19.

Please make sure you keep in regular contact with school regarding attendance. As per Pathfinder policy no term time holidays will be authorised.





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### Breakfast club and before and after school clubs

At the start of term we will not be running any before or after school clubs. Once we have successfully implemented our return we will then look at introducing these sessions in the following weeks.

### 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.

### Bags

We ask that you send your child in with the minimal amount 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 or a small ruck sack. Children need to bring in their own filled water bottle daily for use in the classroom and this will come home each evening.

### Reading books

Children will begin to bring reading books home during the first few weeks of school. 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. The children will continue using our reading system (Accelerated Reader) which means when they have finished their book no matter how long it takes they will 'Quiz' before selecting a new book. Books that have been returned will be quarantined before going back into the central stock. Year 4 children will pick their new reading book from books kept in the Year 4 area only and will not mix with any other children changing their books from the other year groups.

### PE Kits

All PE will be done outside for the first half term. We ask that all children come to school on their PE days wearing their PE kits to avoid having to change at school. You will be notified which days your child will be doing PE during the first week back. All PE sessions will start on the week commencing 7<sup>th</sup> September. When coming to school in PE kits for the day please send them in wearing appropriate PE kit for the weather with their usual school jumper/cardigan on top. The school PE kits consists of:

T Shirt – white with school logo / plain white/ any plain colour

Shorts/Leggings/Jogging bottoms – Burgundy/Black/Dark Colour

Trainers (please don't send them in plimsolls as they do not have enough grip outside)

### 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



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Registered Office: Greening Road, Rothwell, Northamptonshire NN14 6BB



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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 enforce social distancing we will encourage our children as much as possible to spread out. Staff are also advised to keep their distance as much as circumstances allow **and will remain at the front of the classroom as much as possible.**

### **Washing hands schedule**

All of 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

### **Break time arrangements**

Each year group bubble will have a set playtime slot on one of our playgrounds. Junior school children can bring a healthy snack to eat at playtimes.

### **Lunchtime arrangements**

To begin with all lunches will either be an abm provided packed lunch/jacket potato or a packed lunch brought in from home. We ask that you book school meals in the usual way through school money from the 1<sup>st</sup> September (please ensure you press save). Lunchtime for Year 4 will be **12pm to 12.50pm**. All children in the year group will be eating in their classrooms and will have an allocated time slot to go out on the playground.

### **The curriculum and settling in**

We understand that many of you will have concerns about the amount of time missed since the country went into lockdown. Please be reassured that as a school and as an academy we have done a lot of work to consider how to start the children back in the best possible way. Initially a great deal of time will be spent on finding out about their new class and wellbeing activities to ensure the children have time to process the last 5 months. We are planning a whole school project in the first full week back based on the book 'Here we are: Notes for living on planet earth' by Oliver Jeffers. We are also building in a unit from our PHSE 'Jigsaw' scheme that will give the children time to work through their thoughts and emotions. We will introduce English and maths and other national curriculum based subjects over the following weeks and complete informal assessments as we see fit to understand the levels the children are working at.



**The classroom**

Year 4 children work predominately at desks meaning we can allocate each child a table space in order to minimise movement. As stated, the government 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 be encouraging that when sitting at desks they do so side by side as much as possible, rather than face on so tables will be in rows rather than in small groups. Adults will move between the children to support them but are advised to keep distance where possible and minimise close contact.

**Isolating**

Should a child start displaying symptoms of COVID-19 (a continuous cough, high temperature or loss of smell/taste) they will be removed from class and taken to a room to isolate. You will then be called and asked to collect your child immediately. Your child will be required to self-isolate for 10 days and you should arrange for them to have a test to see if they have coronavirus (COVID-19). Other members of your household (including any siblings) should self-isolate for 14 days from when your child first had symptoms. **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 10 days and your family for 14 days. 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 tests positive within a year group bubble, Public Health England will be informed and will advise the school on actions they need to take. This will include definitive advice on who must be sent home to isolate.

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 use of an online platform and will be linked to the school's curriculum. Further guidance about our remote education plan will be issued during September.

**Face Masks**

As per DfE guidance primary aged children are not required to wear face masks at school. As a school we are following this guidance so please do not send your child to school with a face mask to wear. This guidance is under constant review and if this changes we will let you know.

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.



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

A handwritten signature in dark ink, appearing to read 'R Kiziak'.

Mrs Rachel Kiziak  
Executive Head Teacher  
Havelock Infant and Junior Schools