



Hayes Primary School
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Thursday 27th August 2020

Dear Parents/Carers,

We hope you have all had a restful summer break. We are looking forward to seeing you all again next week and welcoming the children back to school. Please read the letter below carefully – it is a slightly updated version of the letter that was sent in July. It contains the information you need about your child’s return to school.

If you have visited a country during the summer that is not on the travel corridor list then you are required to self-isolate for 14 days. If this period goes into the start of the school term, please inform the school. Home learning will be on the school website for children to complete at home during this time.

Term dates

Autumn 1	Pupils in school: Tuesday 1 September – Friday 23 October Thursday 27 August and Friday 28 August – INSET DAYS (children not in school) (Bank holiday Monday 31 August)
Half Term 2 weeks	Monday 26 October up to/including Monday 9 November Monday 9 November – INSET DAY (children not in school)
Autumn 2	Pupils in school: Tuesday 10 November – Tuesday 22 December

Class groups

You have already been told who your child’s class teacher will be and classes will return to their normal size. We will be treating each year group as its own bubble and children may swap into different groups for subjects such as phonics and maths within their year group. Year groups will not be mixing with other year groups including during break and lunchtimes. The only time where children will come into contact with children in another year group is when using the toilet and they will therefore need to socially distance from children not in their year group.

Timings

We will be continuing with staggered start and pick up times. This is to limit the number of people on the school site at any one time. When you drop off your child(ren), please leave the grounds immediately to ensure the site is as clear as possible for the next set of drop offs.

	Drop off	Pick up
EYFS, Y2 and Y6	08:40 – 08:50	15:00
Y1 and Y4	08:55 – 09:05	15:10
Y3 and Y5	09:10 – 09:20	15:20

NB These timings only apply to EYFS from Thursday 17th September.

If you have children in multiple year groups, you are welcome to drop children off during the earlier time slot and they will read a book in their classroom with their

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teacher. Please pick up your child at the time listed above. If you need to wait between pick up times, please do so on site at a social distance from others.

Drop off and pick up details

We will be operating a one way system around the school site during drop off and pick up times. It is now even more important that this is adhered to as there will be an increase in the number of children and adults on site. Please see the map below:



Drop off and pick up points

Drop off and pick up points are shown in red on the map above. All classes will be entering and exiting school through their classroom fire door except Robin, Puffin, 1H, 1P, 3H, 3W and 4S. This is to reduce the number of people in the area outside their classrooms as it is not big enough to allow for social distancing to take place.

Robin and Puffin

Drop off – Children will be met by an adult at the picket fence near the EYFS outdoor area and walk through the outdoor area to their classrooms.

Pick up – Please wait on the field by the picket fence. Children will be dismissed when they have told their teacher that they can see their adult.

1H and 1P

Drop off – Children will enter through the corner door of the Key Stage 1 playground next to the small hall and walk through to their classroom.

Pick up – Children will be brought out to the KS1 playground through their drop off door. They will line up and be dismissed when they have told their teacher that they can see their adult.

3H, 3W and 4S

Drop off – Children will enter through the Y3/4 corridor door and will walk through to their classrooms.

Pick up – Children will be brought out of the Y3/4 corridor door and will line up on the school field to be dismissed when they can see their adult.

Please note the following:

- Teachers will be unavailable for discussions at the door during drop off and pick up times. If you would like to get a message to the adults in your child's class, please email the school office.
- The car park will be open to permit holders only. Please join the one way system from the car park. You must adhere to this system all the way round back to the car park.
- Entry on foot is only permitted through the pedestrian gate next to the main vehicle gate.
- Exit on foot is only permitted through the pedestrian gate that comes out in the middle of George Lane.
- Please ensure you are observing social distancing rules at all times.
- Once you have got to your drop off point and your child has gone into school, please leave the site immediately.
- When waiting for your child to come out of school, please make sure you are waiting at a 1m+ distance from other people and from the door or gate. If you are collecting straight from the classroom door, your child's class teacher will come to the door and say the children's names when they see a parent or carer.

To manage the number of people on site, there must be only one parent/carer with children during drop off and pick up times. Normal pick up permissions will apply. Please make sure the office have your pick up permissions so your child can go home with authorised adults. Children in Key Stage 2 will still be allowed to walk to the gate if you have given permission for them to do so.

If you are waiting outside the pedestrian gate for your Key Stage 2 child at the end of the school day, please do not crowd around the gate/pavement area and ensure that others can pass through at a social distance. Due to the one way system, you will not be able to wait for children on the school field.

We understand that these changes to times and drop off/pick up points may take time to adjust to. Senior members of staff will be on hand to support and signpost.

Classroom organisation

We have made many changes to the classrooms in order to make sure the school environment is as safe as it can be for the children:

- Removal of any items that are not necessary for children's learning
- Removal of soft furnishings such as rugs, cushions, soft toys and other soft furnishings
- Tables have been separated into work stations and there will be two children at each table
- Surfaces have been cleared for easy cleaning access

Other details:

Behaviour

We will continue to use our usual behaviour system on Class Charts, awarding green points for positive behaviour and red points for negative behaviour in line with the guidance in the Hayes Primary School Behaviour Procedures. Any necessary reflection time will be carried out in the child's classroom by an adult responsible for that group at a time convenient during the day. The adult will take the child through a series of restorative questions designed to help the child reflect on their behaviour and give them the tools to not repeat the behaviour in the future.

In some situations where the child's behaviour cannot be safely dealt with in school following social distancing guidelines for schools or is deemed to have been dangerous, defiant or disruptive, sanctions may be escalated at the discretion of the Headteacher or acting Headteacher. At this time, if it is deemed that behaviour cannot be dealt with safely in school, we would require a parent or carer to collect their child from school straight away.

Food and Drinks

We will have staggered year group lunchtimes to limit the number of children in the dining hall at any one time. We will also be using the large hall for lunches as well as the small hall so we have more space.

The kitchen will resume hot lunches in September which will be ordered through the usual process. EYFS and Key Stage 1 will continue to receive Universal Free School Meals along with others eligible for Free School Meals.

Children are welcome to bring a fruit based snack to school for break time. This is particularly important as some children will be having lunch at a later time than usual. Water fountains will still be turned off so children should bring in a water bottle which can be refilled in the classroom.

First aid

Minor first aid will be treated in the classrooms with a first aid kit. In a situation where further first aid is required, a member of staff will treat the child using appropriate PPE.

Uniform

We ask that children come to school in clean uniform which is washed regularly. We will expect children to be dressed in accordance with our school uniform policy which can be found on the Hayes Primary website. This includes wearing school shoes.

School office

The school office will initially be closed to visitors and we will keep you informed as to when it will open. At the start of term, please contact via phone or email. The office will not be able to take in items that children have forgotten.

Class assemblies and other parent meetings

Usually, at the start of each academic year, we publish dates for class assemblies and other parent meetings. For the time being, we will not be holding class assemblies or parent meetings as we currently do not have guidance on parent gatherings in school. We will contact you with any changes to this during the course of the year and hope that these will be able to take place at some point.

Medication

Please bring any medication to school the first morning your child returns and give it to the adult on the door that your child enters through. Please ensure the medication is in a clearly labelled bag and is accompanied by instructions for administration. Medication will be administered by an adult in your child's year group.

Belongings

Children should only bring the following items to school in a small bag/book bag:

- Clearly labelled water bottle (one or two)
- Packed lunch (if bringing own)
- Fruit based snack
- Reading books

To bring into school to be left for the half term:

- Trainers (no PE kit will be used initially but children will change into trainers for PE)
- Pencil case

Mobile phones will not be put into a security box so that phones do not come into contact with each other. Children in Years 5 and 6 can bring in a mobile phone but it will be kept off in their bags. This is done at their own risk.

Hand washing

We will continue to wash hands frequently throughout the day at key points such as entry to school and before and after break and lunch. Children will be re-trained on how to wash their hands thoroughly using soap and water. We will use the 20 second guidance and teach them to wash their palms, backs of hands, fingertips, thumbs and wrists. Children may bring in a small bottle of hand sanitiser to supplement hand washing if they would like to.

Respiratory Hygiene

We will use the 'Catch it, bin it, kill it' slogan that the Government have suggested. This means that if children need to cough, sneeze or blow their nose, it should be done into a tissue and put in a lidded bin. These will be in each classroom.

Children will be told that if they cannot get a tissue in time, coughs and sneezes should be done into their elbow.

Toilets

Toilets in Key Stage 1 will continue as before. As there will be children from other year groups in the toilet, we will explain to the children that they will need to stay at a social distance from others whilst in the toilets.

Toilets in Key Stage 2 will become unisex and each corridor will be allocated to a set of toilets. The toilets in these corridors have an open doorway and have individual cubicles with floor to ceiling doors and walls. Again, as there will be children from other year groups in the toilet, we will explain to the children that they will need to stay at a social distance away from others whilst in the toilets.

Attendance

Attendance is compulsory for all children from September 2020 unless they have been informed by a medical professional that they need to continue to shield. If your child is unwell or absent from school for any other reason, please tell us by calling the school office on a daily basis and following the procedure to report absence.

COVID-19 symptoms

The symptoms of COVID-19 are below:

- a high temperature
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If the school believes your child is showing any of the symptoms, we will call you to immediately collect your child. They will also be removed from their classroom and looked after in a room in isolation where the adult will be wearing PPE.

If your child is sent home with symptoms of COVID-19, you need to apply for them to be tested. They will not be permitted back at school until the results of the test are known. If your child tests negative, they can return to school immediately. If they test positive, **the whole year group (including adults and children) will need to self-isolate at home for 14 days.** This will also be the case if a member of staff in the year group tests positive for COVID-19. You must inform the school of a positive test result.

We are looking forward to welcoming all the children back to school on Tuesday 1st September.

With best wishes,



Mr Vitarana
Headteacher