



Hayes Primary School

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@Hayes_Primary



Monday 1st March 2021

Dear Parents and Carers,

Re: School opening on Monday 8th March 2021

We are very much looking forward to welcoming all of the children back to school next week. It has been an incredibly challenging start to the year; we hope coming back to school will be the start of a return to a sense of normality for the children where they can learn together and socialise with friends. We want to reestablish familiar routines and expectations with the children as quickly as possible whilst providing them with plenty of opportunities to talk, play and support their emotional wellbeing.

Please read the letter below carefully. The systems that will be in place in school and around the school site will be largely the same as the autumn term but please familiarise yourselves with this information again.

As we continue to have a shared responsibility of reducing the transmission of the virus, it is vital that we follow the rules for self-isolation if you or a member of your household develops symptoms.

Please do not send your child in to school if they have one of the following symptoms:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your 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 with an adult. 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, Public Health England will advise us on the next steps for which other pupils and adults need to isolate for 10 days. We will provide this information as soon as we have it.

Staff at Hayes Primary School have been provided with Lateral Flow Device (LFD) tests to take twice a week at home. Primary age pupils will not be tested with LFDs.

Attendance

Attendance is compulsory for all children from Monday 8th March unless they have been informed by a medical professional that they need 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.

A Spring Partnership Trust School Registered Office: The Warren, Croydon Road, Bromley BR2 7AL

0203 837 8637

contact@springpartnership.co.uk

www.springpartnershiptrust.co.uk

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Staffing

We have members of staff who are required to shield until at least after Easter. If this affects your child's class, we will be writing to you separately to inform you of the plan for who will teach them upon our return to school.

Term dates

Spring Term 2	Pupils in school: Monday 8 March – Thursday 1 April 2021
Easter holidays	Friday 2 April up to/including Friday 16 April 2021 (Good Friday 2 April, Easter Monday 5 April)
Summer Term 1	Pupils in school: Monday 19 April – Friday 28 May 2021
	May Bank Holiday: Monday 3 May 2021 (pupils not in school)
Half term	Monday 31 May up to/including Friday 4 June 2021
Summer Term 2	Pupils in school: Monday 7 June-Friday 23 July 2021

Year group 'bubbles'

We will continue to operate in year group bubbles. This means that children will mix with children in their own year group at times such as play time, lunchtime and when they swap into different groups for certain lessons. 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

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 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.

Face coverings

Please can all adults wear a face covering when on the school site unless you are exempt from wearing one. Exemptions include those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties.
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.

Staff will wear face coverings at drop off and pick up times and when moving through communal areas in school such as corridors but will not wear them when teaching.

Drop off and pick up details

We will be operating the same one-way system around the school site during drop off and pick up times:



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.

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 2m+ 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 child at the end of the 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.

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 provide strategies for how to make positive choices going forward.

Food and Drink

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.

School dinners can 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 are 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

Please can children wear school uniform in accordance with our school uniform policy for the spring term which can be found on the Hayes Primary website. This includes wearing school shoes. Windows will be open for ventilation so children may want to wear additional warm layers under their uniform.

School office

The school office will remain closed to visitors and we will keep you informed as to when it will open. Please continue to contact school via phone or email. The office will not be able to take in items that children have forgotten.

Class assemblies, trips and parent meetings

Unfortunately, gatherings for events such as class assemblies are still not permitted. If you have a meeting with your child's class teacher or another member of school staff, this will be via phone or video call. We will be in touch soon with information about Parents' Evening for the spring term. School trips (day or residential) are still unable to be booked for now.

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 limit what they bring in to school and should only bring the in following items in a small bag/book bag:

- Clearly labelled water bottle
- Packed lunch (if required)
- Fruit based snack
- Reading book
- Pencil case
- Wellies
- Mobile phone (these 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 switched off in their bags. This is done at their own risk).

PE kits

Children will continue to wear their PE kit to school on their allocated PE day:

Monday – Year 3 and Year 6

Tuesday – EYFS and Year 2

Wednesday – Year 5

Thursday – Year 1

Friday – Year 4

Hand washing

We will continue to wash hands frequently throughout the day at key points such as entry to school, after breaks and before and after eating. Children will be regularly reminded 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.

Enhanced cleaning

There will continue to be enhanced cleaning taking place during the day of touch points around school to help minimise the spread of the virus.

Breakfast Club and After School Club

These will be in operation again from Monday 8th March 2021.

Please find information about this provision on our school website under the 'Parents' tab.

Friday 5th March

Finally, on Friday 5th March, all staff will be in school preparing for the children's return. Therefore, learning will still be set as usual on Google Classroom but there will be no live Google Meet sessions or marked work on this day and teachers will not be able to respond to questions during the day.

We are looking forward to welcoming all the children back to school on Monday.

With best wishes,



Mr Vitarana
Headteacher