



19<sup>th</sup> July 2021

Dear Parents and Carers,

## Re: Arrangements for next academic year 2021-2022

As the end of term is fast approaching, this letter is to provide you with the information you need for next academic year. The routines and systems that will be in place from September are based on the most recent government guidance for COVID-19 in schools (after Step 4). However, as we know, this could be subject to change before September but we wanted to communicate our plan as it stands currently. We will of course update you if there are any changes before the start of the new term.

### Bubbles

Year group bubbles are no longer required in school so we will be able to return to having assemblies together and mixing freely at break and lunch times.

### Isolating if your child has symptoms

For the rest of this term and into next academic year, it is vital that we continue to follow the rules for self-isolation if your child displays 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 get a PCR test. They will not be permitted back to 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.

### Close contact isolation rules changing

We are aware that there is a planned change in the rules of isolation from 16<sup>th</sup> August. The change is that under 18s will no longer need to self-isolate if they have been in close contact with an individual who has tested positive for COVID-19. Adults will not need to self-isolate if they have had both of their vaccines. Children and adults will only need to isolate if they themselves display symptoms.

We will update you in the autumn term when this change has been confirmed.

### Attendance

Attendance is compulsory for all children 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 emailing or calling the school office on a daily basis and following the procedure to report absence. We will follow our first day absence procedure if we have not heard from a parent or carer.

### Reporting your child absent

If your child is absent, we ask that you telephone the school number and select the option to report an absence stating your child's name, class and the reason for their absence (if unwell please include a brief description of the symptoms). This is preferred over email.

### Late arrivals

We expect children to be in school on time each day however if they do arrive late and the doors have closed, please bring your child to the school office where they will need to be signed in.

### Timings of the school day

We will be continuing with staggered start and pick up times but with a shorter window. This is to slightly reduce the number of pupils and adults arriving and leaving site at once and to allow you to pick up children of different ages at slightly staggered times. Please leave the grounds immediately to ensure the site is as clear as possible for the next set of drop offs.

Year group	Drop off	Pick up
EYFS	08:40 – 08:50	15:10
Year 1 and 2	08:40 – 08:55	15:15
Year 4 and 6	08:40 – 08:45	15:20
Year 3 and 5	08:40 – 08:50	15:25

### Drop off and pick up points

There will no longer be a one-way system.

However, we would like to continue to spread out the drop off and pick up points as much as possible. Please see the new pick up and drop off points below (school site map attached):

Year group	Drop off	Pick up
EYFS	Flamingo – classroom door Puffin – EYFS gate Robin – EYFS gate	Flamingo – classroom door Puffin – EYFS gate Robin – classroom door
Year 1	Year 1 and 2 corridor door	EYFS playground (picket fenced area next to the school office)
Year 2	External classroom doors	External classroom doors
Year 3	Year 3 and 4 corridor door	KS1 playground
Year 4	Year 3 and 4 corridor door	KS1 playground
Year 5	5HB and 5B – external classroom doors 5S – Year 5 and 6 corridor door	5HB and 5B – external classroom doors 5S – Year 5 and 6 corridor door

Year 6	6N and 6S – external classroom doors 6T – Year 5 and 6 corridor door	6N and 6S – external classroom doors 6T – Year 5 and 6 corridor door
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If your child is dropped off at a classroom door, 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.

To manage the number of people on site, we still request that one adult is with children during drop off and pick up times.

### Collection permissions

Normal collection permissions will apply. Please make sure the office has 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 there is a change in collection for your child and the person collecting is not on your permissions list, please contact the school office **before midday**.

### Face coverings

Face coverings are no longer required to be worn when you are on the school site.

### Other details:

#### Uniform

Please can children wear school uniform in accordance with our school uniform policy for the autumn term. We understand that this term, some children have outgrown their school shoes, uniform and PE kits so have been wearing alternatives. However, we request that all children are in the correct school uniform from the start of the new academic year. Please see the separate attached letter with the school uniform list.

#### PE kits

We would like children to continue to wear their PE kits on their day of PE. The PE days for each year group next year are as follows:

Monday – Year 5 and Year 6

Tuesday – EYFS and Year 2

Wednesday – Year 3

Thursday – Year 1

Friday – Year 4

#### Belongings

Children should only bring in to school what they need for the day

- Clearly labelled water bottle
- Packed lunch (if required)
- Fruit based snack
- Reading book
- Pencil case (list above)
- Wellies
- Mobile phone (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).

### Pencil Cases

Pupils in KS2 should bring their own pencil case to school next academic year. This will promote independence and responsibility over their own personal stationery.

Pencil cases should be a suitable size to fit into their tray and items will need to be replenished throughout the year. We will be continuing with the School Council's decision of no Smiggle stationery.

Please ensure that your child's pencil case includes:

- 2 x HB pencils
- A white rubber
- A pencil sharpener that collects shavings
- 2 x black dry-wipe whiteboard pens (thin nib)
- Colouring pencils
- White glue stick
- A red biro (not gel pen)
- A green biro (not gel pen)

Rulers, scissors and handwriting pens will be provided in school. However, if you would like to purchase a handwriting pen, please ensure it is the following type and make:

- A Swash KOMFGRIP blue handwriting pen (available on Amazon).

### 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 by a teacher or a member of SLT. 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 slightly staggered lunchtimes to continue limiting the number of children in the dining hall at any one time. All year groups will be back to being served in the small dinner hall as the large hall will be back in full use for assemblies, clubs and sport. Packed lunches will be eaten outside when the weather is warm and dry and in the dinner hall in the event of wet weather and in the winter months.

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.

Water fountains will continue to be turned off for now so children should bring in a water bottle which can be refilled in the classroom.

### Snacks

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 they have been used to this year.

#### 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 outside of the classroom.

#### School office

The school office will remain closed other than at the following times:

8:15-9:15am

2:30-3:30pm

Please continue to contact school via phone or email.

#### Class assemblies, trips and parent meetings

We will communicate dates for class assemblies in due course. Trips should be able to be booked next academic year and teachers in your child's year group will communicate these with you in due course. Initially, we will be holding parent meetings virtually or via phone. We will review this when we know more about the COVID situation in the autumn term.

#### Medication

Please bring any medication to the **school office** the first morning your child returns. This is so the medication can be logged before sending to classrooms. Please ensure the medication is in a clearly labelled bag and is accompanied by instructions for administration.

#### 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.

#### Ventilation

It is important that classrooms are well ventilated whilst a comfortable teaching environment is maintained. Windows and internal doors will be open to improve natural ventilation.

#### 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 are unisex for Year 3/4 and Year 5/6 in their respective corridors. The toilets in these corridors have an open doorway and have individual cubicles with floor to ceiling doors and walls.

Enhanced cleaning

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

If I don't see you in person before the summer break, I would like to wish you and your family a safe and restful break. We look forward to welcoming the children back to school on Thursday 2<sup>nd</sup> September 2021.

With best wishes.

Your sincerely



Mr Vitarana  
Headteacher