



# Hoyland Springwood Primary School

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Executive Headteacher: Mrs Gerry Wilson

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Wednesday 8<sup>th</sup> July 2020

## School Plans for all Children Returning in September

Dear Parents/Carers

Thank you for all the support that you have given to our school and your child(ren) during the past 3 months. The new school year will begin for all pupils on Wednesday 2<sup>nd</sup> September when attendance becomes mandatory and parents will once again have the legal duty to send their child(ren) to school on every school day. Here at Hoyland Springwood Primary School, we look forward to welcoming everyone back and we are working hard to ensure that our school will be a safe environment to which your child can return. We hope to outline in this letter, the plans we have in place to effectively manage the risks that remain, and keep all children, staff and members of our school community safe.

### Classroom Bubbles

Following government guidance, pupils will be kept in their class groups and will remain in these groups throughout the school day to enable us to keep to effective social distancing rules wherever possible. In FS2 and Y1 we will keep children within their class bubble but we accept that it will be difficult to maintain social distancing with children so young. Wherever possible, these children will not have contact with anyone outside their group.

All children throughout school will wash their hands frequently and correctly with adult supervision. Every room will be well ventilated at all times and the classroom, furniture and equipment will be cleaned regularly throughout the day and thoroughly cleaned once the children have left. Break times and lunch times will be taken on a rota-system to minimise risk. Any unnecessary furniture and equipment will be removed from class to allow for more movement and provide more space. Children in years 1, 2, 3, 4, 5 and 6 will sit at desks facing the front of the classroom to further reduce risks. Staff will continue to wear face masks or face shields to give further protection to the children.

### Moving Around School

Each class will have an individual timetable that will clearly state when children will move around school. This will include a phased time for arriving into school, which door they will use, playtimes, lunchtimes and home times. Each child will be sent a copy of their group timetable explaining times, the classroom they will be in and the staff who will stay with them. Formal assemblies in the hall will be suspended and we will support children with social distancing when they spend time outside either on the playground or field. Children will be supervised at all times and where bubbles have to share a space, they will be closely supervised to ensure that their bubbles do not mix and extra cleaning measures will be in place to avoid cross-contamination.

### Hygiene

All children will wash their hands on arrival at school and at home time, they will also their hands before they leave and re-enter the building for playtimes and lunch.

Staff will continue to wear PPE (Personal Protective Equipment) in accordance with ECM Trust policy. This will mean that all staff will wear either a face mask or face shield all day. Staff also have aprons and gloves available if they need to provide personal care or when administering first aid. We have a digital thermometer for each bubble which will be used for staff and children should they say they are unwell. Each classroom has supplies including soap, antibacterial hand gel and cleaning materials including disposable wipes or paper towels. Staff will also hand wash upon entry and throughout the day to support and re-inforce the message that we are giving to children.



## Lunches

Children will remain in their 'bubble' at all times and will only socialise with other children within their class 'bubble'. Break times and lunchtimes will be staggered according to a rota and all children will have their own zone to play within, in the playground. Children will be supervised at all times and will not be permitted to roam the school grounds. Children will wash their hand thoroughly before and after lunch.

Children can bring a packed lunch from home or purchase a meal from school. The price for a School Meal will increase from September to £2.00 per day. Children eligible for free school meals can continue to choose a meal from school or bring in their own.

## Uniform

Springwood has a great deal of pride in how our children are presented. Wearing a school uniform helps to distinguish between home and school, it promotes a positive mind-set which supports and develops positive behaviours for learning. Children will return in September, in full uniform – smartly dressed and ready to learn! There is information on the school website regarding school uniform policy and our partner supplier – vortex. Should you have any problems in this area please contact the school who will support with answering any questions. All the children will require their own water bottle that must be taken home and washed daily before being brought back to school.

## Drop Off and Pick ups

School reports will be sent out on Friday 10<sup>th</sup> July. Your child(ren) will find out who their class teacher will be in September. All children will return to school in their new classes.

There are markings on the floor as soon as you enter the school grounds to show the one way system around school. Arrows show the direction of travel and rainbows show the 2m distancing. Please be aware of the bottle neck on the path as you first enter school. We have 1 entrance and 1 exit so be mindful, patient and wait. Use the posters around school to guide your thinking. We trust in our parents and carers to set an example to the children. Children can be accompanied by 1 ADULT ONLY on to the school playground if the age of the child means they need/want this support. Parents will wait on the rainbows following the 1 way system. Arrive at school for pick up and drop off time only. No congregating is permitted.

	<b>CURRENT CLASS</b>	<b>DROP OFF</b>	<b>PICK UP</b>
<b>Class 1</b>	Hedgehogs Mrs Brown	9am at designated point in playground	3.15pm at designated point in playground
<b>Class 2</b>	Owls Mrs Hoyle	9.15am at classroom door	3.30pm at classroom door
<b>Class 3</b>	Dormice Mrs Fear	9.00am at classroom door	3.15pm at classroom door
<b>Class 4</b>	Wolves Mr Dunn	9.15am at classroom door	3.30pm at classroom door, school gates or children walk home as they usually would following social distancing rules
<b>Class 5</b>	Foxes Mrs Parker	9.00am at classroom door	3.15pm at classroom door, school gates or children walk home as they usually would following social distancing rules

**Where there are siblings in school, all children can be dropped off at the earlier time of 9am.**

**Pick-up times should be for the 3:15 children first, but 3:30 children will be allowed to leave early.**

**SCHOOL RECEPTION WILL REMAIN CLOSED  
NO PARENT WILL BE ALLOWED ACCESS TO THE CLASSROOM OR THE SCHOOL OFFICE.**

Please continue to contact the school office by phone, e-mail or schoolcomms text. If your child is late to school, it is likely that the playground gate will be locked. We ask that you contact the school office in the first instance as you enter the school grounds. We will then arrange for a member of staff from your child's bubble to meet them at the gate and take them into school via the classroom door.



### **Breakfast and After School Clubs**

Breakfast club and after school clubs will need to be organised differently in order to maintain bubbles and social distancing measures. It may be that we do not have the capacity to offer these clubs to all children.

If you **need** your child to attend either Breakfast Club or an after school club as a wrap-around child care function so that you can work, please email school with your individual circumstances and let us know:

- 1) The days that you require Breakfast club **and/or**
- 2) The days that you require after-school club

I would appreciate it, if you could inform school of your needs by 12 noon on Monday 13<sup>th</sup> July in order to plan and risk assess the situation. I hope to confirm the organisation for parents before we finish on Friday 17<sup>th</sup> July.

### **Strict Guidelines for those displaying symptoms and those who test positive**

We must insist that our school community follow strict guidelines in order to protect everyone in the whole school community. Anyone (staff, children, parents and carers) who feels unwell must contact the school via phone to discuss their symptoms.

**If anyone has a temperature, new persistent cough or a loss of taste or smell  
they must not enter the school grounds.**

If a member of staff or child in a group were to display symptoms during school hours, they will be immediately removed from the classroom and taken to an isolation room. The person displaying the symptoms will have a test as soon as possible. If the person tests positive the school will follow the guidance of Public Health England and contact parents to inform them of any further action that is required and whether children and staff from this group will have to quarantine at home for the next 14 days. School will keep in contact with you should this event take place.

### **In the Event of an Outbreak**

- ◆ An outbreak is defined as 2 or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days, **or** an increase in pupil or staff absence due to suspected or confirmed cases of coronavirus (COVID-19). If this happens, we will contact the local health protection team in the first instance and this team will advise if additional action is required.
- ◆ If an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who have been in contact with the person who has tested positive. Testing will first focus on the person's bubble, followed by their year group, then the whole school, if necessary.
- ◆ If our local area sees a spike in infection rates resulting in localised community spread, decisions will be made at government level on what measures to implement to help contain the spread. The government will support schools to follow specialist health advice.

In all cases, where groups of pupils need to self-isolate or where a larger restriction of attendance at school is needed, we will seek to ensure your child(ren)'s education can continue remotely.

### **Attendance**

From September, attendance in school becomes mandatory meaning that it is your legal duty as a parent to send your child to school regularly. If you have any concerns about doing this please contact the school to discuss.

A small number of pupils will still be unable to attend in line with public health advice 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 coronavirus (COVID-19). If your child is unable to attend school or college for this reason, you should talk to school about what support is in place in terms of remote education.



## Shielding

Shielding advice for all adults and children will pause on 1 August, if there is a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

If you have concerns about your child returning to school, because you think they may have other risk factors contact school and we can discuss with you the risk measures that we have put in place.

Once again, I would like to thank you for your anticipated support as we move forwards towards the full opening of school in September. We understand that you may have questions and if this is the case please do not hesitate to contact us.

Best wishes,



Mrs Jennifer Hunt

