



Healthy
Oxfordshire
Schools



Harwell Community Primary School

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26th August 2020

Dear Parents/Carers,

I hope that you and your loved ones are well.

We are very much looking forward to welcoming all the children for the new academic year and I wanted to confirm the information sent to you in my letter at the end of the Summer term.

Our plans are based on the information the school has received from the Department for Education. If the guidance changes due to local or national developments, then we will react and respond accordingly.

Our aim is to try to return to as much a semblance of normal as we can to support the learning and the wellbeing of the children.

Returning bubbles

- The children will be organised into class groups (bubbles).
- The school will also operate 'phase' bubbles, such as Key Stage One, Lower Key Stage 2 and Upper Key Stage 2 to facilitate staff support and cover but this will be kept to a minimum.
- Parents will not be allowed on site during drop off and pick up (other than to walk with children in Years 3 to 5 through the car park).

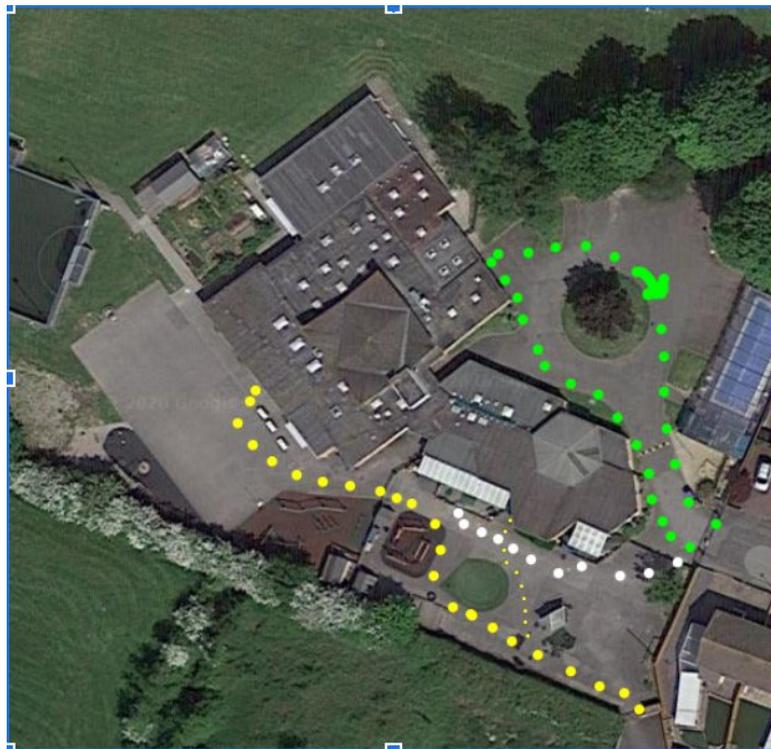
Please note, if we are unable to cover a year group due to lack of available staff, it may be necessary to temporarily close that year group. We will do this only as a last resort.

Safety Considerations

Drop off and Pick up times

- It is essential that you adhere to the timed slot **and gate** for drop off and pick up for your child in order to allow the smooth running of the system.
- As adults, the school trusts that you will take every measure to socially distance whilst waiting to drop off and pick up whilst being considerate of our neighbours.

- Please do not bunch up, linger or stop to chat.
- **Only ONE parent/adult** will be allowed to accompany children in order to reduce the number of adults on site.
- Please be considerate of our neighbours while waiting for the gates to open.
- If you would like to wear a facemask that is fine. Children will not wear a facemask in school and if they wear one to school this must be taken home or if a reusable face covering, this can be placed in a plastic bag which you have provided and then placed within their school bag for use on the way home once they have left the school site.
- If you are allocated **gate 1 for green and white routes** (The Styles, nearest the car park) and your child is not accessing their classroom via the Foundation playground, please walk down the marked footpath **on the left hand side of the car park, the green route** (approaching the school) to the school building. Follow the footpath to the side gate near the kitchen. An adult from your group will meet your child at the allocated drop off time. Please then follow the roundabout round and exit by the gate nearest the scooter park.
- Foundation only - please enter the main gate as normal **in your time slot**.
- If you are allocated **Gate 2, yellow route** (Orchard Way), wait at the gate but please be mindful that there will be other parents and children arriving/departing and you must socially distance and keep clear of the gate.
- A member of staff will meet you at the gate and welcome the children in.
- **Parents are NOT PERMITTED to enter the school buildings at all – this includes the school office and playground.** Late comers or early collection for appointments must wait outside reception.
- Your child must be fit and well before you bring them to school. **If they are unwell you MUST keep them at home.**
- **If your child displays any symptoms of COVID -19 they MUST get tested.**
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>



Drop off and Pick up times

Year group	Drop off	Pick up	Gate
Foundation	8:55-9:05	3:05-3:10	White route
Year 1	8:45-8:55	3:10-3:15	White Route
Year 2	8:45-8:55	3:10-3:15	Yellow Route
Year 3	8:45-8:55	3:10-3:15	Green Route
Year 4	8:45-8:55	3:10-3:15	Green Route
Year 5	8:45-8:55	3:10-3:15	Green Route
Year 6	8:45-8:55	3:10-3:15	Yellow Route

Do not congregate in groups around the school gate. Please only wait at the site at your allocated time. Clear signage will direct you to where you and your child need to wait before entering school. Year 6 children should enter the site on their own wherever possible and safe to do so.

Keeping your child safe

- Your child will remain in the same class bubble
- There will be minimal mixing with any other children at any time of the school day.

- The Department for Education recognises that it **cannot expect the school to keep pupils and staff 1 metre apart from each other at all times**. Classrooms will be set up in a different way. In Years 1 to 6 children will be sat side by side, where possible. In Foundation, they have also changed the layout of their room with some hard to clean items removed.
- Soft furnishings have been removed, where possible from shared spaces such as the beanbag room.
- Children **will not be permitted to wear facemasks** in school. If they are displaying symptoms of COVID 19 they will be isolated and will be given a facemask in order to protect staff.
- If your child displays COVID-19 symptoms, they will be placed into isolation in an empty room until they can be collected by a parent or a family member who lives in their household. Where required, a member of staff will remain with them in the room. If the weather is good, the child displaying symptoms will be taken outside for supervision purposes.
- The member of staff will wear PPE (facemask and gloves). If the child is stable, the member of staff will not remain in the room with them but will ensure that they are safe, from a distance, until they are collected.

Classrooms and Curriculum

Classrooms have been set up to support minimal face to face contact, where possible. The school will be following the 'Protective Measures Guidance' as set out by the Department for Education.

- On entry to the school, each child will be expected to wash their hands.
- There will be minimal mixing with other pupils outside their class at any point during the day.
- The core curriculum will resume.
- Lunches will be eaten in the classrooms for Yr 2 to Yr 6 .
- There will not be any soft furnishings in the classrooms: beanbags, cushions etc and hard to clean resources will be minimal.
- Pupils will be required to wash/sanitise their hands before entering the classroom, after using the toilet, before break, after break, before lunch, after lunch and at the end of the day.
- Pupils **MUST** follow the 'catch it, bin it, kill it' approach and put used tissues in the designated lidded bin in the classroom and then wash their hands.
- The curriculum will be adjusted to ensure safety at all times.
- Children will be provided with their own stationery which they will use at all times. They will not be permitted to share. They **MUST NOT** bring any resources from home.
- During playtimes, children will remain within their bubble at all times and in their designated zone.
- During this time, **we will limit any items sent home, (please do not return them)** reading books will be an exception.

Personal Items

- School uniform

- **Children must bring a named/labelled water bottle** as the shared drinking water taps will not be in use.
- Suncream to be applied at home before coming to school. We will have hypoallergenic sun cream at school for the **children** to reapply at lunchtime if necessary.
- Named/labelled sun hats to be sent in each day if the weather is good.
- Children can bring their water, bottle, lunch bag etc in their own school bag BUT please **no toys or show and tell items**.
- Initially, PE kits are to be worn to school on the day children have PE scheduled. Details of the days for PE for each class will be sent to parents before the start of term.

Symptoms of COVID-19

- If your child displays symptoms of COVID-19 you will be contacted and expected to pick them up as soon as practicably possible.
- Once you have collected your **child YOU WILL NEED to organise to have your child tested for COVID-19 as soon as an appointment is available**.
- If the test is negative, you must inform the school of the result of the test and the child can return to school once they are feeling well enough to attend as normal.

Positive Tests

- If the test is positive, then your child will need to remain in isolation for 10 days. **You MUST inform the school as soon as you have received the test result – including at weekends, by sending an email.**
- Other family members in the household are required to isolate for 14 days. Therefore, your child will be unable to return to the school until household members have finished their period of isolation.
- Where a child or staff member within the bubble tests positive, the rest of the bubble will be sent home and will need to self-isolate for 14 days. The other household members of the rest of the class do not need to self-isolate unless their child also begins to show symptoms.
- As part of the national test and trace programme, if other cases are detected within the child's cohort, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure.

We will be following guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary but remains an option in extremis.

Attendance - (is mandatory)

- **No pupils with any COVID-19 symptoms should attend the school for any reason. You must let the school know.**

- If your child is due to attend school but is unable to because he/she is unwell, please contact the school office as usual.
- If your child is displaying symptoms you **must** get them tested. Your child will not be allowed back into school until they have been tested.
- Attendance is now mandatory. If you have concerns about returning, please contact the school to discuss your concerns.

Clinically Vulnerable Groups

- Please follow any updated guidance on shielding and consult medical advice. If you are continuing to shield, please inform the school and send written documentation.

Breakfast and After school clubs

- There will be **NO breakfast club (Little Pippins)**.
- The Barn after school club will be open from Monday 7th September. If you require a space and have not yet completed the booking request, please use this link: <https://forms.gle/ECffaAsvAsT1hcLu7>
- There will be no extra curricular clubs running after school this term.

Catering

- Due to the space and resource limitations, we cannot offer hot lunches to all pupils without increasing class mixing to an unsafe level.
- Children in years 2 to 6 will have packed lunches. The school will continue to provide packed lunches for pupils if you wish for your child to have one.
- This will be provided through either Universal Free School Meals, Free School Meals or paid via parent pay.
- Foundation and Year 1 pupils will be offered a hot meal via Universal infant free school meals.
- Details about lunches will be sent to parents separately.

Transition days - Important please read carefully

We have taken careful consideration for transition both of returning children and children new to the school.

Not only do we have a third of the children who have not been at school since March, but we have classes that have not been together since 20th March.

It is a long time and many will be nervous about returning to school.

To support this we are making some slight changes to make use of the first two days of school.

Tuesday September 1st and Wednesday September 2nd are both inset days when the school will be closed to pupils.

On Thursday 3rd September, there will be a transition day with their previous and their new teacher, in their new classroom for years 1, 3 and 5.

On Friday 4th September, there will be a transition day with their previous and their new teacher, in their new classroom for years 2, 4 and 6

From Monday 7th September Years 1-6 will all be in school.

Class from September 2020	Thursday 3rd September	Friday 4th September	Monday 7th September
Foundation		See below	See below
Year 1	In		In
Year 2		In	In
Year 3	In		In
Year 4		In	In
Year 5	In		In
Year 6		In	In

New Foundation class

Mrs Wells has met all of your children and has spoken with their preschools but we do need some time to get to know your child in a smaller group, and settle them into the school routines.

The class will be split into two halves. Parents have already been advised which group their child is in but if you are unsure, please email the school office.

Group	Thursday 3rd	Friday 4th	Monday 7th	Tuesday 8th	Wednesday 9th	Thursday 10th	Friday 11th
1		In		In		In	In
2			In		In	In	In

Health and Safety

The school has completed the OCC pre-opening Health and Safety checks.

I know you will appreciate how much effort the school has put in, trying to make the school as safe as possible for everyone.

Thank you for your continuing support.

Warm regards,

Bryn Gibson