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Dear Parents and carers,

After undertaking a thorough risk assessment, discussion with my Senior Leaders, a range of staff and members of The Governing Body and taking into account the guidance from the DfE, I am now in a better position to give you more detail about what school will look like, if and when some children return to school in June. I want to give you as much detail as I can in order for you to make an informed decision about sending your child back to school. Please be assured that there will be no repercussions for choosing not to send your children back to school, everyone must assess their own individual circumstances. Remote learning at home will still continue for those who do not return.

If the announcement on 29th May is that schools can reopen, then I will be writing to you on 1st June to ask you to let me know if you intend to send your Y6 child back to school. You will need to read the information below in order to get a sense what school will be like, what health and safety measures are in place and therefore make an informed decision.

We will inform you on Friday 5th June if we feel that we are definitely in a position to open for Y6 on Monday 8th June.

At this stage there are a lot of unknowns and uncertainties but I hope the information below will give you something to think about and discuss with your child.

**Class Grouping**

Classes will be split in 2 groupings which we are calling ‘bubbles’, of no more than 15 children. They will be assigned one adult –their class teacher. They will not interact with children or adults in other bubbles except for first aid and Meal Time supervisors. We are hoping that the children will be taught by their own class teacher but we cannot guarantee this, as it will depend on individual circumstances of staff. The groupings will be created alphabetically by the school and will remain static at all times and cannot be changed. We have taken siblings into account when making the groupings.

In instances of staff absence or insufficient staff numbers, we may advise that a group of children is unable to attend school. For everyone’s safety, we want to minimise children mixing with other teachers/supply teachers.

**The School Week**

Due to the size of the school, the number of staff and the need to be able to scale this plan up if other year groups are admitted, then we cannot have all of the children in school at once from a year group if we are to teach in class sizes of 15 children.

Therefore, the children from each class will have to return on a rota. Half will be at school while half are home learning. This will then alternate.

The children will be assigned to Group A or Group B. We will not be able to move children to another group to accommodate parent working patterns as this will mean that numbers will go over 15. Groups will be purely alphabetically divided.

Children will come to school either Monday and Tuesday OR Thursday and Friday

School will be closed on Wednesdays for an extra clean and for teacher planning time, which is a national requirement.

The bubbles (Group A and B) will attend school on different halves of the same week. So each bubble will have two days in school and three days at home.

Group A will always be in school Monday and Tuesday

Group B will always be in school Thursday and Friday

**Possible return to school Dates**

Children in the foundation stage and year 1 cannot be expected to keep their distance from one another.  For this reason, at Holly Park, the children in foundation stage and year 1 will not be the first children to start once the school reopens.  These children will be better off starting back when the government can assure the school that transmission from children is very unlikely.

Below are the possible return to school dates – but these are predictions and dependent on all going well with the first groups who are admitted. This allows for a steady integration into school for one group at a time.

**Date TBC but not before June 8th** - Year 6 return

**Date TBC but not before June 22nd** – Year 1 return

**Date TBC but not before July 6th** – Reception return

This rota system and staggered entry is for two reasons. Firstly we would not be able to accommodate all children within the school if every child came in groups of 15 children and children would be taught by a different teacher who they didn’t know in a classroom and building that they don’t know and most likely with inappropriate furniture and resources.

We have staggered year groups coming back so that we can spend sufficient time with the children to train them up to the new way that school will work.

During June, we will risk asses the possibility of return for Nursery.

We will also wait for government advice on admitting other year groups.

**Drop Off In The Morning**

Drop off and pick up will be staggered and bubbles will be allocated a 15 minute drop off time, starting from 8.45am.

Children and one parent will enter through the main car park gates that will be divided into a one way system. Lines demarcating 2m will have been marked off and these will also lead out onto the street. Just like at a supermarket – children and parents will need to queue up outside school.

Only one parent can drop off their child.

If you are a single parent and have siblings, you may bring the siblings with you but they must remain with you at all times and 2m from other families

Parents will not be allowed into the school grounds and must leave their child at the gates where a member of the SMT will be waiting to receive them wearing a mask and visor.

To begin with:

The Hub children should be at school for 8.45am

Y6 Beech Class at 9am

Y6 Cedar Class at 9.15am

Y1 Pine Class at 9.30am

Y1 Chestnut Class at 9.45am

**Travelling to School**

We recommend that children do not take public transport to come to school if at all possible. The best way to travel if possible is to walk. We would advise parents in cars to take extra care when parking on Bellevue Road as children and parents will be queueing down the road.

**Bikes and Scooters**

Although the government are recommending travel by bicycle, we are not recommending this for coming to school. The bicycle racks are out of use as they are too close together. Children are advised not to scoot or cycle to school, as there will be nowhere to store bikes etc at safe distances.

**Collection during the day and contacting school**

Anyone who needs to collect a child for any reason during the school day will use the normal path and press the buzzer. A member of the office will bring the child to the gate. Again, parents will not be able to enter school grounds. If you need to contact the school then you can please call or email the office and we will be more than happy to assist with any queries. If parents forget a packed lunch, we will provide a school lunch. If children forget their water bottle, we will provide a named plastic disposable cup. Parents will not be able to come back with these items.

**On Entering The School Site**

Once through the school gate, the children will clean their hands at a hand gel station before entering the buildings.

Class teachers will be out in the playground waiting for their children. Children will line up with approx. 2m spaces between them before being led to their classrooms

When younger children start coming to school, they will be given a rope with 2m tapings on – this will help them to space out. They will hold the rope at the 2m markings and will become a ‘walking bus.’

We realise that the return to school might be an anxious time for children as they have not been here for a significant period of time, and therefore might find it difficult to separate from their parent or carer. Normally staff would support in this situation, however all staff will adhere to the social distancing guidance of 2 metres. If a child is finding it difficult to leave their parent, we cannot intervene and we respectfully ask you to leave the site and return home. In this situation, parents will have no choice but to take their child home that day and re assess the situation for the next day.

For these plans to work and for us to protect children and staff alike, time management is paramount. If you are late to your drop off time, your child will not be able to attend school for that day.

**The Hub**

The Hub (provision for key worker children and vulnerable children) will continue. These children will lead straight in to the either Willow Class or Elm Class after sanitising their hands.

**In The Classrooms**

Within their classroom, children will have a designated table and chair which will be theirs for learning and activities. Extra chairs will be stacked in the classroom

Children will be given their own pencil case with all necessary equipment

Children will need to bring a named water bottle.

They will be using limited school based resources.

Classroom doors and windows will remain open for ventilation and therefore children will need a school jumper and coat, which they can leave on their allocated chairs as the coat pegs will be not be in use in the communal areas to minimise contact between bubbles.

Learning will be almost entirely at a set table for your child.

Classes will be following the same home learning activities as set out for the children at home. The ‘normal’ curriculum will not be taught at school.

In school, there will be opportunity for more activities such as regular phonics, spelling, handwriting, PE, whole class reading etc

There will also be time in school for some wellbeing activities to support children

There will be many positives of being with their class teachers where they will experience opportunities for questioning, discussion, clarification of any misconceptions, helpful explanations, immediate verbal feedback in a communal and collaborative environment.

Risk assessments have also been carried out for use of laptops, art equipment and some PE equipment.

**Social Distancing**

The DfE have made it clear that they want children to return in groups of 15 children. They have also made it clear that social distancing in schools may not be completely possible. I can tell you that we have measured the Y6 classrooms and whilst we can ensure that the teacher is 2m away from the children, we are not able to socially distance the children at 2m from each other. The tables can be separated and children seated approx. 1.5m from each other IF all 15 children return. Obviously if fewer than 15 children return we will most likely be able to move children to 2m.

**Contact With Adults**

During the course of a day at school your child will come into contact with the class teacher in the classroom, the year group teaching Assistant at the end of break time, the same group of six Mealtime Supervisors each day and the office staff who will deliver first aid. This contact would of course be at a 2m distance unless they needed first aid. In this case, the member of staff would be wearing PPE.

**Hygiene**

There will be new posters around school reminding children to wash hands properly

There will also be posters up about ‘catch it, bin it, kill it’

Rubbish bags in classroom bins will be emptied mid-way through the day (while the children are in the playground or having lunch)

Toilets, hand basins and fountains will be cleaned mid-way through the day

Children will sanitise hands on entry to school

They will also wash hands before and after break times in their classrooms

They will use hand sanitiser before eating

Only one child per class will be allowed in the infant toilets

Each infant classroom has their own toilet and teachers will monitor toilet use

In the juniors – each toilet door will be labelled – Beech, Cedar etc – children can only use their class toilet

At lunchtime, a meal-time supervisor will supervise use of toilets

The school has purchased PPE for staff, soap, hand sanitiser, tissues and paper towels

All areas being used will be thoroughly cleaned at the end of each school day, e,g, wiping of tables, doorknobs and light switches, etc. Our cleaners will be using the appropriate anti-viral chemicals, during the course of their work, to clean the ‘touch points. Our cleaners have many medical clients so they are well versed in what’s needed’

**Break Times**

All classes will be allocated their own outside area and that is where the children will go for break time, but there will be NO mixing with other children from other groups.

Break times will probably be staggered

Access to outside resources will be very limited as we need to be able to clean equipment daily.

All climbing equipment will be taped off. To begin with there will be no balls, ropes etc.

Each group of 15 will be only playing in their own bubble.

We will not be drawing boxes on the floor as you may have seen in other countries. We will be reminding children to stay 2m apart – however as the government and the DfE have advised – socially distancing primary school children is difficult. Therefore, even with adult supervision, we cannot guarantee that children will not touch each other during break times. All staff will continually remind the children of the new rules to help children get used to this new way of behaving at school.

**Lunch Time**

The school kitchen will be open as normal so children can have school dinners. This term, school lunches will be packed lunches.

In order for us to minimise contact between the bubbles, lunch will be eaten either outside (for packed lunches where possible) or in one half of the dining room. Each bubble will eat by themselves. In time, if necessary we may need to use the main school hall for lunches or children will picnic outside. To help with queuing up for lunch, there will be markers on the floor for children to stand on at 2m intervals.

If your child normally has a packed lunch and you forget to bring it one day, you won’t be able to come in with the packed lunch during the day. However, if you call the school office, we will be able to provide your child with a school lunch for that day.

**Free School meals**

If you are entitled to free school meals and your child is not returning to school you will continue to receive the vouchers for each week.

If your child is returning to school then your child will receive a free meal at school for the days that they are in school. You will then receive a voucher worth £15, which will last for a fortnight – to provide lunch when they are not at school.

**Assembly**

There will be no communal gathering in the hall for assembly or other activities. There is now an assembly recorded every day on the school website. The children at school will watch the daily assembly from the school website in their classroom

**Extra Curricular Activities**

For health and safety reasons under the government guidance, we are not allowed to have any extra activities outside of normal school hours. Therefore there will be no breakfast clubs or after school clubs. There will be no lunchtime clubs. There will be no swimming or forest school. There will be no trips or visits. Unfortunately for Y6 we will not be able to offer any Y6 trip, party, show or leavers’ assembly.

**Uniform**

We are asking the children to wear school uniform as despite all the changes, we are still very proud of our Holly Park community and our uniform represents this. The uniform is what children expect to wear to school. We are asking uniforms to be washed daily; if this is not possible then children must change out of their uniform as soon as they get home.

**Equipment**

Children must not bring in anything from home. They must not bring in a book bag or any other bag. They must not bring in a PE Kit. Any PE will be done in school uniform.

Mobile phones for Y6 should only be brought in if absolutely necessary and should be taken to their classroom at the start of the day and handed into a box in the classroom. The boxes will be locked away.

Children may bring in their own hand sanitiser but this must be clearly labelled with their name. We cannot take any responsibility for loss.

Y6 children may wear a facemask to school if you feel it is essential, however you need to give thought to what will happen to the mask during lunchtimes as they will not be able to put it down anywhere. You also need to consider the health and safety aspect of wearing a mask all day with children fiddling and touching their masks throughout the day and getting hot. Children who come to school in a mask will have to keep it on all day.

Please note we will not be issuing and face masks to pupils or any other kind of PPE.

**First Aid & Illness**

We will continue to administer first aid to children. Staff who do administer first aid will be wearing plastic aprons, gloves, masks and goggles.

If any child or staff members show symptoms of Covid-19, they will need to isolate for **the required number of days** or until they have tested negative. All parents **MUST** be available to collect their child immediately if they are asked to by the school, in order to protect all other children and staff.

**Preparing to Come Back to School**

It is important that your child is school ready in terms of routine. You need to make sure that for at least one week before their return that they are up and dressed and breakfast eaten and ready to go by 8.45am or earlier if you live further from school. Good routine throughout the day will be important. Maintaining good eating habits and good bedtime routines is essential. Children need at least 8 hours sleep.

**First Day Back**

On the first day back, the class teacher will go over the new expectations and rules for each group. They will talk about hygiene and social distancing. They will explain at an age appropriate level what the new measures are and why we have to do them. The teachers will also talk a lot about the specific values we have highlighted from our school list:

The Holly Park Family Are…….

* Respectful
* Friendly
* Resilient
* Determined
* Accepting
* Patient
* Co-operative
* Kind
* Responsible
* Hopeful

**Behaviour Rules**

There will be some new behaviour rules in place for this COVID 19 period to ensure that children follow the necessary health and safety rules. These will be shared with the children by the class teacher and displayed in the classrooms. We will also send them home and ask you to go through them with your child before their return.

**End Of The School Day**

At the end of the school day, classes of 15 children will be brought into the main playground, lined up and spaced apart at 2m intervals facing the car park. The gates will open at 2.45pm. Parents will line up in the car park and street as they did in the morning. As a parent gets to the front of the queue, their child will be released to them.

These will be the end of day pick up times:

Y6 Beech Class at 2.45pm

Y6 Cedar Class at 3.00pm

Y1 Pine Class at 3,15pm

Y1 Chestnut Class at 3.30pm

Key Worker Children at 3.45pm

**Fitness For School – Health**

Parents need to ensure that their child is fit and healthy for school. Any child displaying any Covid 19 symptoms should not send their child to school.

Any parent whose child does display symptoms should inform the school immediately. In a suspected case of Covid 19 then the whole bubble would be sent home until results are returned.

In the case of a confirmed case of Covid 19 amongst any member of a bubble – pupil or teacher – the whole bubble will be required to follow isolation rules

Parents who send their child to school must ensure that they are available to collect their child from school at any point if necessary.

If a child has suspected symptoms of Covid 19 whilst at school, then the child will be isolated until a parent collects.

The government have identified two groups who may be more susceptible to the virus, those who are Extremely Critically Vulnerable and those who are Critically Vulnerable. This also includes people who live with people in these categories.

Advice is clear – IF you are Extremely Critically vulnerable OR live with someone who is then you must NOT attend school. It is not considered safe to do so.

IF you are clinically vulnerable, (this includes chronic asthma) you should take advice from a GP before returning. The school will expect parents to follow this advice and get in touch with us to discuss if necessary,

Please be advised that all of our plans are subject to change as we trial the new routines. They are also subject to change dependent on appropriate staffing levels and ratios.

The government guidance to schools recognises that “unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff”. However, we will do what we can to social distance as far as is practically possible. We cannot guarantee that your child will not come into closer contact with other children.

Apologies for the length of this letter, but it is important that you are in possession of all the facts when making a choice. Hopefully this has given you a clearer picture about sending your child back to school. We reiterate that there will be no consequences should you choose not to send your child back to school. We are a two form entry school and therefore having to accommodate many groups of children is difficult, given the social distancing guidance. We have had to consider how to manage our children and staff in order to provide as safe an environment as possible.

We will be creating some short videos over half term so that you can show your child more clearly what some of the changes will look like. E.g coming into school, First Aid provision, lunchtime, the classroom set up. I will let you know when these are available on the website.

I would like to thank everyone again for your continued support. You will understand that this is a difficult time for everyone and as a school we want to do our best to ensure the safety of children, staff and our school community. This means some flexibility is needed from parents and carers.

Remember, your child’s wellbeing is the most important thing at this time. The children coming back to us happy and secure, with a sense of routine, is more important to us – and to their ongoing education – than them having done any particular piece of home learning.

I will be in touch again after half term when we have heard more from the government. In the meantime, stay safe and well.

Best wishes,



Ann Pelham

Headteacher