

**Bellevue Road, Friern Barnet, London N11 3HG**

t: 020 8368 1434 e: [office@hollypark.barnetmail.net](mailto:office@hollypark.barnetmail.net)

**www.hollyparkschool.co.uk**

Dear Parents and carers,

I hope you are all well and have enjoyed a good summer break. After undertaking a thorough risk assessment, discussion with other Barnet Headteachers, 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 ready to give you more detail about what school will look like in September when your children return in a couple of weeks. I want to give you as much detail so that you have a clear picture of what will happen and so that you can share the information with your children. Parents should be aware that school is once again compulsory and all children are expected to return on Thursday 3rd September.

Please read the information below in order to get a sense of what school will be like - what health and safety measures are in place, what will be expected of parents and what children will and will not be able to do in school. I am sure that as we fully reopen, we will make some tweaks and changes to some of the procedures but I hope the information below will give you things to discuss with your child ahead of their return.

**Year Group Bubbles**

Along with most schools, we will be operating in year group bubbles. This will mean that children in a year group will be taught in their class group but they can play together and eat lunch together. They will not be mixing with children from other year groups during the school day unless they also form part of another bubble e.g Breakfast club, After school club or Lunch club.

Classes will be taught by their class teachers. Teaching assistants will also be supporting their year groups. Classes will have Spanish and music as normal. Classes will be taught by PPA teachers during the week – myself, Miss Michael, Mrs Thomas and Mrs Kelly.

In instances of staff absence for illness or courses etc the class will be taught by a supply teacher or a teaching assistant as we normally do. However if there is insufficient staff availability due to effects of the virus, then we may advise you that a class of children is unable to attend school. We hope of course that this situation will not arise.

**What Can Children Bring To School?**

Children will need to bring a named water bottle as the water fountains are closed.

Children should take any packed lunches to their classrooms, as we cannot use the packed lunch trolleys at the moment.

If your child has packed lunch, then please do remind them that they should NOT swap any food with anyone else,

They can bring in a snack but these needs to be named in some way and be separate to their lunch.

Children should bring their NAMED PE kit in a red drawstring bag as normal.

Children need a named book bag as normal.

Children should not bring anything else in to school.

Children may bring in their own hand sanitiser but this must be clearly labelled with their name. We cannot take any responsibility for loss. If children are silly with this then we will ask them not to bring it again.

Children cannot wear a facemask in school. There is nowhere to put it during lunchtimes, children get very hot and the school day is long. There is also the health and safety aspect of wearing a mask all day with children fiddling and touching their masks throughout the day and getting hot to consider. Please note we will not be issuing any face masks to pupils or any other kind of PPE.

**Breakfast Club**

Breakfast Club will be available from the first day back and is now £3.50. However due to COVID children must arrive for breakfast club between 7.45am and 8.15am. Children will not be allowed in after this time in order to keep comings and goings to a minimum.

For Breakfast Club, parents of children in Years 1-Year 6 should bring their children up the normal school path to the buzzer. A member of the Breakfast Club staff will greet your child out there, give them hand gel and register them in. Parents need to say goodbye at the buzzered gate and cannot come inside the school grounds.

Children will be in Key Stage bubbles at Breakfast Club.

At the end of Breakfast Club, (8.55am) children will be sent to their classrooms where their teacher will be waiting. Year 5 and Year 6 children will leave Breakfast Club at 8.45am to line up in the playground with their class.

Parents with children attending Nursery breakfast Club can come through the buzzered gate and can go round to nursery. They will say goodbye to the children in the nursery outdoor area where the child will be greeted by a member of staff. Again entry will only be between 7.45am and 8.15am.

**Start and End Of The Normal School Day.**

We have been told that we have to stagger the start and end times of the school day to avoid congestion. Please see below for the start and end times of the school day.

Only **one adult** can accompany children to school.

Parents (except those settling Nursery & Reception) will not be allowed past a certain point on the school site. This is actually the tarmac line where the new playground ends.

Parents will need to queue outside the school gate on the pavement at the start and end of the day – socially distanced. Please be courteous to the neighbours.

For health and safety reasons, please queue along the hedge and fencing away from the edge of the pavement. Please keep your eye on your children to ensure they do not wander towards the road while they are waiting.

Inside the grounds, there will be a one-way system in operation for entering and leaving.

**Start and End times:**

Y6 and Y5 start at 8.45am leave school at 3.00pm

Y4 and Y3 start at 8.55am leave at 3.10pm

Y2 and Y1 start at 9.05am leave at 3.20pm

Reception start at 9.20am leave at 3.30pm

Nursery start at 8.45am & 12.45pm leave at 11.45am and 3.45pm

Parents with more than one child (except nursery & reception) can bring both children at the earlier time – one child will line up, the other will walk to their classroom where the teacher will be preparing for the day.

E.g A Y6 child with a Y3 sibling will both arrive at 8.45am. The Y6 child will line up with the class and the Y3 child will lead straight into their classroom.

At the end of the day the older siblings leaving first will go and collect younger siblings from outside doors and bring them to the playground (not reception or nursery).

We hope that reception children will settle quickly and that older siblings will soon be able to collect them too to bring out to the gate area.

**On Entering The School Site**

Once through the school gate and having left their parents, 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.

**Information Sharing**

The start and end of the school day will be busy and there will be lots of parents behind you in the queue to get in to school. There will therefore be no time to stand and chat to staff at the gate, to ask any questions or share any information. This will cause a blockage and hold everyone up. We realise that this is difficult and not ideal. Miss Hounslow will be in the school office each morning. Please feel free to call and pass on any information to her or to ask questions and she will be able to find the answer if she doesn’t know it. If she is not available as she may need to also be at the school gate on some days, then please leave a message on the school answer machine – this is checked regularly and someone will call you back as soon as they can if you leave your name.

As we are less able to speak to you in person or hold meetings in person, please be advised that there will be more text messages than normal and emails. For example instead of handing you ‘Meet The Teacher’ packs – these will be emailed.

**Use Of The Story Garden – Separation Difficulty & Medication**

We realise that the return to school might be an anxious time for some 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 at the gate. We will ask you and your child to go to the story garden where Mrs Puzey and Mrs Needham will be waiting. Please be patient as they may have several children to deal with. Mrs Puzey and Mrs Needham will do their best to coax your child into school. However, if this is not successful then we respectfully ask you to leave the site with your child 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 later that day or the next day.

If you have medication for your child e.g Epipen, inhaler etc then you should also mention at the gate that you need to go to the Story Garden where Mrs Needham will be able to speak to you and take the medication. She will have the necessary forms for you to complete.

**Parents On The School Site**

I am afraid that with the exception of new Nursery and Reception parents for a couple of weeks only – there can be no other parents on the school site.

For the **first two days back**, we are going to allow **Year 1 parents** to come onto the school grounds and line up in the playground with their children, walk up to the classroom and say goodbye to them at the classroom door. This is because Year1 are still very young and we feel this will help the transition.

All other parents need to say goodbye at the point identified and collect from this point at the end of the day.

During the school day, we will still not be able to have parents on site.

If you need to collect children for any reason, you will need to come up the normal path to the buzzer. Your children will be brought to you there and office staff will sign them out.

Sick children will also be brought out to the school gate.

In a medical emergency then a parent would be allowed on to the school site.

There will be no events for parents this term following government advice. Where possible large meetings such as ‘Meet The Teacher’ etc will be via Zoom. There will be no PTA events on site for the near future.

**Settling Nursery & Reception Children**

After the arranged school visits have been completed then parents of Nursery and Reception parents may enter the school site in the mornings and come along with their child to the outdoor classrooms.

We ask these parents to wear facemasks or visors for the sake of our staff. The staff will wear clear visors but will remove these once parents have left the site.

There will be activities outside to help settle the children. We ask parents to say goodbye and leave as soon as possible once their child seems happy. Parents will not be allowed to go into the classrooms.

We hope that the classroom visits and Reception stay and play sessions will mean that the children will settle very quickly.

**Gatherings On the One Way System Or At The School Gate**

We are not allowed to have parents standing chatting to each other in small gatherings at the gate.

Please try to avoid standing having a chat to friends or people you haven’t seen in a while, as this does not fit with social distancing and causes blockages and is inconvenient for other families.

If you are leaving and see friends queuing on the one way system to come in – please do not stop to chat to them as this causes a hold up to the whole system and means that others cannot pass. We need everything to keep flowing.

**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.

Parents should be aware that there will be fewer parking spaces outside the school on Bellevue Road now. The playground extension has meant that our car park has been reduced and therefore more staff will be parking on the road when they arrive at school from 8am.

Y6 and now Y5 children can walk to and from school alone with parental permission but must fill in a Lone traveller form and hand this in (on the website)

**Bikes and Scooters**

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

**Contacting The School**

If you need to contact the school then you can please telephone the school as a first step. You can email the school office. We will be more than happy to assist with any queries.

Please do NOT email the Headteacher email address as a first port of call. The school office will pass anything on if necessary.

**In The Classrooms**

For Early Years and for KS1 the classroom environment will be business as normal in most respects.

For KS2, within their classroom, children will have a designated table and chair which will be theirs for learning and activities for that week. Seats may change weekly.

Children in KS2 will be given their own pencil case with all necessary equipment, as is our normal practice.

In Early Years and KS1, children will have pots of pencils. These will be wiped regularly and there will be a quarantine system in place.

Children 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.

We will be using central areas such as cloakrooms but with only small groups going out at once.

Risk assessments have also been carried out for use of laptops, art equipment and some PE equipment. All of these activities will continue as normal but with extra cleaning.

**Social Distancing In School**

As the government and the DfE have advised – socially distancing primary school children is difficult. Therefore, even with adult supervision, it is most probable that children will touch each other during break times. 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. As far as possible, we will remind children that they should try to ‘Keep a distance’ from others.

**Contact With Adults**

During the course of a day at school, your child will encounter the class teacher in the classroom, the year group teaching assistant, Mealtime Supervisors and several other staff each day. This contact will be at a 2m distance as far as is possible. However as is the nature of working with young children, this will not always be possible especially in the Early Years and KS1. In addition, this will not be possible when a child needs 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 and hand basins 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 to go to the toilets at any one time.

Reception toilets are labelled Green and Red for each class.

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

In the juniors – each toilet door will be labelled – Y6, Y5 etc – children can only use their year group toilet

At lunchtime, a mealtime supervisor will supervise use of toilets

Classrooms also have tissues, hand soap and hand towels.

The school has purchased PPE for staff.

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 is needed.

**Break Times**

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

The Zones for KS2 and Year 2 will change weekly to provide more interest.

Access to outside resources will be limited to each zone.

**Lunch Time**

The school kitchen will be open as normal so children can have school dinners.

In order for us to minimise contact between the bubbles, lunch will be eaten on one-half of the dining room. Each bubble will eat by themselves. To help with queuing up for lunch, there will be markers on the floor for children to stand on at 1m intervals.

If your child normally has a packed lunch and you forget to bring it one day, please call the school office, we will be able to provide your child with a school lunch for that day rather than you bring in a packed lunch as we need to minimise comings and goings.

**Assembly**

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

**Extra Curricular Activities**

For health and safety reasons, there will be no school run clubs for now until we are settled into our new routines. There will be no forest school for the first half term at least. We are waiting to hear from St, John’s about swimming lessons. There will be no trips or visits in the Autumn Term. We will be in contact with Non Stop Action about their clubs.

**Uniform**

Children need to wear the correct school uniform including shoes and hair accessories. We are asking uniforms to be washed daily; if this is not possible then children should change out of their uniform as soon as they get home.

**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.

Parents should be reminded that all epi pens and asthma inhalers that are needed should be brought to school on the first day and parents should meet with Mrs Needham in the Story Garden to discuss. All medications should be in date.

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. It is important to establish some sort of routine towards the end of the holiday as way of transition.

**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.

**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. These will run along with our usual behavior expectations.

**Homework**

There will be more information about this as we begin the school year, but the children will be using Google Classroom each week for one piece of homework. The idea is to make sure they remember their log in details and how to use it so that should we need it later in the year – they know how to use it. They will however now be sending the work back privately so that only the teacher can see it. The class stream will still be live for class discussion and comment.

**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 year group bubble would be sent home until results are returned.

We will follow the government track and trace procedures.

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

IF a whole bubble needed to isolate for two weeks then the class teacher would set home learning again via Google Classroom.

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.

Please be advised that all of our plans are subject to change as we trial the new routines. Please be patient as we try to establish new routines and systems with four hundred children and eight hundred parents – there are bound to be a few hiccups and confusions along the way!

In addition to our own plans, we have no idea what direction this virus will go in over the autumn and winter. We have no idea or control over what restrictions or lockdowns the government will put into place as the term progresses. We remain positive but will clearly have to follow any government plans or advice that may come into place as the school year progresses. We will have to keep plans for future home schooling or blended learning up our sleeves!

Apologies for the length of this letter, but it is important that you are in possession of all the facts. I hope that this has given you a clearer picture about sending your child back to school. We are a two-form entry school and therefore having to accommodate many groups of children is difficult within the guidance. We have had to consider how to manage our children and staff in order to provide as safe an environment as possible.

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 important to us – and to their ongoing education.

We look forward to seeing you all on Thursday 3rd September. In the meantime, stay safe and well.

Best wishes,



Ann Pelham

Headteacher