



Headteacher: Mrs P Cocker
Deputy Head: Mrs L Drummond

T: 01924 767066
E: office@headlandsce.net
W: <https://www.headlandscofeschool.co.uk>

21 May 2020

Dear parents/carers,

We would like to take this opportunity to confirm in writing that your child, _____, has been allocated a place in school from Tuesday 2 June. We would now like to provide you with some further information about the new procedures which will need to be adopted from this date in order to ensure the continued safety of all adults and children.

As you are aware, on 10 May, the Prime Minister announced a roadmap towards recovery which included plans for a phased return to school for some pupils. Since this announcement, the senior leadership team in school have been carrying out risk assessments of the school building in order to prepare for this wider opening and to establish which pupils could be safely catered for. As part of the decision making process, we have had to take into account the size limitations of our school building including the space available both indoors and outdoors as well as the health and availability of our staff. All of the decisions we have made have been informed by up to date government guidance and information sent to us by the local authority.

We would have loved to have been able to welcome more pupils back to school from 2 June, however, the demand for keyworker places at Headlands remains high and has significantly increased over the last few days. Therefore, we only have enough places in school for the children of keyworkers and for children from some of our most vulnerable families. You will have received a text from us earlier in the week which informed you that we will not be able to allocate places in school to any additional Nursery, Reception, Year 1 or Year 6 pupils.

From 2 June, the plan that we have put in place strictly limits the number of pupils in the building each day in order to ensure that we are able to apply and adhere to some strict social distancing measures in school alongside rigorous handwashing and cleaning routines. During the lockdown period, we have already been following all government guidance with regards to implementing protective measures in school. However, from 2 June these measures will be implemented with even more rigour due to the increased numbers of adults and children in school each day.

School will be organised into four separate 'bubbles' in order to keep social contact to a minimum. This means that all pupils and staff will be allocated to a particular bubble and will work/play within this bubble throughout the school day. Staff and pupils in each bubble will be allocated specific classrooms/outdoor areas and will not access any of the areas assigned to other bubbles. Very occasionally, staff and pupils may pass on corridors but this will be kept to an absolute minimum and has been deemed by the government as low risk. The maximum number of pupils in any of the planned bubbles is 24 and these 24 pupils will be divided out into two or three separate classrooms. All pupils will be assigned a classroom as their base and a teacher to lead their learning but this might not necessarily be their normal classroom or normal teacher. Most bubbles will contain pupils from more than one age group. Therefore, your child will not necessarily be learning alongside their usual classmates. The only members of staff who will be permitted to come into contact with staff/pupils from more than one bubble will be the senior leadership team, the office staff, the catering team, our music specialist and our sports coach. However, this contact will be infrequent and limited.

Your child has been allocated to Bubble ____.

Headlands CE (C) J I & N School
Headlands Road
Liversedge
West Yorkshire
WF15 6PR





Headteacher: Mrs P Cocker
Deputy Head: Mrs L Drummond

T: 01924 767066

E: office@headlandsce.net

W: <https://www.headlandscfeschool.co.uk>

We would like to share the following important information with you:

Attendance Information

- Your child has been offered a full-time place but is not required to attend every day if there are some days where you are not at work and can continue to keep them safely at home
- When in school, children will need to attend for full days
- If you do not use your allocated place, it's likely that we will contact you and consider allocating your child's place to another family (we have already begun to compile a waiting list of families who would like a place)
- We will send you a text every Wednesday asking which days you require in school for your child(ren) for the following week. Please respond to this text by 3.30pm the following day to help us keep our registers as up to date as possible
- From 2 June our first day absence procedures will still apply so please ensure you ring us before the start of the school day if your child is ill or won't be attending as previously arranged
- Unfortunately from 2 June we will not be able to provide breakfast or after-school clubs. We have been advised not to run such provision as it means that we would have to mix pupils from different bubbles therefore increasing the risk of cross-contamination

Classroom Arrangements

- Within each classroom, pupils will be allocated an individual workstation and resources (with the exception of pupils in EYFS) which will be 2m apart from any other pupil or member of staff. No other pupil will be permitted to sit at their workstation or share their resources
- Whilst in the classroom, pupils will be expected to remain at their workstations
- It is clear that assigning our youngest pupils in EYFS a workstation is not appropriate. In this bubble social distancing will be managed by maximising the use of the provision in the indoor and outdoor spaces. The bubble containing our youngest pupils will be the smallest bubble within the school with a maximum of 20 pupils to help us try to ensure appropriate social distancing can be achieved
- All classrooms will be kept well-ventilated throughout the duration of the school day
- Resources that pupils may require for their learning will not be shared across bubbles and this will include outdoor play equipment
- Resources which cannot be cleaned easily such as soft toys or toys with small parts will be removed from classrooms
- We have also purchased sterilising fluid to enable thorough cleaning of frequently used resources (particularly in EYFS)

Infection Control and Cleaning

- Throughout the day, staff will be provided with equipment to enable them to regularly clean hard surfaces such as door handles, desks and light switches
- Handwashing routines for pupils will continue at regular intervals throughout the day and always on arrival in school, at breaktime, before eating and after PE sessions
- We will be providing tissues in all classrooms so that upon sneezing/coughing pupils will be expected to 'catch it, bin it, kill it'
- Lidded waste paper bins have also been purchased so that pupils and staff can dispose of tissues safely

Headlands CE (C) J I & N School
Headlands Road
Liversedge
West Yorkshire
WF15 6PR





Headteacher: Mrs P Cocker
Deputy Head: Mrs L Drummond

T: 01924 767066

E: office@headlandsce.net

W: <https://www.headlandscfeschool.co.uk>

The School Day including the Curriculum

- Staff will be planning an enriched curriculum with a broad range of educational opportunities. As there are likely to be a range of age groups within each bubble the curriculum will not necessarily be the one they would have followed at this time in the academic year
- Staff will be planning to use the outdoor areas including the school woodland as much as possible in order to ensure that pupils have access to lots of fresh air and are able to stay active and regularly exercise
- When pupils move around their designated areas within school or line up in the hall for lunch this will be done in an orderly fashion at 2m intervals
- As always, pupils will be expected to follow instructions promptly and adhere to all of the new safety procedures and routines. If pupils demonstrate that they are unable to do this then unfortunately they will no longer be able to attend. Pupils must be able to demonstrate that they are able to behave in a manner which does not put themselves, other pupils or staff members at risk
- Lunchtimes will be staggered so that only the pupils from one particular bubble are accessing the dining hall at any one time. Between separate sittings, tables and chairs will be cleaned
- We are hoping that from 2 June a hot meal will be provided each day for all of those pupils who would normally have one. All other pupils should bring a packed lunch as usual
- The guidance states that pupils must limit the number of belongings they bring into school each day to minimise possible transfer of the virus between home/school. Therefore, on 2 June, pupils need to bring in one named bag containing a PE kit, sunhat, sunglasses and a bottle of sun cream. This bag must then be left for pupils to access in school for the duration of the Summer term
- The only other items which are permitted to be brought into school daily are coats, a named water bottle, a lunchbox and one piece of morning snack for pupils in KS2 (fruit, vegetables or yoghurt). Pupils must take water bottles home daily to be cleaned
- Staff and pupils will not be permitted to bring in personal items of PPE. Staff will be provided with PPE if a child becomes unwell with COVID-19 symptoms or when carrying out intimate care for a younger pupil

Start and End of Day Routines

- Government guidance states that in the interest of infection control, schools must reduce the volume of people gathering at busy times. Therefore, schools have been advised to stagger their drop off and pick up times at the start and end of the school day. In order to facilitate this, the following drop off and pick up times for family groups (more than one child in school) and individual bubbles must be strictly adhered to:

	Drop Off/Pick Up Point	Drop Off Time	Pick Up Time
Families	Black gate at the top of the main pedestrian path into school	8.55am	2.45pm
Bubble A	Reception gate near the top of the Nursery path	8.55am	3.10pm
Bubble B	Black gate at the top of the main pedestrian path into school	9.05am	2.55pm
Bubble C	Black gate at the top of the main pedestrian path into school	9.15am	3.05pm
Bubble D	Black gate at the top of the main pedestrian path into school	9.25am	3.15pm

Headlands CE (C) J I & N School
Headlands Road
Liversedge
West Yorkshire
WF15 6PR





Headteacher: Mrs P Cocker
Deputy Head: Mrs L Drummond

T: 01924 767066

E: office@headlandsce.net

W: <https://www.headlandscofeschool.co.uk>

- All parents will be expected to accompany their child(ren) all the way to/from the drop off/pick up points each day unless their child is in upper key stage 2 and normally walks to/from school alone
- When dropping off/picking up your child(ren) please do not attempt to enter the school premises before your allocated time slot and refrain from gathering outside the school grounds on the pedestrian pavement
- Parents are advised to always walk on the left-hand side of the school paths. Markings will be provided to ensure you are able to queue up the school paths at a 2m distance from others when waiting to drop off/pick up your child(ren)
- Only one parent per family is permitted to drop off/pick up at any one time
- Parents are no longer permitted beyond the drop off/pick up points unless attending a pre-arranged appointment with a member of staff. Appointments can be arranged by contacting the school office
- We recognise that it may take a little longer to drop off/pick up your child(ren) but ask that you remain patient with the staff at all times and queue in an orderly manner
- During the lockdown period, a number of parents have begun parking in the staff car park when dropping off/picking their child(ren) up. From June 2, this will no longer be possible as all staff will be back in school and need access to/from the car park at all times
- Government documentation advises us to remind you that it is in your family's best interests to avoid using public transport to travel to/from school. Where possible, it is recommended that families walk to their desired destinations.

Procedures that school will follow if someone becomes unwell or tests positive for COVID-19

- If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the government's guidance which states that they should stay at home for 7 days and household members should isolate for 14 days
- If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with appropriate adult supervision. A window will be opened for ventilation
- PPE will be worn by staff caring for the child while they await collection
- Testing should be available for all children aged 5 or over from 1 June so we would strongly advise that you arrange for testing to take place if your child begins to develop COVID-19 symptoms after this date
- If your child tests positive for COVID-19, we ask that you inform us immediately
- If a child or staff member tests negative, they can return to school and their household members can end their self-isolation
- If a child or staff member tests positive, the rest of their bubble within school will be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms

We hope that the information that we have provided in this letter is useful to you, has helped to reassure you that our risk assessments have been thorough and that our plans for 2 June onwards have been carefully considered with the safety of both children and staff at the forefront of our minds. Of course, when working with young children it is impossible for us to guarantee that your child(ren) will be socially distanced at all times (particularly in EYFS). However, we will do our absolute best during these uncertain and difficult times.

We require all parents to sign and return the slip below to confirm that they have read the information provided and understand the expectations placed upon staff, children and parents once the school re-opens more widely on 2 June.

Headlands CE (C) J I & N School
Headlands Road
Liversedge
West Yorkshire
WF15 6PR





Headteacher: Mrs P Cocker
Deputy Head: Mrs L Drummond

T: 01924 767066
E: office@headlandsce.net
W: <https://www.headlandscofeschool.co.uk>

This slip must be handed to a member of staff at the drop off point on your child's first day back at school on or after 2 June before your child is able to enter the school building.

We would like to take this opportunity to thank you for your continued support throughout these testing times. We are looking forward to welcoming more pupils back to school from 2 June. Until then, we wish you well and hope you and your family continue to stay safe.

Yours sincerely

P. Cocker

Mrs P. Cocker
Headteacher

Drummond.

Mrs L. Drummond
Deputy Headteacher

COVID-19 Phased Return: Parental Agreement

Name of Child(ren): _____

I confirm that I have read and understood the information provided by school in regards to the wider opening of school from 2 June. I understand the expectations placed upon both myself and my child in order to ensure the safety of the whole school community during this unprecedented time. I recognise that my child may no longer be able to attend school if they are unable to follow the robust protective measures implemented in school from 2 June.

Signed(parent/carer)