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Dear parents/carers,

We hope you are all continuing to stay safe and well during these unprecedented times. We don't think any of us could have imagined the challenges that we would all have to face during the last few months. As I'm sure you will appreciate, for us, it has been incredibly difficult trying to react to the ever-changing guidance that we have received. In the absence of so many children, school hasn't felt the same and we have missed our Headlands families greatly. We recognise that this letter is very lengthy, however, it is essential that you read the whole document carefully as it contains very important information about the procedures that we will be putting in place from September.

As we are sure you are aware, on 2 July 2020, the government announced its plan that all pupils, in all year groups, will return to school full-time for the beginning of the Autumn term. This means that even 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. In March, when the COVID-19 outbreak was increasing it was made clear by the government that no parent would be penalised or sanctioned for their child's non-attendance at school. Now that the circumstances have changed, the government states that it is vital for all children to return to school in order to minimise possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Therefore, from the beginning of the Autumn term, all of the usual rules on school attendance will apply, including;

- Parents' duty to ensure their child attends school everyday
- Parents' responsibility to inform school before 9am should their child be ill and unable to attend
- Schools' responsibility to record any attendance and follow first day absence procedures
- The ability of the Local Authority to issue sanctions such as fixed penalty notices for non-attendance

We were delighted to hear the news that schools could open fully from September and over the last two weeks we have started to carry out risk assessments and formulate plans for the safe return of all pupils and staff. The government have issued comprehensive guidance for us to follow which sets out actions for us to take in order to minimise the risk of transmission of coronavirus in school. These actions are endorsed by Public Health England. This includes putting in place a series of proportionate protective measures and continuing to minimise the number of contacts that each pupil has during the school day.

Below, we have outlined the essential protective measures that all members of the school community will be required to follow from September;

#### **1. People who are ill must stay at home and engage with the NHS Test and Trace process:**

- 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. See enclosed flowchart entitled '*School child isolation guide for parents and guardians*' for more information
- 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
- If your child tests positive for COVID-19, we ask that you inform us immediately and continue to engage willingly with the NHS Test and Trace process to provide details of anyone your child might have been in close contact with
- If a child or staff member tests positive, school will be required to contact the local health protection team who will carry out a rapid risk assessment to determine who has been in close contact with the child/staff

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member during the period that they were infectious. The health protection team will then provide school with definitive advice regarding who must be sent home. In some cases, health protection teams may recommend that a larger number of pupils and staff self-isolate at home as a precautionary measure – this could include the whole school site or individual year group bubbles

## **2. School will have robust hand and respiratory hygiene practices in place:**

- 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
- There may be some occasions, due to their location in school, that children are unable to wash their hands using soap and water. On these occasions, hand sanitiser will be provided instead
- 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 and have been in use throughout the Summer term so that pupils and staff can dispose of tissues safely
- Public Health England does not recommend the use of face coverings in school. We have been advised that they are not required in schools as pupils and staff will be mixing in consistent groups and because misuse of face coverings may increase the risk of transmission. Face coverings may also limit effective communication and therefore have a negative impact upon children's learning. If your child will use a face covering to travel to/from school, they must know how to remove it safely prior to entering the school building. Please also ensure that your child is aware that they must not touch the front of their face covering during use or whilst removing it
- There may be a few exceptional circumstances whereby an individual risk assessment for an adult in school states that they must wear a face covering for some activities and for some periods of time

## **3. School will ensure enhanced cleaning arrangements are in place:**

- 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
- Toilet areas will be cleaned regularly and pupils will continue to be encouraged to wash their hands thoroughly after using the toilet
- Most resources that pupils may require for their learning will not be shared across year group bubbles and this will include outdoor play equipment. On occasions where resources do need to be shared (E.g. Sports, Art, Science equipment or Library Books), resources will be cleaned or rotated to allow them to be left unused for a period of 72 hours
- We will limit the use of resources which cannot be cleaned easily such as soft toys or toys with small parts
- We have also purchased sterilising fluid to enable thorough cleaning of frequently used resources (particularly in EYFS)

## **4. School will aim to minimise contact between individuals and maintain social distancing wherever possible:**

- At Headlands, we aim to fulfil this requirement by keeping pupils in year group bubbles where possible. Maintaining these year group bubbles will make it quicker and easier to identify those who may need to self-isolate in the event of a positive case of Coronavirus in school. With the exception of family groups, year group bubbles will be kept separate at the start, during and end of the school day
- It is recognised that primary-aged children will not be able to effectively maintain social distancing. The government have acknowledged that it is therefore acceptable for them to not social distance within their year group bubble
- It is acceptable for siblings to be placed in different year group bubbles to allow for age-appropriate teaching to take place
- Staff in school will be permitted to operate across different year group bubbles, where necessary, in order to facilitate the delivery of the school timetable but will continue to try to keep their distance from pupils and other staff as much as possible
- In Years 1-6, adaptations will be made to each classroom to support social distancing where possible. This will include seating pupils side by side in rows and facing forwards so that they are not sat face to face.

Each pupil will have an allocated seat, both in their own classroom and if they move classrooms during Maths. Pupils will also be provided with their own resources in a plastic zip wallet, such as a pencil and a ruler (with the exception of pupils in EYFS). No other pupil will be permitted to share their resources

- 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 8 September, pupils in Years 1-6 need to bring in one named bag containing a PE kit. This bag must then be left for pupils to access in school until the half-term holiday
- The only other items which are permitted to be brought into school daily are coats, bookbags, a named water bottle, a lunchbox and a morning snack for pupils in KS2 (fruit, vegetables or yoghurt). It is recommended that pupils take water bottles home daily to be cleaned
- Large gatherings in school will be avoided, such as assemblies and collective worship. It is also highly likely that many normal Autumn term activities including fundraising events and concerts will be unable to take place
- Pupils' break times will be staggered so that only one year group bubble accesses their designated playground at any one time
- Pupils' lunch times will also be staggered so that only one year group bubble accesses the hall or designated playground at any one time. Tables and chairs in the dining hall will be cleaned between year groups. Due to time constraints and the hours worked by the catering staff, it will not be possible for all year groups to eat their lunch in the dining hall. Therefore, some year group bubbles will eat their lunch in their classrooms. The catering staff are working closely with us to ensure that those pupils who usually have a hot lunch will have their meal delivered to their classroom. Please be aware that this meal will be identical to the one being served in the main dining hall.
- Due to the complex arrangements at lunchtime pupils will have a limited timeframe in which to eat their lunch. Please keep items in packed lunches to a minimum (eg, sandwich, crisps, fruit/yoghurt, biscuit).

### **Measures for arriving at and leaving school**

The government guidance states that schools may need to adjust start and finish times in order to keep different groups of pupils apart as they arrive and leave the building. Therefore, all pupils in school have been allocated a 'colour group' which relates to their drop off and pick up time. In the table below, you will see that the drop off and pick up times are in five minute intervals. It is essential that these times are strictly adhered to in order to avoid bubbles of children mixing with each other. In order to avoid unnecessary inconvenience to parents, siblings have been allocated the same colour group for drop off and pick up so that parents only have to make a single journey at the start and end of the day.

| <b>Colour Group</b> | <b>Drop Off Time</b> | <b>Pick Up Time</b> | <b>Allocated Pupils</b>                                 |
|---------------------|----------------------|---------------------|---|
| <b>Red Group</b>    | 8:55am               | 3:05pm              | Y6 plus their siblings in all other year groups         |
| <b>Green Group</b>  | 9:00am or 12:00pm    | 12:00pm or 3:00pm   | Nursery plus their siblings in Y5,4,3,2,1 and Reception |
| <b>Yellow Group</b> | 9:05am               | 3:10pm              | Y2 plus their siblings in Y5,4,3,1 and Reception        |
| <b>Pink Group</b>   | 9:10am               | 3:15pm              | Y1 plus their siblings in Y5,4,3 and Reception          |
| <b>White Group</b>  | 9:15am               | 3:20pm              | Y3 plus their siblings in Y5,4 and Reception            |
| <b>Blue Group</b>   | 9:20am               | 3:25pm              | Y4 plus their siblings in Y5 and Reception              |
| <b>Orange Group</b> | 9:25am               | 3:30pm              | Y5 plus their siblings in Reception                     |
| <b>Brown Group</b>  | 9:30am               | 3:35pm              | Reception pupils without siblings in school             |

From September, there will only be one point of entry onto the school site for all pupils and a **one-way system** around the outside of the building will be implemented. When walking around the perimeter of the building, we advise parents to do so in an orderly fashion and to try to maintain appropriate social distancing. The point of entry for all pupils and parents will be the Nursery gate. The point of exit for all pupils and parents will be the main gate at the bottom of the school pedestrian path. Parents will not be permitted to re-trace their steps and exit via the Nursery gate unless dropping off or picking up Nursery pupils at lunchtime. In order to minimise social contact, only one parent per family will be permitted to drop off and pick up pupils. Parents will be guided to walk around the outside of the building, dropping off and picking pupils up from their designated doors (see enclosed diagrams). We recognise that this might initially appear confusing but please do not worry as during the first week back in September, we will ensure that there are members of staff in Hi-Vis jackets directing families to the correct place. A small number of families will be contacted separately towards the end of the Summer holiday as we recognize some children may need a personalised entry and exit plan.

Gathering at the Nursery gate is strongly discouraged, therefore please arrive promptly at your allocated time. If a queue begins to form, please ensure that appropriate social distancing is maintained and queue in one direction from the Nursery gate towards Halifax Road. Please be mindful not to block driveways belonging to local residents. In order to be permitted on site both at the start and end of the school day, you will need to show the member of staff at the entrance a coloured card, in accordance with your child's allocated colour group, as this will help to ensure that entry into school grounds is a quick and efficient process and avoids us having to check off individual names of pupils. Please have your cards ready to show a member of staff as you approach the gate (colour cards are enclosed with this letter). We have provided each family with two copies of the entry card in case one is misplaced or required by more than one family member. If families forget their coloured card or arrive at the wrong allocated time, they will not be permitted on to the school site until after the drop off/pick up process for the whole school has been completed. It is therefore really important that you arrive on time and remember to bring your coloured card to avoid a lengthy wait. Pupils in Upper KS2 who walk to/from school independently are required to be responsible for bringing their own coloured entry card. We will ensure that there is a member of staff monitoring any queues that might form to try to ensure that any families joining the back of a queue do not miss their allocated time slot. In the first few days, this process may take all of us a little while to get used to so your patience and cooperation will be much appreciated. If you lose your coloured card in the Autumn term or require an additional copy, please contact the school office for assistance.

We recognise that some families rely upon childminders and other childcare providers to drop off and pick up their children. We intend to liaise with families and childcare providers via our texting service or via telephone towards the end of the Summer holiday to make appropriate arrangements for these groups of children to be dropped off and picked up.

### **Other general information**

- As always, pupils will be expected to follow instructions promptly and adhere to all of the new safety procedures and routines. 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
- Unfortunately, parents will be unable to speak to teachers at drop off/pick up times. If parents have a concern or message that they wish to be passed on to a class teacher, they should contact the school office so that a telephone appointment can be arranged
- From September, we are able to run our breakfast club for families who have already contacted us to arrange a place for their child/children. Children from different year group bubbles will be kept apart at different tables in the hall. Pupils attending breakfast club must arrive promptly at 8:10am and no later than 8:20am. Pupils attending breakfast club are permitted to enter the school site via the main pedestrian path in order to be dropped off as normal at the KS1 door. Unfortunately, due to staff re-organisation and time constraints, pupils who arrive later than 8:20am will not be able to attend and will have to leave the school site
- Unfortunately, we have no intention of providing any after school clubs during the first half of the Autumn term and we will not be permitting any year group bubbles to plan any offsite visits. Parents will be informed if our decision about this changes
- Music will continue to be taught as part of our broad and balanced curriculum but we may need to make some adaptations in light of recent guidance regarding measures that schools might need to adopt in order to deliver sessions involving singing and musical instruments safely

- The Senior Leadership Team are still undergoing discussions about how to safely facilitate the setting and marking of homework as this involves the transfer of additional items from home to school and vice versa. We will provide you with more information about this at a later date
- Parent/teacher meetings for parents of **new Nursery pupils** are still scheduled to take place as organised on Monday 7 September and Tuesday 8 September. These will take place in the Nursery building and parents will be able to enter and exit the site via the Nursery path at their allocated meeting time. It is likely that there will only be a member of staff on the Nursery gate between 8:50am - 9:45am and 3:00pm - 3:45pm on Tuesday. At these times, please join the queue of parents waiting to enter the school site then make yourself known to the member of staff on the gate. If there is no queue and no member of staff restricting access to the school site, please feel free to make your way immediately to the Nursery building
- From Wednesday 9 September, when normal Nursery hours resume, parents will be required to abide by the one way system around the perimeter of school when dropping off/picking up Nursery pupils (with the exception of the 12:00pm drop off/pick up). Details of official start dates/times for new Nursery pupil have already been shared with parents and are still applicable
- Parent/teacher meetings for parents of **new Reception pupils** are still scheduled to take place as organised on Monday 7 September and Tuesday 8 September. These will take place in the Reception classrooms. To attend these meetings, parents will be permitted to access the building via the main pedestrian path and enter the building via the main school office. Between 8:50am - 9:45am and 3:00pm - 3:45pm on Tuesday, please make yourself known to the member of staff at the bottom of the main pedestrian path who will permit you to enter the site. At all other times if there is no member of staff restricting access to the school site, please feel free to make your way immediately to the main office
- From Wednesday 9 September until Friday 11 September, part time transition arrangements will still be in place for pupils starting in Reception. Those pupils who have been allocated Group A and are attending just the morning sessions are now required to arrive at 9:30am rather than 9:00am as previously stated (unless arriving earlier with a sibling). Group A pupils should then be collected at 11:30am from the Reception gate half way up the Nursery path (one-way system does not apply at this pick up time). Those pupils who have been allocated Group B and are attending just the afternoon transition session should arrive at the Reception gate as previously arranged at 12:30pm and should be collected at the slightly earlier time of 2:30pm apart from those pupils who will stay longer and be picked up along with their siblings in school at coloured time slots (one-way system does not apply at drop off and pick up times for Group B when dropping off at 12:30pm or picking up at 2:30pm)
- From Monday 14 September, all Reception pupils will begin attending full day sessions and therefore all drop off/pick up routines described earlier in this letter will apply

We would like to take this opportunity to remind you that from Friday 17 July, the year group email accounts will no longer be active so please do not try to send any messages to class teachers after this date as they will be unable to reply. If your child still wishes to access some learning over the Summer, the remote home learning site will still be up and running with lots of links to different websites, activities and games in the 'GENERAL RESOURCES' area. We've recently added many more links so hopefully your child can find something on there that they will find fun and interesting to do!

We hope that all pupils have managed to watch and enjoy the video message from their new class teacher which was uploaded to the home learning site earlier this week (or the main website for pupils starting school in Reception). We recognise that some pupils may be anxious about returning to school after such a prolonged absence. We are sure that you will support them with any worries they may have and we would like to take this opportunity to reassure you that the school staff have been busy over the past few weeks carefully planning transition activities to support the rebuilding of friendships and social engagement. There will also be activities planned to address and equip pupils to be able to respond to and make sense of any issues they may have linked to coronavirus.

We hope that the information that we have provided in this letter is useful to you and has helped to reassure you that our risk assessments have been thorough and that our initial plans for September onwards have been carefully considered with the safety of both children and staff at the forefront of our minds. After reading this letter, if you still have any queries or concerns about the procedures in place from September onwards, please contact us via the following email address:

[september2020@headlandsce.net](mailto:september2020@headlandsce.net)

Please be aware that all of the information provided above is correct at the time of writing this letter. We will also be uploading copies of this letter to our main school website just in case any families misplace it and need to refer back to it throughout the Summer. Should there be any changes as a result of new guidance, we will endeavor to inform parents as soon as possible. We would like to take this opportunity to thank you once again for your continued support throughout these very testing times. We are looking forward to welcoming all new and existing pupils back to school in September.

Until then, we wish you well and hope you and your family continue to stay safe.

Yours sincerely,

*P. Cocker*

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Mrs L Drummond  
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