



Hayeswood First School

Cutlers Place, Colehill, Wimborne, BH21 2HN
office@hayeswoodfirstschool.net www.hayeswood.dorset.sch.uk
Tel: 01202 882379

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Dear Parents / Carers of Hayeswood First School Pupils

Wider Reopening Update : Parent / Carer Protocol

Many thanks for your patience while we have been creating plans for the phased return of Key Worker, Reception and Year 1 children from 8th June. We understand that many of you will be anxious about your child returning to school. We will do our very best to provide a supportive and nurturing environment for them as they return. The staff would not want this next phase to be in any way frightening or unsettling for pupils and we are carefully planning how we will incorporate all additional requirements in the most child-friendly way possible.

When school reopens to a wider group of children with effect from Monday 8th June, we will welcome back pupils from Reception and year 1 - i.e. **all those whose parents have indicated via our survey that they want their child to return.** Reception and year 1 pupils should attend every day to maximise continuity after such a long time away.

We would ask that parents / carers do not bring children to school if they are not expected - it is highly unlikely that we will be able to accommodate them. Please contact the school office to discuss re-starting school.

All children coming back should return in uniform from 8 June. Should they have outgrown certain items, please do your best to colour match wherever possible. We do appreciate that school uniform may not currently be in ready supply! With regards to school shoes, if these no longer fit then please ensure that children wear comfortable, suitable footwear. Trainers are acceptable if school shoes do not fit. Uniform will need to be washed daily. Suncream - if needed - should be applied at home before school. Children can bring a sunhat with them to keep in school.

School will be a very different experience - for pupils, staff and parents - from that which we have been used to up until March. This letter sets out in detail how we will manage the expectations required of us by the government at the same time as meeting the needs of our pupils and supporting our staff in achieving this.

'Bubble' Groupings of Pupils and Staff

The national guidance for schools sets out clear rules as to how children should be grouped when they return. Each child should be placed into a 'bubble' of no more than 15 pupils with one teacher (two if there is a job-share). Bubbles will not mix or interact with other bubbles during the school day. Each bubble will be supported by one or two TAs (dependent on

group size and pupil needs). **Once a child or staff member is placed within a bubble, it is not permitted for us to move them into a different bubble.**

Children of key workers in years 2, 3 and 4 are also placed into a bubble, and these children will continue to attend as required, i.e. on the same basis that we have been operating since 23rd March. Sessions will be booked in the usual way. Any key worker families with children in years 2, 3 or 4 who have not previously booked sessions with us are asked to email the school office (office@hayeswoodfirstschool.net) with their requirements. The office team will then confirm if these can be accommodated.

Children in years R and 1 whose parents are key workers will be placed in a mixed Reception / Y1 bubble. This is done because we need to meet the needs of key workers who require a slightly later pick up time - see drop off and pick up arrangements below. We cannot accommodate key worker children in other bubbles as we have now reached capacity. Children of key workers in years R and 1 should also attend on a daily basis in the same way as other pupils returning in these two year groups.

Crucially, pupils and staff cannot be placed in more than one bubble. It therefore follows that not all children can be taught by their usual class teacher. However, we have carefully planned our staffing so that teachers with age appropriate expertise are teaching each age group.

Whilst it cannot be guaranteed that children will be placed with all of their friends we will use teachers' knowledge of friendship groups to ensure that children are not isolated. This will take time and we ask that parents avoid contacting the school to make specific friendship requests. When the groups are finalised, parents will be contacted and we would respectfully ask that parents do not request for their child to move bubbles prior to 8th June start unless there are genuinely exceptional reasons for doing so.

As you will imagine this set of conditions has huge implications for staffing capacity in a small school such as ours, and our calculations indicate that we will reach maximum staffing capacity with relatively low pupil numbers. **Because of this, we will not be able to accommodate children whose return to school has not been pre-arranged. Please contact the school office to discuss how to proceed should you wish for your child to restart school.**

Bubble Organisation

Bubble	Staff	Classroom
Red Bubble	Mrs Simmonds / Mrs Everitt Miss Brock	Frogs
Blue Bubble	Mrs Fairman / Mrs Dawson Mrs Lawes / Ms Barnes	Rabbits
Yellow Bubble	Mrs Hodder / Mrs Loveys Mrs Ayling / Mrs Kirby	Hedgehogs
Green Bubble	Mrs Bartlett / Mrs Muncer Mrs Wilford	Badgers

Parents will receive notification by separate email of which bubble their child has been placed in. If you are expecting to hear from us but do not receive an email by Friday 5th June, please contact the school by telephone or email.

Timings of the School Day, Drop Off and Pick Up Arrangements

Entry and exit times will be staggered, bubble by bubble. Overall, except for key worker children, the school day will be shortened. This is because we need to allow extra time for staff to clean and thoroughly disinfect contact surfaces and equipment in addition to our usual cleaning regime.

Dropping Off

In order to protect our community we ask parents / carers:

- To arrive **on time but not early** - to avoid congregation on the pavement outside school
- To observe 2 metre social distancing whilst queuing on the pavement and when entering one at a time via the school gate
- When the gate opens, to drop children one at a time to the staff member on duty and then immediately to leave the site via the ramp and metal gate to the blue pedestrian path next to the car park
- Not to request entry to the school building - this goes against national guidance and we are unable to allow parental access into school at this time
- Not to bring the whole family! Each child should be accompanied by one parent or carer only. Younger and older siblings should not come onto the school site unless it's unavoidable
- Not to enter the site outside of the allotted drop off times - if you are late, please telephone school to arrange a late drop off at the front door.

N.B. If children are reluctant to separate from parents / carers: whereas in the past we may have taken a child 'by the hand' to enable the parent to leave, taking social distancing into consideration we regret we are no longer able to support in this way. Parents are asked to leave the site with their child and telephone school to arrange a later drop-off if necessary.

Drop Off Times

Green and Yellow Bubbles: 8.40 - 8.50 am Cutler's Place gate

Red Bubble: 8.50 - 9.00 am Cutler's Place gate

Blue Bubble: 9.00 - 9.10 am Cutler's Place gate

Picking Up

- Again, please arrive **on time but not early** - to avoid congregation on the pavement outside school
- At pick up time the children will spread out for easy identification
- When the gate is opened we will ask parents / carers again to enter in single file one at a time observing 2m social distancing, collect children one at a time and leave via the other gate up the ramp

- Staff will not be available for face to face consultations at this time or at other times of the day. If you need to speak to a member of staff, please telephone or email the school to arrange a telephone appointment.

Pick Up Times

Red Bubble: 1.55 - 2.00 pm Cutler's Place gate

Blue Bubble: 2.05 - 2.10 pm Cutler's Place gate

Yellow Bubble (non key worker children): 2.05 - 2.10 pm Cutler's Place gate

Yellow Bubble (key worker children): 3.10 -3.15 pm - Cutler's Place gate

Green Bubble: 3.10 -3.15 pm - Cutler's Place gate

Contacting the School Office Team

- Telephone or email should be parents' / carers' main means of communication with the school office team at this time. The school entrance is small, which makes social distancing difficult. Some members of the office team may be working remotely and therefore the capacity of the office team to deal face to face with parents will be reduced.
- To manage risk, office staff team members will remain distanced behind the glass which may make face to face communication more challenging! If parents / carers need to visit the office in person they are strongly advised to telephone ahead to arrange a time.

Daily Routines

On arrival at school

- Pupils will be directed to their bubble classroom, which may or may not be their usual classroom.
- Each bubble will have sole use of one room and this will be the same room every day. There may be extra areas of the school assigned to each bubble.
- The first part of the daily routine will be hand washing and there will be frequent and regular supervised handwashing breaks during the day. To prevent dryness, parents may wish to send in a small hand cream marked with their child's name to be kept in school.

Learning

- Most learning will take place in the bubble classroom, although we will also make the most of the outside space for learning as well as for play.
- During the day pupils will stay within their bubbles and will not mix with other bubbles of children, in line with the national guidance.
- Within the classroom each child will have an allocated workspace. They will learn about how to socially distance and interact safely.
- All equipment will be provided for the pupils - they will not have to supply pencil cases from home. In fact we would ask that no belongings from home are brought into school, to reduce risk for everyone. The only exceptions would be a **packed lunch** (if needed) and a **water bottle**. Bookbags are not required and should stay at home.
- Some learning from the day may be sent home at the end of the day. It should be kept at home. Feedback from teachers will be verbal - work will not be marked.

- Use of the ICT suite will be restricted to one bubble per morning or afternoon session with touch surface cleaning between sessions.
- Children will have very limited, controlled access to library books but will not be able to have 'free choice'.

Play and Lunchtime

- Playtimes will be taken flexibly and each bubble will have an allocated play zone for the day. We will make best use of all the available spaces.
- Movement to and from play zones will be planned so that bubbles do not cross over. A pedestrian one way system around school will help with this.
- Play areas and equipment will be restricted to one bubble per day with cleaning between use by different bubbles.
- Free packed lunches are provided for all pupils in Reception and Year 1 - providing these have been ordered - and for eligible children in other year groups if attending as key worker children.
- Parents may choose to send pupils in with a packed lunch - if so this will be kept in the child's own workspace in class.
- All lunches will either be eaten in class or outside if weather permits. There will be no hot meal service.
- Children will wash hands thoroughly before and after eating and again after playing.
- Playtimes may be shortened in length and are likely to be more structured as children learn safe play norms taking social distancing into account. There may be more frequent playtimes to break up the day and these will be taken flexibly according to need.
- A lunchtime supervisor will be allocated to each bubble to supervise pupils whilst they eat and play at lunchtime.
- There will be extra midday cleaning of frequently touched surfaces to minimise risk of contamination.

Social Distancing and Safe Behaviour

Whilst the government has said that schools are not required to adhere to strict 2m social distancing - hence the need for bubbles to be established - we still want to maximise social distancing within each bubble and classrooms will have reduced furniture and equipment to reflect this.

- Pupils will learn how to be safe and socially distant.
- Rules will be established within each bubble appropriate to pupils' ages and stages of development.
- Certain activities such as hearing pupils read and peer-to-peer partner discussion will be undertaken very differently, taking place at a safe distance rather than at close range. We would ask parents to explain this to their children in readiness for returning on 8th June.
- Pupils will learn about how the virus is spread. We reserve the right to temporarily exclude any pupil putting their own health or that of others at risk by deliberately ignoring or contravening expectations around safe behaviour. High-risk behaviour will not be tolerated.
- By acknowledging acceptance of this protocol parents are agreeing to support the school and abide by it for the sake of everyone's health and well-being.
- The school behaviour policy has been amended to reflect this and is available to all parents on the school website.

In order to reduce the spread of COVID we ask that parents adhere to the following:

If your child, or anyone in your household, shows symptoms of COVID:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

You must:

- **not send them to school**
- self-isolate for 14 days as a family
- get them tested
- let the school know urgently via telephone or email.

If your child, or anyone within their bubble, shows symptoms of COVID at school:

- You will be informed immediately and be asked to collect your child from school at the earliest possible opportunity.
- **The bubble will then be closed down** and all staff and children within that bubble will be asked to self-isolate until the child has been tested. If it is a negative result, the bubble will reopen. If it is a positive result, all children and adults in the bubble will need to self-isolate for 14 days.

If your child is displaying COVID symptoms at school, they will be placed in an isolation room where they will stay with adult supervision until they are collected. **You will be asked to collect them in the shortest possible time frame.**

Review

These arrangements will be kept under ongoing review as from 8th June. Please let us have your feedback by email. We are following the national guidance, but your child's health, well being and happiness is our priority during this period of transition.

Please click [here](#) to access the Department For Education's parental advice page.

All parents are asked to complete a parent mail form sent separately , thereby accepting the terms and conditions set out in this letter as a 'Covid home - school agreement'. We need to receive this at the latest by Friday 5th June in order for your child to restart on Monday 8th June. Please feel free to telephone school to discuss the arrangements for your child.

Thank you as always for your ongoing support.

Kind regards

Andrew Turrall
Headteacher