

Haselworth Primary School

Stone Lane, Gosport, Hampshire, PO12 1SQ Tel 023 92583657

Email: admin@haselworth.hants.sch.uk Website: www.haselworth.hants.sch.uk

Headteacher: Mrs N. Jones BA Ed (Hons) NPQH Chair of Governors: Dr C. Roast School Business Manager: Mrs M. Leask



21st May 2020

FOR THE ATTENTION OF KEY WORKERS AND PARENTS/CARERS OF VULNERABLE CHILDREN

Dear Parents and carers,

Following the latest government guidance regarding the phased return to school, we may be able to welcome back children in Year R, 1 and 6 from week commencing Monday 1st June 2020 alongside keyworker and vulnerable children.

Haselworth has remained open during the lockdown period to priority groups, however the government have now advised they would like to get children back into education based on the latest scientific advice.

The Senior Leadership Team have been working hard on plans for children to return. Nevertheless please understand that the staff at Haselworth are understandably anxious; we will do our very best for your children, however we need full cooperation from parents and carers for everyone's safety and to ensure this phased return is successful.

The government guidance states that they we cannot expect our children to stay 2m apart and this has been taken into consideration when deciding to open schools. The school has worked carefully through all of the guidance to create a comprehensive action plan and risk assessment. This addresses the following issues:

- ✓ Avoiding contact with those who are symptomatic or test positive for Covid 19
- ✓ Ensuring frequent handwashing and good hygienic practices
- ✓ An increased and regular cleaning of the school before, during and after the school day.
- ✓ Minimising contact and mixing of staff and children.

Children in year 2, 3, 4 and 5 who are confirmed as critical worker children or vulnerable children are eligible to attend school. **It is expected that all vulnerable children will be at school unless there is a medical reason for them not to attend** (see the section on Medical Information). They will be taught in 'groups' of no more than 15 children which we are calling 'nests'. The year 2, 3, 4, and 5 nest will be in the year 1 classroom or year 6 classroom dependent upon final numbers.

Each 'nest' will have a fixed learning space (probably not their usual classroom). In each 'nest' the children will have an allocated workstation that will remain the same for all lessons with allocated, limited equipment to prevent transmission of virus through sharing. These workstations will be spaced as much as possible within the room. There will be up to 15 of these workstations in each room.

The children will have break time and lunchtime with the children in their 'nest' and they will not be allowed to mix with any other children. They will have an allocated outside space and toilet. This will be the year 1 outside area and the year one toilet.

Lunch

- No hot meals will be available from the school kitchen, only packed lunch bags with limited choice of sandwich fillings.



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- Children will eat at their workstation in their allocated 'nest', then have a shortened break time when they can play with others in their 'nest' in an allocated space (outdoors whenever possible).
- Weekly free school meal food parcels will still be available for siblings who are not attending school or critical worker/vulnerable children who do not attend for the week.

Drop off and collection

- The children will continue to enter the site via the pedestrian gate on Mayfield Road and enter the school via the office/reception area. Children will also be collected from this point. The school day will start at 8.30am and they must arrive no later than 8.45am. Please observe social distance rules.
- WE MUST MINIMISE ADULT TO ADULT CONTACT. If you are dropping your child off at school, please do not come closer than 2 metres to the teacher or ANY member of staff.
- Any conversations with the teacher or admin team will need to take place by telephone, Seesaw or admin office email after the school day has finished. The response time may be longer than normal due to teaching commitments.
- Urgent morning messages can be given to the staff member in the office by telephone. You will not be able to stop and have a chat with staff although we do love talking to you normally.
- Please leave any additional messages for the teacher by telephoning or emailing the school office.
- Collection time will be **3pm Monday to Friday**.
- If you have a child located in another 'nest' you will then need to go to that entrance to collect your child as stated in their year group letter.

Medical Information (see attendance also)

- Please ensure you monitor your child's temperature before arriving at school. The new guidance states that if your child has a high temperature – this means they may feel hot to touch on their chest or back (you do not need to measure their temperature) or has a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours we will not be able to have them in school and you will need to follow the isolation guidance. An additional symptom of a change or loss to the sense of smell and taste has been added.
- If your child develops a temperature (they feel hot to touch on their chest or back) or a continuous cough, you will be telephoned to collect your child and they must remain at home for 14 days. Testing will now be available for children over the age of 5. If the test is negative they will be able to return to school when they are feeling better. Evidence must be provided.
- Should a child or staff member test positive for Covid 19, it is possible that their whole 'nest' will need to self-isolate in accordance with government guidelines. This is part of the potential 'track and trace' model the government are currently exploring.
- In the event of a phone call home to collect your child due to them being unwell or due to a first aid incident, you will be required to collect your child IMMEDIATELY. We have limited space to look after



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your child in isolation from others. I will expect all parents to ensure prompt collection takes place. Please ensure we have the means to contact you and your mobile telephone numbers are up to date.

Attendance

- Parents will not be penalised if their child does not come to school.
- If your child is expected in school please ensure you inform the school of their absence.
- The safeguarding responsibilities remain the same so you will be contacted if your child is not in school.
- Child minders are able to operate again in a limited capacity and employers must consider requests for leave to allow you to care for your own children.
- No child with Covid-19 symptoms is able to attend school. In these circumstances parents/carers should contact the school to inform us their child will not be attending. It is advised that parents/carers check temperatures at home regularly. This is to help keep all children and adults as safe as possible.
- No child who is self-isolating, clinically vulnerable, shielding or extremely clinically vulnerable should attend. In this circumstance, parents/carers should contact the school to inform us their child will not be attending.
- No child, where there is a person in the household who is extremely clinically vulnerable or shielding should attend. In this circumstance, parents/carers should contact the school to inform us their child will not be attending. .
- When the school closes on Friday lunchtime, if you have another child in year R, 1 or 6 and they are also classed as being in the keyworker/vulnerable group they will remain in their 'nests' with the Learning Support Assistant assigned to them until they are collected.

Cleaning and Good Hygiene.

- We have refreshed our risk assessments and identified protective measures are in place before opening.
- We have increased the cleaning of equipment, books, toys and the site throughout the day. Additional cleaning hours have arranged with the site team for the toilets, handles, sinks and high traffic areas mid-way through the day. Tissue bins will be emptied half way through the day.
- We have removed soft furnishings, soft toys and toys that are hard to clean. All rooms have been decluttered to aid cleaning.
- Each child will have their own individually labelled stationery kit so frequently-used resources will not be shared.
- Face coverings should not be worn as the mismanagement of these could increase the risk of cross contamination.
- Handwashing will be prioritised at regular intervals throughout the day, on entrance to the school, break times, lunchtimes and before leaving the school.
- Children may wear school uniform or other suitable clothing and footwear. This must be clean on each day.
- Outdoor education will be used as much as possible as this can limit transmission and more easily allow for distance between children and staff.
- Equipment brought to and from school will be very limited: absolutely no book backs, school bags, reading books, pencil cases, completed work, toys, games, comforters of any description, etc. Children will be allowed to bring a packed lunch, water bottle (which will need to go home daily to be washed and returned the next day) and hand cream (for own use only and must not contain any nut oil or derivatives)
- If mobile phones are brought into school, they must be provided with a small bag to put them in to reduce the risk of cross contamination when stored in the office.



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Engaging with the school

- **The school office reception area will be closed to all parents and carers** unless you have a prearranged appointment. The school office staff will be able to communicate with all parents and other stakeholders by telephone and/or email.
- Please do not attempt to enter the school building (or site other than for dropping off or collecting your child) as you will politely be asked to leave.
- Parents and carers will not be allowed to gather at the entrance gates or doors or anywhere on the school site.
- We encourage all parents to walk or cycle to school where possible. Please follow the government advice for using public transport if required.
- Ladybird and Breakfast Club will not be running this term.

We are very grateful for all of your support at this time.

Yours sincerely

Mrs N. Jones

