



10 June 2020

Dear Parents/carers,

Following the recent government announcement regarding a phased return to school for some pupils, we have been working closely with Durham County Council to establish what is right for our school. The council is supporting all schools in the county, to establish a pattern and timeframe that works for them. They have provided a risk assessment, which is designed to put the health and safety of children first and ensure each school mitigates, to the best of their ability, risks associated with a phased return. Working with the Local Authority, we have decided that the following approach best suits the needs of children and families at Hesleden Primary.

This letter is ONLY for parents of children in *Nursery, Reception, Year 1, Year 6,* and those who are *Key workers* and require continuing childcare. It provides additional information following the first letter sent home on 18 May.

***** Return to school date: Monday 15th June *****

Children eligible to return

Children in the above cohorts are welcome to return to school, and as parents you will make that choice – most of you have told us your decision, thank you.

Parents of Nursery children will have agreed the sessions their child will attend with Mrs Garside who is managing the attendance of our youngest returners.

Parents classed as Key/Critical Workers who require ongoing care, but whose children are in Y2-5, MUST let us know what care arrangements are required, in advance, so that we can make sure our groups are safe sizes, and we have enough safe spaces to accommodate them.

Changes to the time of the school day - arrangements

- New timings are in place for each group to minimise the number of parents and children accessing the site, through the gate, at the same time. **Please keep to these times.**
- The school will close after lunch on a Friday so that teachers have PPA time (since they must be with their group all week), and any extra cleaning can take place.

Drop off	Entry point	Time
Nursery	Nursery (yard entrance)	8.45-9.00am
Reception	Main Entrance	9.00-9.15am
Year 1	Main Entrance	8.45-8.55am
Key Worker Children & Year 6	Pupil Entrance	8.30-8.40am

Pick up	Collection point	Time: Mon-Thur	Time: Fri
Nursery	Nursery (yard entrance)	2.45-3.00pm	12.45-1.00pm
Reception	END of Nursery fence	3.00pm	12.30-12.40pm
Year 1	END of Nursery fence	2.45-2.55pm	12.45-12.55pm
Key Worker Children & Year 6	Gate	2.30-2.40pm	1.00pm

- Only 1 adult should accompany only the children being brought to school (no siblings etc.).
- Care will need to be taken at the gate area, social distancing notices are on display as a reminder.

- Parents will not be allowed to enter the building without a pre-arranged appointment and contact should be made by telephone or email.
- Children in Reception and Year 1 will be directed through the car park and adult supervision will be in place at these times.
- Year 6/Y2-5 Care will enter school as normal, across the yard, and they will be expected to socially distance throughout, including in school. They will be directed to their room on arrival.
- Coloured markings have been provided at the 'collection' area at the end of the nursery fence to support social distancing, and parents must leave the site immediately after collecting their children, rather than waiting for, or chatting to, others.

Room Allocation

From day one, these arrangements will be in place for two weeks during which time no additional children will be admitted. Government guidelines state groups should be set and not changed, and must not mix with others. This will be reviewed at the end of the first fortnight. After this, extended use of rooms may be required, dependent on numbers of children returning. Currently one room per year group is required, we have limited capacity to split this further. Outside space will be used as regularly as possible.

Rooms	Purpose
Childcare Unit	Nursery aged children and childcare aged Key worker care
Class 1	Reception
Class 2	Year 1
Class 3	Y2-Y5 Key worker children care
Class 5	Year 6
Corner room	Isolation area

During the day

- Break times and lunchtimes will be staggered to reduce the numbers of children moving around the corridors at the same time
- Outdoors, Y1, Y6 and Care children will be allocated an area in which to play, so they aren't mixing with others. Nursery & Reception will use their own outdoor areas
- Handwashing/sanitising will be a regular requirement during the day – and will be a minimum of on entry, before and after each break time and before and after lunch
- Lunch will be eaten in the classrooms – Taylor Shaw have created a varied packed lunch menu which will be provided for anyone who would usually have a school meal (usual FSM/ParentPay arrangements apply for Year 6; Infant free school meals apply to Reception and Year 1) although children can bring their own.

Clothing / Equipment

- Children should try to wear their uniform tops to help them reintegrate back into school routines. Sports bottoms / trousers and trainers are recommended as a lot of time will be spent outdoors. Coats should be brought each day.
- From Government guidelines, clothing should be washed at the end of each day and clean clothing worn the next.
- Sun hats/caps might be appropriate depending on the weather, and children should come to school wearing sun cream. Please note, adults CANNOT apply sun cream in school.
- Every child MUST bring their own water bottle – this will be sent home daily for cleaning and returning. Water bottles will be kept in class on children's desks. Cups will not be provided.
- Children bringing packed lunch may do so – these will be stored in their class.
- **No other equipment/bags etc. will be allowed in school** – please do not return anything you currently have. Anything needed for learning will be provided.

Behaviour

- Our children normally behave well – we expect this to continue on their return.
- Our Behaviour policy remains in place but children will be reminded that the 'Right to be safe' now takes priority over all others.

- In addition to normal sanctions, for any child found to be spitting, deliberately sneezing or deliberately breaking social distancing rules whilst in the school, we will contact parents and expect the child to be taken, and remain at home. This behaviour will not be tolerated, for the safety of everyone.

Communication

Communication with parents will primarily be by text message, where reminders are needed, or letters by email, as we have managed to do during the lockdown period.

Health & Safety / Risk Assessment

No school can guarantee the complete safety of the children and adults, by increasing pupil numbers at this time brings increased risk. Parents must make the final decision based on the information we have provided, which has been shared and agreed with governors.

A comprehensive risk assessment has been carried out, but is a working document and will be updated or amended depending on how our new systems work, and if new guidance is provided. It has been completed with the support of the Local Authority, but no-one in school is a scientist or virologist and so the best effort has been made to keep the safety of everyone at the forefront of planning. The controls in place within the risk assessment include, but are not limited to, the advice and guidance we have provided above.

Social distancing

- We expect parents to take responsibility for their own social distancing actions when dropping off and picking up – we will provide guidance about this around the school entrance
- Year 6 may come to school themselves, but they must also practice social distancing
- If we find that any children / families are not sticking to social distancing practices out of school, then children will not be allowed to come to school as this puts everyone else at risk

If there are Coronavirus symptoms in school

- If your child shows symptoms, you will be asked to collect them (and any brothers or sisters) from school
- Any child or adult showing symptoms must self-isolate for 7 days
- The people that live with this person must self-isolate at home for 14 days
- Staff and children (and their households) will have access to testing, and should be tested if they display symptoms:
 - **If the test result is negative**, they can return to school and the household can end its isolation
 - **If the test is positive**, the rest of the class or group within school will be sent home to self-isolate for 14 days
 - In this case, the remainder of the household do not need to self-isolate, unless the class/group member develops symptoms

Next steps...

We are following current guidelines and doing what we think will work best, but if/when the guidance changes, or is updated, we will respond to that at the appropriate time. The government no longer anticipates that schools will reopen to all children before the summer, but may provide guidance on further opening to additional groups in due course. **We will let you know if/how this affects your child's attendance as soon as we can.**

As always, we thank you for your kind words during your phone calls, and hope that you are all still #staying safe. We are on 01429 836376 or hesleden@durhamlearning.net if you have any questions, or need to get in touch.

Thank you in advance for your support during this incredibly unusual and challenging time.

Mrs Dunn
Head Teacher

Mr Andrew Stafford
Chair of Governors