



24 June 2020

Dear Parents/carers,

On Monday 15<sup>th</sup> June we opened our school to children in Nursery, Reception, Year 1 and Year 6, in accordance with Government guidelines, and with support from Durham County Council. The council is supporting all schools in the county, to establish a pattern and timeframe that works for them should they wish to open more widely. 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 for all parents who have now told us they wish their children to return to school:**

- For parents of children in Nursery, Reception, Year 1 and Year 6, the information has been reviewed and updated since your child(ren) returned on 15<sup>th</sup> June.
- For parents of children in Years 2-5, please read the information carefully, so you are aware of how your child(ren) will return to school, and the expectations of them.

**Children eligible to return**

We have now surveyed all parents to determine how many children might want to return to school. We believe that we are in a position to offer everyone who responded with a ‘yes’ the opportunity to return for a short while before the summer break. This has meant some reorganisation of teaching spaces, but also maintains the health & safety procedures we have already implemented.

We have managed to settle N/R/Y1/Y6 into good routines during the first few weeks, and to ensure that other cohorts returning have the same opportunity to understand the routines, **the following staggered start dates will apply:**

- Year 5 - Monday 29<sup>th</sup> June
- Years 2 & 3 - Wednesday 1<sup>st</sup> July
- Year 4 - Monday 6<sup>th</sup> July

We know how many children are expected to return from each cohort, and teaching spaces have been planned and arranged accordingly. **Once each start date has passed, any children who have not returned to their group will not be admitted as the ‘group’ and its ‘adult’ will be set.**

**Changes to the time of the school day - arrangements**

- Staggered 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.**
- This has worked very well up to now, and all children who have attended from 15<sup>th</sup> June are in a good routine – we expect this to continue as it will be more important with more children accessing the site.
- 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)	8.45-9.00am
Reception	Main Entrance	9.00-9.10am
Year 1	Main Entrance	8.45-8.55am
Year 2 & 3	Pupil Entrance	9.00-9.10am
Year 4	Kitchen Entrance	8.45-8.55am
Year 5	Pupil Entrance	9.15-9.25am
Year 6	Pupil Entrance	8.45-8.55am (new)

Pick up	Collection point	Time: Mon-Thur	Time: Fri
Nursery	Nursery (yard)	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
Year 2 & 3	Gate (line up at yard gate)	3.00pm	1.00pm
Year 4	END of Nursery fence	2.30-2.40pm	12.30-12.40pm
Year 5	Gate (line up at yard gate)	2.30-2.40pm	12.45-12.55pm
Year 6	Gate	2.45-2.55pm	1.00pm

- Only 1 adult should accompany only the children being brought to school.
- 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 continue to be directed through the car park and adult supervision will be in place at these times.
- Years 2, 3, 5 & 6 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.
- Year 4 will enter through the kitchen door and go straight to the hall.
- 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 each start date, these arrangements will remain in place until the end of term, 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. From the number of children we are expecting, one room per year group is required, and we have no 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	Years 2 & 3
Class 4	Year 5
Class 5	Year 6
Hall	Year 4
Corner room	Isolation area

*Please note* – Key worker children will filter into their appropriate groups once all children return. Until then, please let us know what care is required and we will make those arrangements.

### **During the day**

- Social distancing of 2 metres will be maintained whenever possible (in class, in corridors and outside). The government have plans to reduce this, however we will not be changing any of our systems before the summer break, and children will be expected to respect the personal space of others.
- Break times and lunchtimes will be staggered to reduce the numbers of children moving around the corridors at the same time.
- Outdoors, each group 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 Years 3-6; Infant free school meals apply to Reception and Years 1 & 2) 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.
- There should be no jewellery worn and all hair long enough to be tied up, should be.

### 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.
- **With this letter, you will have received a 'Home-School' agreement. We do not expect this to be printed, signed or returned, but we do expect you to share the contents with your child(ren), and the expectations to be followed in school.**

### 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 even more 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 5 and 6 may come to school/go home 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
- As stated above – social distancing on site and in school will remain at 2m until the end of term.

### **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

### **End of term arrangements**

Sadly we will not be holding our annual Awards day or Parent Consultations with teachers. We will, however, be providing every child with their annual written report and a '2020' memento on their last day. **The school will close for the summer break at lunchtime on Thursday 16<sup>th</sup> July** (Friday pick up times will apply).

*Please share this information with your child(ren) prior to their return, so they know a little about what to expect when they return. I do not apologise for the sternness of the systems put in place, nor for the strictness of the routines and organisation within school at this time, very few schools are opening to more children than initially planned and we are being as cautious as possible. I hope you understand that this is for the safety and well-being of everyone on site during this difficult time.*

*We will be in touch with any further information regarding the reopening of the school in September, but at the moment, this guidance has not yet been provided.*

*As always, we thank you for your kind words during your phone calls, and hope that you are all still #stayingsafe. We are on 01429 836376 or [hesleden@durhamlearning.net](mailto:hesleden@durhamlearning.net) if you have any questions, or need to get in touch.*

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

*Mrs Dunn  
Head Teacher*

*Mr Andrew Stafford  
Chair of Governors*