



15 July 2020

Dear Parents/carers,

## Planned full return to school in September

The Government have now provided schools with guidance to plan for a full return to school in September. All children will be expected to return but with safety measures continuing to be in place in school. This letter aims to provide you with this information.

All of the arrangements set out in this letter will be reviewed regularly on our return, but will most likely remain in place until at least October half-term and some beyond this, although we will let you know as things change.

### Changes to the time of the school day

#### **DROP OFF**

- Staggered timings will be in place to minimise the number of parents and children accessing the site, through the gate, at the same time.
- This will also minimise the number of children together in the porch areas.
- **Start times are by surname** to make dropping of siblings much easier. **Please keep to these times.**

Family name initials	Drop off time	Entrances to be used by children
A B	8.40am	Children in Classes 1 and 2 will use the Main Entrance through the car park ----- Children in Classes 3-5 will use the Pupil Entrance across the yard
C	8.45am	
D E F	8.50am	
G H J L	8.55am	
M N O P R	9.00am	
S T W Y	9.05am	

- Only 1 adult should accompany 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, Year 1 & Year 2 will continue to be directed through the car park and adult supervision will be in place at these times.
- Nursery children should be taken to the conservatory entrance at Main reception, where they will be greeted by a member of staff from Class 1. **[A separate letter is also included for Nursery parents]**
- Years 3, 4, 5 & 6 will enter school as normal, across the yard, and they will be expected to socially distance throughout, including in school.

#### **PICK UP**

- Short staggered timings will remain in place to minimise the number of parents congregating at the gate at the same time.

Pick up	Collection point	Time
Class 1	END of Nursery fence	3.05pm
Class 2	END of Nursery fence	2.55pm
Class 3	Gate (line up at yard gate)	3.00pm
Class 4	Gate (line up at yard gate)	2.55pm
Class 5	Gate	3.05pm

- Coloured markings have been provided at the 'collection' area at the end of the nursery fence to support social distancing.
- Parents must leave the site immediately after collecting their children, rather than waiting for, or chatting to, others.

### During the day

- Social distancing will be maintained whenever possible (in class, in corridors and outside) and children will be expected to respect the personal space of others.
- Our classrooms will be arranged so that children are not facing each other, and desks will be as far apart as possible, depending on the number of children in each room.
- 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/learn, so they aren't mixing with others. Childcare/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 for C2-C5 will be eaten in the classrooms, C1 will use the hall – Taylor Shaw have created a varied lunch menu, including a choice of hot and cold food [see sample menu] (usual FSM/ParentPay arrangements apply for Years 3-6; Infant free school meals apply to Reception and Years 1 & 2; Nursery/Childcare continue to pay Mrs Garside).

### Clothing / Equipment

- Children should return to school in **full uniform**. Coats should be brought – break times will be outdoors.
- **Wellies** should be returned to school – C1 & 2 have their own storage areas, C3-5 will use the welly sheds.
- 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 **filled 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.
- There should be **no jewellery** worn and all hair long enough to be tied up, should be.
- Small bags may be brought to school to carry reading books and homework – these will be stored in the porch areas for C1 & 2, and in lockers for C3-5; coats will be kept in classrooms. Nothing else should be brought into school – everything needed for learning will be provided.
- **PE Kits:** to minimise disruption due to changing, the whole school will have **PE on a Thursday** afternoon – children should **come to school in their PE kit** for the day.
- It is **not recommended** that staff and children wear **face coverings** in school, however, if your child wears a face covering for their journey, this **MUST BE REMOVED** before they enter the building and their hands washed/sanitised immediately.

### Behaviour / Learning

- 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 – a new interim Charter has been developed for this.
- 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 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.
- We expect to return to teaching a full timetable of all curriculum subjects. Teachers have had the opportunity to work with some children who have returned this term, but are ready to quickly consolidate learning at the beginning of term, ready to move on.
- We will let you know about interventions and other support programs in due course.

### Parents / Communication

Unfortunately parent events such as Family Fridays and Class Assemblies currently remain postponed, and depending on guidance and circumstances, it may be a little while before events with visitors can take place. We still plan to have some fun events with the children, and we'll make sure you can see this via Twitter.

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. Please ensure you have acted on the ParentPay information you will have received to include a mobile number on your account.

## 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, however 2m is still recommended.
- Year 5 and 6 may come to school/go home themselves with parental consent (please return the consent form), but they must also practice social distancing.

## Health & Safety / Risk Assessment

No school can guarantee the complete safety of the children and adults, increased pupil numbers brings increased risk and we are doing all we can to adhere to guidance which states that groups should be as consistent as possible, and should rarely mix, if at all.

With this in mind, our 'groups' will be based around classes, and all activities will be done together, or with children from the same groups. Only some members of staff will move between groups. This will mean that if symptoms of Covid-19 are identified, only a small number of children will need to be sent home.

For the first half-term, there will be no breakfast club or after-school provision in school as this would mean additional staff mixing with children from across all groups. This will be reviewed once we have returned to school, and the guidance has been updated. Where we can introduce this earlier, we will.

A comprehensive, full return to school risk assessment has been carried out, but is a working document and will be updated or amended depending on how our 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.

## 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

*Please share this information with your child(ren) prior to their return, so they know a little about what to expect when they return. Covid-19 has not gone away, and I hope you understand that these arrangements are for the safety and well-being of everyone on site.*

*We are on 01429 836376 (until Friday) or [hesleden@durhamlearning.net](mailto:hesleden@durhamlearning.net) if you have any questions, or need to get in touch. Emails will be checked during the summer break, but responses may not be immediate.*

*Thank you in advance for your ongoing support and understanding during this incredibly unusual and challenging time, and we'll see you in September – have a good summer!*

Mrs Dunn  
Head Teacher

Mr Andrew Stafford  
Chair of Governors