

21 July 2020

Dear Parents/Carers,

**RE: TEMPORARY CHANGES TO THE SCHOOL DAY IN THE AUTUMN TERM 2020**

As a parent myself, I know many of you will be keen to know what measures each campus at Heathfield will be taking to ensure that when we fully reopen to pupils **2<sup>nd</sup> September**, children will be entering an environment that is as safe as possible. We are very excited to come back together as a school community and we hope your child feels the same way.

I am very aware that a lot of information is contained within this letter but I ask that you read it carefully so that you are fully aware of some of the temporary changes and measures.

We are currently in the process of putting in plans to comply with the guidance from the Department for Education. This risk assessment is going through a period of consultation with staff and governors; once this has been completed (**23 July**) each Head of School will write to inform you about some of the detail specific to each campus and we will also put the risk assessment on the school's website.

Whilst this is a huge undertaking, I can confidently say that the measures we have successfully taken to date very much support how we intend to move forward in September. We shall, subject to any local or national demands for lockdown over the summer holidays, be open to Y1 – Y6 pupils on **Wednesday 2 September**. Our **F1** (Nursery) and **F2** (Reception) pupils following a series of transition opportunities over the first week and a half of the new term, will be starting week beginning **14 September**.

In September we intend to continue to operate within 'bubbles' but these will be on the whole as Phases, for example Key Stage 1, Lower Key Stage 2, Upper Key Stage 2. In EYFS we will have an F1 'bubble' and an F2 'bubble' at Kersall Drive but at Scotland Road an EYFS 'bubble' of both F1 and F2 due to being in a Foundation Stage Unit. In operating in these phase 'bubbles' it will allow for: safe movement around the school; the full delivery of the curriculum; and the ability to stagger break times and lunch times in order to keep 'bubbles' separate from other large groups. Importantly for many of our parents/carers, it will also allow us to be able to again offer our paid breakfast and after school club services.

Please note however, **we will not be able to offer our free Early Birds** provision at the beginning of the Autumn Term. We will do our best to find a solution to this challenge as soon as we possibly can.

One of the challenges of managing 'bubbles' is trying to limit the numbers of staff who need to work within more than one bubble during the school week. Teachers have a **statutory right** to Planning Preparation and Assessment (PPA) release time each week which then requires cover by other members of staff. Therefore, following consultation with governors and staff we are proposing a **temporary amendment** to the school day at Heathfield Primary.

- ✓ On a Monday, Tuesday, Wednesday and Thursday the school day will be 30 minutes longer
- ✓ On a Friday school will close its formal education at 12:50pm (However, it will still offer free childcare provision from 1:10 – 3:30pm for working parents who fit a strict criteria)

This means that PPA can be taken by teachers on a Friday afternoon which further supports the school to be COVID-19 compliant by not requiring additional staff to cover this time.

To help reduce the number of people on the school site at the start and end of the school day, we will be splitting the children into two groups, based on the first letter of surnames and setting out specific drop off and collection times for each group. If your children have surnames which cause them to be in two different groups, please bring them all in the first time slot.

Therefore, the school day and week will be as follows:

### **Drop-off**

#### **Monday, Tuesday, Wednesday, Thursday and Friday**

8:40am to 8:50am – All children with surname beginning A-M

8:50am to 9:00am – All children with surnames beginning N-Z

### **Collection**

#### **Monday, Tuesday, Wednesday and Thursday**

11:40 to 11:50am – All part-time nursery children

3:10pm to 3:20pm - All children with surname beginning A-M and all F1 full-time children

3:20pm to 3:30pm – All children with surnames beginning N-Z

#### **Friday**

11:40 to 11:50am – All nursery children

12:50pm to 1:00pm - All children with surname beginning A-M

1:00pm to 1:10pm – All children with surnames beginning N-Z

Campus specific guidance on where to drop-off and collect your child will be outlined in this week's Heathfield News, which will be sent out on Thursday.

Each Friday between 1:10 and 3:30pm we will offer **FREE childcare provision for working families only** that fit the following **criteria**:

- a) Pupil is from a 1 adult household, and that 1 adult works Friday afternoon (proof will be required)  
**OR**
- b) Pupil is from a 2+ adult household, and both (all) adults work on a Friday afternoon (proof will be required)  
**OR**
- c) Pupil has a named social worker

Pupils **who meet the above criteria will be in campus phase bubbles on a Friday afternoon** with sessions delivered by one of our teachers or talented and experienced teaching assistants. This means we can continue to reduce the risk of cross infection.

To help establish how many children we will need to accommodate on Friday afternoons, we will be sending out a quick survey for parents to complete. Please look out for a link in a text message later today.

Children who are eligible for our Friday afternoon childcare provision can be collected at either 2:00pm or 3:30pm

Other measures successfully taken this term will remain in place, such as:

- ✓ Adults practising social distancing throughout the school day by altering the school environment and layout
- ✓ Ensuring hygiene practices are thorough: cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ✓ Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- ✓ Thorough cleaning of the whole environment, including frequently touched surfaces and resources – wherever possible children will have their own resources for their sole use
- ✓ Minimising contact with individuals who are unwell (see below)
- ✓ Focusing on well-being – to include personal health and safety
- ✓ Identifying gaps in pupils' learning and swiftly addressing those through quality first teaching and intervention as appropriate
- ✓ Staggered drop-off and pick-up times to avoid social gatherings (details to follow) – it is important that your child arrives at the allocated time

In the event of your child becoming unwell with a new continuous cough, high temperature or loss or damage to a sense of smell or taste, they will be isolated in a designated room, supervised appropriately, and you will be asked to immediately collect your child from school following the Covid 19 guidance for households with possible coronavirus infection. All staff and pupils who are attending school will have access to a test if they are displaying symptoms of coronavirus.

**You must inform school immediately of any reason for your child being absent from school so that we are able to take the appropriate action as guided by Public Health England.**

Our expectations of pupil behaviour will continue to remain high and pupils will be rewarded for following the school rules. There is an appendix to the Heathfield Positive Behaviour Policy which further outlines additional measures and this can be found on the school's website.

I realise that this is a lot of information to take on board, but I know you will appreciate that changes are necessary to keep our children safe. Please follow this link for further detail <http://heathfieldprimary.org.uk/wp/wp-content/uploads/2020/07/COVID-19-Safeguards-for-Parents-and-Children-Sept-20.docx>

Finally, I would like to say thank you for your continued support and understanding during this pandemic. I wish you and your family well for the summer break.

Yours sincerely,

Gary Fullwood

Executive Head Teacher