

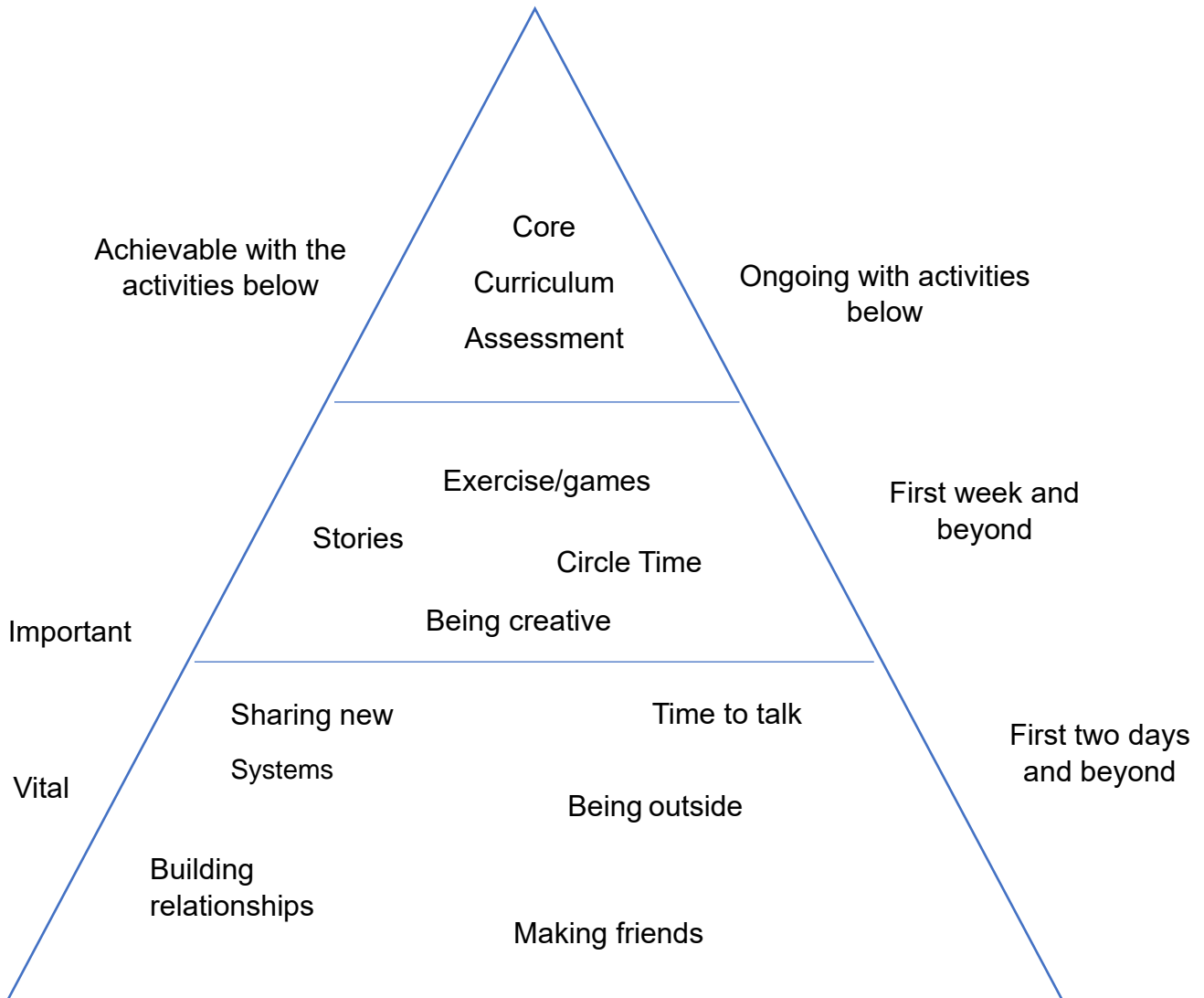


**HARTSBOURNE PRIMARY SCHOOL
COVID-19 RE – OPENING PLANNING DOCUMENT
FOR PARENTS**

(To be read in conjunction with our Covid-19 Risk Assessments)

**AND THE HARTSBOURNE RECOVERY
CURRICULUM**

THE HARTSBOURNE RECOVERY CURRICULUM



- We have prioritised social time with friends and staff, to rebuild relationships and bonds, then added in more academic learning as we go along. We will be monitoring children for signs of trauma and reduced concentration span.
- Children will not be able to mix with other year groups and this may need to be talked about in Circle Time.
- Play Leaders may not be able to work with younger children.
- Some will have missed essential learning which must be addressed but children must be emotionally ready for learning first.
- By making sure we meet social and emotional needs first, we are paving the way for effective and efficient academic catch up.

QUALITY FIRST TEACHING

QFT is inclusive, well-planned lessons using a cycle of plan, do, review, assess. It includes targeted interventions (eg repetition, over-learning, rehearsal, modeling) and specialist interventions that are highly personalized (eg Fischer Family Trust Writing programme).

ASSESSMENT FOR LEARNING

This includes day to day, ongoing assessment in the lesson (formative), tests, multiple choice, quizzes (summative) and assessment as learning (through peer and self-assessment).

TEMPORARY CHANGES FROM SEPTEMBER 2020

DROP OFF AND PICK UP

- Staggered starts and end of the day
- One-way system around the site (Lower gate, zig zag path entry and exit top gate)
- Year 5 and Year 6 walk to and from the gate alone (member of staff available)
- **No soft start**, please be prompt (the door will close 10 minutes after opening)
- If you are late please knock on the classroom door and wait to be let in.
- Parents come onto the site at the time their classroom door opens (can wait for sibling).
- Adults in school are still expected to maintain a social distance, so if a child is reluctant to leave their parent, we cannot intervene and we will suggest that you step to one side to manage the situation quietly, away from others. We will help from a distance if we can!

YEAR GROUP	DOOR OPENS	COLLECTION TIME
Year 6	8.40am	3.10pm
Year 5	8.40am	3.10pm
Year 4	8.50am	3.15pm
Year 3	8.50am	3.15pm
Year 2	9.00am	3.25pm
Year 1	9.00am	3.25pm
Reception	9.10am	3.10pm

WAITING ON THE PLAYGROUND

Reception to Year 4: Please come onto the playground a minute or two before the designated time and wait 2m apart as usual. Please always keep your child/ren with you:

- Please stand well away from classroom doors and at the bottom of any steps as marked.
- Please do not use or touch any of the equipment (Reception outdoor classroom, outdoor gym, tyre park etc).
- Parents/carers are welcome to wear a face covering if they wish. Face coverings generally work on the principle of 'I wear one to protect you, and you wear one to protect me.'

LUNCH TIMES

You have the option to either send a packed lunch from home or order a school lunch online with Caterlink. Universal Free School Meals (Reception and KS1) will still receive the full offer. KS2 will order from a simplified menu with two hot options per week:

- Lunch boxes should be hard plastic boxes that can be easily cleaned, or a carrier bag that can be thrown away every day. Please include any cutlery needed.
- Lunch time will take approximately 45 minutes and Teaching Assistants will cover their year group only to prevent 'mixing' on the playground.
- Shortened time is to accommodate the staggered starts, fewer children allowed in the dining hall and therefore staggered lunch times and for staff to get a break as well.

OFFICE SYSTEMS

For the time being we are asking parents not to come to the office but to e mail requests and queries as we are currently doing:

- Do not return to school with forgotten water bottles, PE kit, football boots, lunch boxes (children can have a school lunch if they forget their packed lunch).
- Online meal ordering only; the menu has been adjusted to cope with the staggered lunchtimes and only one year group at a time in the dining hall.
- Messages for teachers should be e mailed in not given at the door.

- Initially please request a telephone call with a teacher rather than a meeting, using the parents@hartsbourne.org.uk address.
- Meet the teacher will be online and we will organize face to face meetings for parent teacher evening.
- Currently there is no swimming available to book, although this may change it may be too late for the first half of the autumn term.
- Breakfast Club will open with 20 places initially and we will prioritise key worker families followed by a principle of 'first come first served'. As restrictions become easier and we have more staff available, we may increase this to 30 places.

HEALTH & SAFETY

- Hand sanitizer and/or hand washing will be required before school, before and after eating and after using the toilet.
- Older children can use the outdoor sink by Year 5/6 classrooms.
- Weekly fogging of disinfectant in every class and outdoor equipment, plus daily wiping as needed.
- Y6 to use exam-style desks (from BMS) as Year 4 tables are too large (they will use Y6 tables) to get all the children facing forward.
- Year group assemblies only, singing will be outside in groups of 15 once we have approval.

IF YOUR CHILD IS ILL IN SCHOOL OR HAS SYMPTOMS AT HOME (See also the Flow Chart that went home via e mail):

It is important that anyone with symptoms follows the guidance on getting tested and self-isolating for 7 days (rest of household do 14 days). Staff and children over 5: contact online via nhs.uk/coronavirus. If your child is taken ill at school we will:

- Use the temperature 'gun' to take their temperature.
- Ring you immediately and ask you to come and collect them.
- Keep them apart from others sitting near a window or door (for airflow) until they are collected.
- Clean and disinfect the room the child had been using.
- Work with the Health Protection Team if there is a positive test.

Please inform us of the results of the test(s) before returning to school.

Where there is a positive case for a child or staff member the school will work with the health protection team (HPT) to complete a risk assessment and identify if there are any contacts in the school environment. The HPT will provide letters providing guidance for the school to use to inform families of what to do next and where to seek further information.

FIRST AID

As far as possible we want to keep children safe so there are no unplanned visits to A&E departments! Therefore we ask you to keep your child/ren with you and walk around the site (rather than running):

- First aid will be carried out in the classroom of the child and with that year group's TA.
- Children in Reception to Year 2 will also need to bring a change of underwear and socks, and something spare to wear on their bottom half in case of an accident (eg leggings or track suit bottoms).
- We are not allowed to lend any items of clothing.
- Bumped head slips will go home as usual.

IN THE CLASSROOM

We must keep the sharing of resources to an absolute minimum as all resources have to be wiped or washed after using by others:

- Year 1 to Year 6: please bring own pencils, handwriting pen, glue stick and a few coloured pencils in a named, Ziplock bag.
- All children will need a NAMED plastic water bottle and a **fruit-based** snack or cereal bar (NO chocolate) in a rigid plastic container.
- Lunchboxes must be hard plastic and washable (no fabric lunch boxes).
- **No backpacks in school.**
- We will provide a plastic Ziplock wallet for reading books to and from school.
- Wear PE kit (uniform PE kit) to school on your PE day and if your child is attending drama/dance/sport club after school.

PARENT TEACHER MEETINGS

Our aim is to keep the number of face to face interactions staff have with other adults to a minimum to protect both children and staff.:

- The meet the teacher sessions will be held virtually on Google Meets unless there are further changes to the DfE Guidance.
- Parent Teacher consultations should be able to go ahead with some careful planning and strict timing, for example we may have to split the year groups/Key Stages over different days to reduce the number of parents waiting in the Hall at any one time.

CLUBS

With the increased cleaning regime and restrictions on which toilets to use, we can only run one club per day after school. There may be some lunchtime clubs if we can fit it around the reduced time:

Monday:	Art club	Tuesday:	Drama club
Wednesday:	Ballet	Thursday:	Hip Hop
Friday:	No clubs		

There will be football and/or netball for Y5/6 once we know which day the PE teacher will be spending with us. Choir will re-start once we have guidance and approval.

Attendance at clubs is a parental choice and external providers are only viable if they mix the year groups. Providers are also responsible for cleaning anything they have touched or used and for implementing good hand hygiene (All clubs will end before 5.00pm so the school cleaners have time to clean the Y5/6 toilets).

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Thank you for your support with these procedures, your adherence to the 'new norm' (albeit temporary) is very much appreciated by everyone. We look forward to seeing you in September.