



'Respectful and resilient; being the best that we can be.'

**Timothy Hackworth Primary School**



CRC Article 19: All children have the right to be safe.

CRC Article 28: All children have the right to an education.

## **Information for Parents**

### **for the Full Reopening of Timothy Hackworth Primary School on Wednesday 2<sup>nd</sup> September 2020**

Dear Parents and Carers,

10<sup>th</sup> July, 2020

We very much look forward to welcoming all children back to school full time. As you will appreciate, due to Government guidance, the school day will look very different to the school day that we would normally have. Our ultimate aim is to keep your children, you and our staff safe. We therefore, have in place a rigorous and comprehensive Risk Assessment. The following information links to our Risk Assessment. Although we do not intend for the information below to be in any way negative or obstructive, it is essential that the information is clear and is clearly understood to ensure the safety of everyone in these circumstances. We thank you for your patience and understanding.

We are here to support your children and your family. We therefore expect parents to be following all of the social distancing protocols as part of the Government guidance, in order to protect everyone in our school community.

We value communication with you and are keen to continue with this, however, during the virus period, parents and carers will only be able to speak to staff on the telephone. If you wish to communicate with staff please call the School Office and they will ask the relevant member of staff to call you back. Please be aware this may not be until the end of the day or perhaps the next day.

The following guidance is in line with Government requirements for school opening in September 2020:

- There has been an increased cleaning programme since March. This will be extended so that thorough cleaning routines meet all the Government guidelines.
- A stringent cleaning regime will be in operation. This will include the cleaning of resources.

**Head Teacher: Mrs. L. Boulton**

**Deputy Head Teacher: Mrs. J. Slattery**

**Chair of Governors: Mrs. P. Crook**

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- Routines will continue to be in place for regular handwashing throughout the day.
- Children should not bring hand sanitiser into school as we have an ample supply of this.
- There will be no After School Clubs.
- There will be no events for parents.
- Staff will not be wearing PPE. However, we must wear PPE to administer close First Aid or to supervise the isolation of a symptomatic child if 2m distancing cannot be maintained. This is a Government recommendation.

### **Attendance:**

- Attendance is compulsory from 2<sup>nd</sup> September 2020. All children are required, by the Government, to be in school full-time, from this date. We expect children to attend school from 2<sup>nd</sup> September.
- Children to arrive to school at the allocated times. Being punctual is important. It is important not to be early, as well as not to be late, due to the staggered start times.
- Children in Years 1-6 will return to school on Wednesday 2<sup>nd</sup> September.
- New starters in Reception, Nursery and the 2 Year Olds Provision will be contacted shortly by the School Office to confirm their starting date.
- Parents must telephone school if their child will be absent due to illness, and to give reasons why.

### **Bubbles**

Your child will be in a Class Bubble with their teacher and a teaching assistant. The Bubble will not mix at all with any other Bubbles. They will learn together, play together and eat together.

Reception classes will form one Bubble. Nursery and 2 Year Olds will form another Bubble.

### **Beginning and end of the school day:**

- The beginning and end of the day will be staggered and a variety of entrances and exits used. The length of the school day will remain the same for all Bubbles, but not every Bubble will start at the same time.
- The entrance and exit arrangements will be different from the information in the Transition Leaflets due to recently released Government guidance.
- Children must arrive within their allocated timings. Punctuality is very important particularly at this current time.
- **Breakfast Club: Children of Key Workers, who have accessed Breakfast Club between March and the end of July, will be able to attend Breakfast Club in September. Unfortunately, Breakfast Club will not be able to be accessed by any other children due to limited capacity and Government guidance. This will be reviewed when further information from the Government becomes available.**
- Parents should avoid coming onto the school site wherever possible.
- Children in Years 5 and 6 are able to walk home **alone** but please let us know if this is your preference.
- Parents should stay away from the school building, behind the coned areas on the Front and Middle playgrounds, and will be asked to stay as far away as possible to Reception, Nursery and 2 Year Old doors to avoid unnecessary congestion and to maintain distancing.
- Children should go straight to their parent and then the child and parent should leave the premises immediately.

## Information for Parents Autumn Term 2020

Class	Teacher	Start Time Please arrive between these times	Entrance/Exit Door	Home Time Exit – same as entrance
<b>2s Morning Session</b>	Mrs. Sharp	8.50-9.00  Enter by the 2s Door in the Middle Playground.		11.50  Collect children from the rear of Nursery via Oxford Street Gate at the back of the school near the field.
<b>2s Afternoon Session</b>	Mrs. Sharp	12.15  Nursery door via the Oxford Street Gate at the back of the school near the field  The Oxford Street gate will be locked at 12.25.		3.30 Fri 2.35  Collect children from the 2s door on the Middle Playground.
<b>Nursery Morning Session</b>	Mrs. Fox	8.50-9.00  Enter by Nursery the small gate in the Middle Playground		11.50  Collect children from the rear of Nursery via Oxford Street Gate at the back of the school near the field.
<b>Nursery Afternoon Session</b>	Mrs. Fox	12.15  Nursery door via the Oxford Street Gate at the back of the school near the field  The Oxford Street gate will be locked at 12.25.		3.30 Fri 2.35  Collect children from the small gate on the Middle Playground.
<b>Reception Blue</b>	Mrs. Appleton	8.40-8.50	Reception Door	3.30 Fri: 2.35
<b>Reception Yellow</b>	Mrs. Buxton	8.50-9.00	Reception Door	3.40 Fri: 2.45
<b>1T</b>	Mrs. Hewitson	8.40-8.50	Y1 Door on the ramp in the Middle Playground	3.30 Fri: 2.35
<b>1H</b>	Mrs. Paramore and Miss Corney	8.40-8.50	Y1 Side Door in the Middle Playground	3.30 Fri: 2.35
<b>2T</b>	Mrs. Dykes	8.30-8.40	Y2 Door in the Middle Playground	3.20 Fri: 2.25
<b>2H</b>	Mrs. Finkle	8.30-8.40	Y2 Door in the Middle Playground	3.20 Fri: 2.25
<b>3T</b>	Miss Pascoe	8.40-8.50	Y2 Door in the Middle Playground	3.30 Fri: 2.35
<b>3H</b>	Mrs. Hill	8.40-8.50	Y2 Door in the Middle Playground	3.30 Fri: 2.35
<b>4T</b>	Miss Hutchinson	8.50-9.00	Y5 Door in the Front Playground	3.40 Fri: 2.45
<b>4H</b>	Mrs. Shepherd	8.50-9.00	Y6 Door in the Front Playground	3.40 Fri: 2.45
<b>5T</b>	Miss Westgarth	8.40-8.50	Y6 Door in the Front Playground	3.30 Fri: 2.35
<b>5H</b>	Mrs. Churchill	8.40-8.50	Y5 Door in the Front Playground	3.30 Fri: 2.35
<b>6T</b>	Mr. Wilcox	8.30-8.40	Y5 Door in the Front Playground	3.20 Fri: 2.25
<b>6H</b>	Mrs. Reid	8.30-8.40	Y6 Door in the Front Playground	3.20 Fri: 2.25

### **What should my child bring / not bring to school?**

- Children are NOT allowed to bring their bikes or scooters to school.
- Children can bring a bag with a labelled water bottle.
- They should bring a coat for outdoors.
- They should bring their packed lunch if necessary.
- Mobile Phones should not be brought into school.

### **Lunches:**

- There will be no hot meals available. All children will have packed lunches.
- If your child is entitled to a free school meal they will be able to have a free packed lunch from school. If your child is in Year 1 or Year 2, a free school packed lunch will be provided also. If you prefer, your child can bring in a packed lunch from home.
- Parents can purchase a school packed lunch via Parent Pay. Please contact the School Office for more details if necessary.
- School packed lunches will be kept in the kitchen fridges until lunchtime. Sandwich filling choices would be egg, tuna or cheese. Children will be able to choose sandwich fillings on a daily basis once they are at school.
- If your child does bring a packed lunch from home, please be aware that this will be stored in the classroom. As classrooms can be warm, please think carefully about what you put into the lunch box. Meat and fish products should be avoided.

### **Uniform:**

- We expect your child to wear their full school uniform.
- Trainers, Jewellery, Fitness Trackers and Smart Watches are not allowed.
- Children will not be allowed to wear face masks.
- A full PE Kit is needed by all children in school on Wednesday 2<sup>nd</sup> September.
- Detailed information about school uniform, including PE Kit, is available on the school website.

## **Learning:**

- We will continue to teach a broad and balanced curriculum.
- Children will bring home a reading book and a reading record book. This needs to be returned to school every Friday. More information about reading will follow.
- Maths homework will be sent out on a Wednesday and will need to be returned on a Monday. Please note that homework may not be marked if it is not returned on time.
- Children will take spellings home to learn and will have a spelling test each week.
- There will be no swimming for Year 3 children until further notice.

## **What if my child becomes ill at school?**

- We require the names and telephone numbers of at least two emergency contacts. We will be testing these numbers to ensure they are in operation. If you need to update the information we have for you, please call the School Office.
- If your child shows any signs of illness we will call you and you must collect your child immediately. It is absolutely vital that parents and carers answer the phone straight away.
- If your child shows any symptoms of the virus they will be placed in supervised isolation whilst they wait for you to arrive.
- Symptomatic children and the members of their household must be tested. If the test is negative for all members of the household, then the child can return to school. Evidence would be required of this. A child or adult who has a confirmed case would be required to self-isolate for seven days. The household would be required to self-isolate for fourteen days.
- Where there is a confirmed case within a Class Bubble, the children and staff within that Class Bubble would be sent home to isolate for fourteen days. The other household members would not need to self-isolate unless the child displayed symptoms and subsequently tested positive.
- In the event of a Local Lockdown, school would be in regular contact with Public Health England and advice would be issued accordingly.

## NHS Test and Trace

- Along with staff members, parents and carers need to be ready and willing to engage with Test and Trace procedures.
- Parents, carers and children need to:
  - Book a test if they are displaying symptoms;
  - Must not come onto the school premises if they have symptoms: a persistent cough, a high temperature and a loss of taste and smell;
  - Be prepared to self-isolate if they have any symptoms;
  - Provide details of anyone who they have been in close contact with if they test positive, or if asked by NHS Test and Trace;
  - Self-isolate if they have been in close contact with someone who develops CoronaVirus symptoms or someone who tests positive.
  - Parents need to inform school immediately of any results of a test.

## Behaviour

- Please refer to our Respectful Relationships Policy (Behaviour Policy) and related updated appendix in light of current circumstances. These documents are available on the school website.
- **We will not tolerate the behaviour of any child who puts the safety of another child, children or staff at risk. You would be contacted should this be necessary.**
- **We will not tolerate the behaviour of any parent or carer who puts the safety of another child, children, staff or parent/carer at risk. Parents will not be welcome on the school site if their behaviour is unacceptable.**

## Precautions at home:

- When your child returns home they should thoroughly wash and dry their hands.
- Water bottles must be washed thoroughly.
- Lunch boxes should be cleaned with anti-bacterial spray – inside and outside.

**Please talk to your child/children about the changes so they will be prepared for school.**

**Information will be reviewed and updated as it becomes available. We will continue to inform parents and carers as soon as possible of any updated information.**

**We appreciate your support in these difficult times. The above Health and Safety measures reflect Government guidance. Our ultimate aim is to keep you, your children and our staff safe.**

Yours sincerely,

*Mrs. Boulton*

Head Teacher

*Mrs. Crook*

Chair of Governors