



HAYES MEADOW PRIMARY SCHOOL

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'Be the Best We Can Be'

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19th May 2020

ONLY FOR PARENTS/ CARERS WHO HAVE DECIDED THEIR CHILDREN ARE RETURNING TO SCHOOL ON 1ST JUNE 2020.

Dear Parents/ Carers of Nursery, Reception, Year 1 and Year 6 parents,

Thank you for your responses regarding the government's plans to reopen schools to some pupils from 1st June 2020.

Over the last few days we have been in contact with all parents from the affected year groups to give us an idea of the numbers of pupils we will be expecting. With this in mind, we have been able to put together a clear plan for the pupils returning on 1st June. This plan is for the first phase of the reopening of schools and may change if we receive further Government guidance about more children returning to school.

The government have released guidance on what schools should do in order to safeguard pupils and staff during this period. We have, of course, followed this advice and would ask that you as parents and carers support us in the policies and procedures which have been necessary to put in place. I have enclosed the government's document 'guidance for parents and carers' along with this letter to provide you with further information. Please contact the school though if you do have any further questions. Government guidance advises that to minimise the risk to pupils we need to:

- Avoid contact with symptoms
- Have frequent hand washing routines
- Promote good respiratory hygiene
- Ensure regular cleaning of settings
- Minimising contact and mixing with different groups of pupils

The details of how we plan to do this are explained in this letter.

There will be staggered start times to the day. Both of the school gates will be closed until a member of staff comes to the gate. They will then let pupils into school at their designated time. To help minimise the flow of children around school they will also have designated entrance and exit doors to use. We will also be closing slightly earlier than usual to allow additional time for cleaning each evening. We would also ask that parents/ carers help us by maintaining the social distancing routines outside the school gate. Please see below for start and finish times for each year group.

	Start Time	Finish Time
Nursery	8.45 parents can bring the pupils to the door but not enter Nursery. Parents	2pm finish time at the latest from Nursery through pedestrian gate. Parents may

HEADTEACHER: Mrs Sarah Sivieri

	must leave by 8.55am.	collect their children earlier if needed.
Reception	9.10 through Reception door and parents left at the main gate.	2pm – exit via reception doors and main car park gate.
Year 1	9.00 through Year 1 door and parents left at the main gate.	2.10 – staff to take children to the main gate.
Keyworker Children	9.00 through car park gate and in through the main entrance. Parents to stay at the main gate.	2.30pm – parents may collect children throughout the day from the school office. Please ensure only one parent is in the entrance area at a time.
Year 6	9.00 through car park gate and across the car park to the KS2 playground gate with staff.	2.20 pm – staff to take children through the car park to the main exit gate.

Other procedures to follow will be:

- DO NOT send your child to school if they have any of the coronavirus symptoms including high temperature and/or cough. We will be sending children home if they are unwell and we would ask parents to collect them as soon as possible.
- DO NOT attend school if anyone in your household has any coronavirus symptoms and self- isolate for the required period of time.
- In order to keep our pupils and staff safe and minimise the risk of transmission we ask that you continue to follow the social distancing guidelines outside of school hours.
- We would encourage you where possible not to use public transport to travel to and from school.
- We will be observing social distancing guidelines in school. Where this is difficult for younger pupils we are keeping them in smaller groups and the children will only mix with this group of pupils during the day which minimises the contact with others. Classes of pupils will not mix during the day.
- Children will be in classes of no more than 15 pupils. In early years these smaller classes will then be split again into groups of about 5 children.
- Children should wear normal school uniform. We will be using the forest school area and playing outside so sensible footwear is advised.
- There will be no breakfast club or after school club as this will mean mixing class groups which we are advised not to do.
- We will be promoting the ‘catch it, bin it, kill it’ routine with the children.
- Children will maintain good hand hygiene throughout the day including ensuring they wash their hands on arrival to school.
- Lunch and break times will be staggered. The children will eat their lunch in the classroom or outside where weather permits. Pupils in Reception and Year 1 will still receive a universal free school meal or they may prefer to bring a packed lunch into school. Pupils in Year 6 can choose to purchase a school meal via Parentpay unless they are eligible for free school meals or bring a packed lunch with them.
- Children will not need to bring any equipment to school such as pens etc.
- It will be essential for the children to bring their own water bottle into school.
- Coats will be kept on the back of their chair in the classroom to minimise the risk of gathering in cloakroom areas.
- The classroom, toilet areas and touch points will be cleaned regularly throughout the day.
- Each of the classrooms will be thoroughly cleaned at the end of the day including equipment and toys.

- Pupils will not share resources in the classroom. They will have a tray of books and equipment that will be just for each individual child. We have ordered additional equipment to ensure pupils have their own resources including writing equipment and packs of crayons etc.
- We will be encouraging outdoor play and learning as much as possible. Therefore if the weather continues to be nice please ensure your child has a long lasting sunscreen applied before coming to school. They may bring their own to school, however we will not be able to apply this for the children.
- We have displayed additional posters around school to remind the pupils of good hygiene and handwashing.
- The behaviour policy for pupils has been amended to ensure pupils are able to follow the new rules and routines.
- Following advice to minimise the risk of transmission we will not send reading books home with the children. We will continue to read with them on a daily basis in school. We would still encourage you to share stories and books at home with the books you already have.
- Staff in early years will be able to support pupils with toileting as usual however they will be wearing the appropriate PPE to do this.
- The usual attendance procedures will apply, therefore if your child is unable to come into school one day please could you telephone the school office by 9.25am to let us know the reason for the absence.

I understand that these routines may seem overwhelming, however it will be necessary to minimise the risk to staff and pupils. The children attending school on a daily basis will not need to complete any home learning at present and lessons will be resumed as usual.

Pupils in Years 2, 3, 4 and 5 will be provided with a weekly timetable of lessons which will be displayed on the school website. This will be produced by our teachers each week and we would encourage the children where possible to email their work back to the teachers to show what they have been doing.

If you have any further queries please email them to me at headteacher@hayesmeadow.staffs.sch.uk as we will be closed to pupils during half term week. If you do not hear from us before the end of May we will see the children returning on the morning of the 1st June.

Yours sincerely

Mrs S Sivieri

Headteacher