



# HAYES MEADOW PRIMARY SCHOOL

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'Be the Best We Can Be'

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2<sup>nd</sup> March 2021

Dear Parents/ Carers

We are delighted that from March 8<sup>th</sup> all of the children will be welcomed back in to school following the latest Government announcement. We are continuing to implement protective measures in school and ask that our parents/ carers continue to support us in protecting our staff and pupils.

The government has laid out regulations which must be adhered to in schools.

*Essential measures will include:*

- *A requirement for people who are ill to stay at home*
- *Robust hand and respiratory hygiene*
- *Enhanced cleaning arrangements*
- *Active engagement with the NHS test and trace system*
- *Formal consideration of how to reduce contacts and minimise distancing between those in school*

*How contacts are reduced will depend on each schools circumstances and will as much as possible include:*

- *Grouping children together*
- *Avoiding contact between groups*
- *Arranging the classroom with forward facing desks*
- *Staff maintaining distance as much as possible from pupils and other staff*

*The full guidance can be found here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>*

Hayes Meadow have used this information and produced a set of regulations which will continue during the Spring and Summer Term.

- 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. PLEASE ENSURE YOUR CONTACT DETAILS ARE UP TO DATE and there are at least 2 emergency contacts on your child's details.
- DO NOT attend school if anyone in your household has any coronavirus symptoms and self- isolate for the required period of time. You will be asked to access a test for your child and inform school of the results.
- If a child in a class tests positive we will be following the guidance from the government and pupils may be asked to self-isolate for a period of ten days.
- 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.

HEADTEACHER: Mrs Sarah Sivieri

- The classes will not be able to mix at break or lunchtimes and we will continue to provide staggered break and lunchtimes to ensure groups do not mix.
- There will be staggered start and end times to the school day to ensure parents, pupils and staff do not gather in groups at the gate.
- Parents/ carers will still not be able to come into school unless you have a prior arranged visit with a member of staff.
- We would encourage you where possible not to use public transport to travel to and from school.
- We will be promoting the 'catch it, bin it, kill it' routine with the children.
- The children will have their own frequently used equipment such as pens and pencils in school which we will provide.
- Bags may be brought into school however we are requesting that only the minimum amount of equipment is in them. For example water bottle, reading diary and book and healthy snack (if required).
- Toast will still be available at morning break. Please pay for this via Parentpay should your child wish to have toast.
- Pupils in Reception, Year 1 and Year 2 will still receive a universal free school meal or they may prefer to bring a packed lunch into school. Pupils in Nursery and KS2 can choose to purchase a school meal via Parentpay unless they are eligible for free school meals or bring a packed lunch with them.
- Books will be able to be sent home again and shared only within the class group.
- Frequent handwashing will continue for pupils and staff. Hand gel will be provided at busy times to ensure pupils are not waiting to use the toilet facilities to wash hands.
- 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.
- 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.

### Start Times

Nursery	Reception
Pupils will be able to arrive between 8.55 and 9.05am. Parents are able to drop their children off at the door to the classroom but we ask that they do not come in. This may have to be flexible for the first couple of weeks back due to the age of the children and the fact that they are starting school for the first time.	

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Year Groups will be able to arrive between 8.40 and 8.55am.					
Please observe social distancing outside of the school gate. We haven't split year groups as a staggered start as we are considering family groups across the school. However if we find that there are too many parents gathering around the gate we may change this and you may be asked to wait until your child/ ren can come into school.					
No parents will be able to enter the grounds and must leave the pupils at the gate.					
The gate will be locked for Y1 – Y6 pupils at 8.55am and pupils will then need to come in through the office door and parents must sign them in via the late book.					

## Finish Times

Nursery	Reception	Year 1	Year 2
3.00pm	3.00pm	3.05pm	3.10pm

Year 3	Year 4	Year 5	Year 6
3.15pm	3.20pm	3.25pm	3.30pm

**ONCE ALL PUPILS ARE BACK IN SCHOOL WE WILL NOT BE ALLOWING PARENTS TO COLLECT OLDER SIBLINGS AT THE SAME TIME AS YOUNGER SIBLINGS. THE STAGGERED END TIMES ARE FIXED AND THERE TO SUPPORT US IN ASSURING SOCIAL DISTANCING AROUND SCHOOL.**

## Test and Trace

As parents you have a civic duty to engage with the test and trace system in order to protect and yourselves and our school community.

## Uniform

Pupils will be expected to wear normal school uniform from the first day back and the details of this can be found on our school website.

## PE Kits

We have organised our PE curriculum so that initially pupils will only need to bring in pumps or trainers. We are trying to minimise what the children bring in from home so we would ask that their PE footwear is left in school for the whole of the term.

## Breakfast Club/ After School Club

Breakfast Club and After School Club will continue. However pupils will need to be booked on to the days they require in advance of them attending. Parents will need to ensure the office is aware of the days required for BOTH Breakfast Club and After School Club. This can be done by emailing the office at [office@hayesmeadow.staffs.sch.uk](mailto:office@hayesmeadow.staffs.sch.uk) on the Friday before the week required. This will be essential for school to maintain the procedures for keeping pupils and staff safe and adhering to Government guidance. **If you do not have your child/ren booked into the club they will not be able to attend.** School will have to be very strict on this due to the regulations and procedures required for COVID-19. Please continue to pay via Parentpay or childcare vouchers for the sessions you require.

Both clubs will continue to take place in the hall. Parents / carers can bring their child/ren to the main school entrance and ring the visitor bell. A member of staff will collect your child from you at the door. Breakfast Club will take place from 7.30am until the start of school and After School Club will be from the end of school until 6pm.

**The Government advice is that pupils should only attend one setting to minimise the risks of transmission.**

## Attendance

Good attendance will be crucial for all pupils. We are conscious that some pupils have been absent for many weeks and will need additional support with their learning and mental health. We understand that some children may be a little anxious about returning to school and we have adapted our curriculum to ensure that we have built in time to enable pupils to feel safe on their return to school.

The Government have reintroduced the fines for non-attendance and the previous regulations regarding attendance at school will apply. This means therefore that all Hayes Meadow pupils will be expected to return on Monday 8<sup>th</sup> March and will be expected to maintain good attendance. Holidays will continue to be unauthorised. We will need to be aware of the reason your child is absent from school so it is essential you contact the office before 9.25am if your child is absent.

Thank you for the lovely emails we have received over the last few weeks, staff have really appreciated your kind words. We are excited about seeing all of the children back in school and hope this will be the last time schools will be closed.

Yours sincerely

Mrs S Sivieri