

16th July 2020

Dear Parents and Carers,

I hope you are all keeping safe and well. Over the last two weeks we have been working hard to make plans for welcoming back all children in September. Children in Years 1 - 6 will start back at school on Monday 7th September 2020. Nursery and Reception children will have a staggered start and parents will be informed of their child's individual start date later this week.

DfE guidance

We have implemented systems that are based on DfE guidance to minimise coronavirus (COVID-19) risks.

The full guidance is available on their website. The key elements are:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

Health Issues

Children must not attend if they or anyone in their household have symptoms of the virus or have tested positive in the last seven days; or if anyone in their household is self-isolating, they should self-isolate for 14 days from when the symptomatic person first had symptoms. The identified symptoms are a new, continuous cough or a high temperature, or a loss of, or change in, the normal sense of taste or smell (anosmia).

If a child shows any of the symptoms during the day, we will move them to an isolation room and contact you asking you to collect them immediately.

Drop off and collection

Being as most of our families have more than one child we will trial a longer staggered start time in order to get the children in to school as safely as possible. For the EYFS and KS1 classrooms the start and end of the day is not that complex as they will enter and exit the school directly from their classrooms. It is more of an issue for KS2 children as they need to get upstairs. Year 3 and 4 will use the 3/4 stairs and year 5 and 6 will use the 5/6 stairs. If the children arrive and there are lots of children around, they will be instructed to use the social distancing markers that will be sprayed on to the ground until it is safe for them to enter whilst socially distancing. We will also open the Ashmole road entrance in order that school has four points of entry/ exit for parents to use and to reduce the number of families using the main entrance.

Start times and entrances are as follows:

Year group	Start time	Entrance
Nursery	8.45 morning Nursery 12.30 afternoon Nursery	Nursery class door
Reception classes	Staggered start time - doors open 8.45 - 9 am doors close	Reception class doors
Year 1 and 2	Staggered start time - doors open 8.45 - 9 am doors close	Year 1 entrance Year 2 entrance
Year 3 and 4	Staggered start time - doors open 8.45 - 9 am doors close	Year 3/4 entrance
Year 5 and 6	Staggered start time - doors open 8.45 - 9 am doors close	Year 5/6 entrance

End of day times and collection points:

Year group	Pick up time	Exit
Nursery	11.45 morning Nursery 3.30 afternoon Nursery	Nursery class door
Reception classes	Staggered finish time - doors open 3pm - 3.10pm	Reception class doors
Year 1 and 2	Staggered finish time - doors open 3pm - 3.10pm	Year 1 entrance Year 2 entrance
Year 3	3.10pm	Year 3/4 entrance
Year 4	3.20 pm	Year 3/4 entrance
Year 5	3.10pm	Year 5/6 entrance
Year 6	3.20pm	Year 5/6 entrance

- Any children from KS2 who are not collected promptly will stand outside on the social distancing markers with their teacher until they are collected as the doorway will need to remain free for the next bubble to exit.
- Please keep to the above timings. It is not necessary to be 'early', just arrive within the identified window of time.
- It is important we ensure that the school site and surrounding paths do not become unnecessarily congested. With this in mind, we would ask that only one adult accompanies children to and from school. Ideally, we would ask you not to bring other children on this journey, but we understand that some of you may have no alternative childcare arrangements and will need to bring some children not attending school with you. Please keep any younger children close to you while in the school grounds.
- Please ensure that you socially distance on the paths in the school grounds.
- As soon as you have dropped or collected your child, please leave the school site. This will enable easier social distancing for other parents.
- Unfortunately, parents will not be allowed to enter the school building.
- Communicating with school staff during 'drop off' and 'collection' times may not be possible. We ask instead that all communication should be via the teachers email or telephone with the school office.

School Lunches

Our school kitchen will reopen and the Free School Meal vouchers will stop. Children who bring a packed lunch will eat it in their seat in the classroom. Children who wish to purchase a school meal can do so in the usual way. Children in receipt of Free School Meals and children in Reception to Year 2, who are entitled to universal free school meals, will be provided with a lunch from the canteen. There will be a packed lunch option available everyday. If the packed lunch option is requested, those children will eat in the classroom too. This will reduce numbers of children in the dining hall where hot meals will be provided. During the first week in September, we will provide you with a survey where we will ask you to select which lunch option you would like your child to receive for the first half term.

What the children need to bring with them

- Children should wear correct school uniform
- Reading books and book bags
- Snack and Water bottles, please ensure these are named
- PE kit
- Coats
- Packed lunch boxes if required
- Inhalers and epi pens - please ensure these are named and handed to the class teacher. We will contact you if we need to complete or update Care Plans.
- If you feel your child may require essential medicine, please phone or e-mail the school office to discuss this. You will be required to complete a medication consent form.

Forest School kits should be worn to school and the children should bring their uniform and shoes in a bag. All Forest School sessions will now take place in the morning.

What the children cannot bring to school

- No pencil cases or non-essential personal possessions
- No bicycles or scooters to enter school grounds
- No big bags/rucksacks - these are not essential and pose added risk at this time

During the school day

- Children will be organised into 'class bubbles' for most of the school day. During playtimes and some specialist teaching provision bubbles may come together. These bubbles will not exceed the phase group. (EYFS, KS1, Lower KS2 and Upper KS2).
- The classroom environment will look different with desks in rows and children facing the front. Nursery and Reception classrooms will continue to be arranged in a more informal way.
- At playtimes and lunchtimes children will play in zones marked out for their 'year group bubble'.

Wrap Around Care - Harvills Fun Academy

Wrap around care will open following government guidelines. This includes a strict booking system as numbers will be limited. Places have been offered on a first come, first served basis to those parents who responded to the previous survey. This service will now operate from the school hall and Dance Studio.

School Office

Contact can be made with the school by telephone 0121 5571034 or e-mail info@harvillshawthorn.co.uk for general admin enquiries or to make an appointment with a Senior Leader. Please take up issues relating to learning or classes with the individual class teacher via the teacher emails. Please do not visit the school office in person, unless you are asked to do so.

Attendance

The government have announced that the attendance of children at school becomes compulsory again from September onwards.

Our approach

- We have tried to return to as much of normal school life as possible. Inevitably, some elements will be different as we start in September.
- The DfE has asked schools to teach a 'broad and ambitious' curriculum. We are delighted to be able to return to doing this. All subjects will be taught from the start of the autumn term.
- Reading books will be sent home from the first week of term.
- The other elements of the homework programme will restart in the week beginning 14th September 2020.
- Assemblies will not take place in the hall. There will be whole school virtual assemblies and then class-based assemblies.

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- There will be changes to the Music curriculum in line with government guidelines as children are not allowed to sing in large groups, without other safety measures in place, for now.
- After school clubs will not operate for the first half of the autumn term. Clubs present us with many logistical challenges in relation to mixing bubbles, shared equipment and pupil collection arrangements. We will review this decision early in the autumn and return to our usual level of provision as soon as possible.
- Thank you to those of you who volunteer to help in school. We have always valued your contribution. Unfortunately, this can not happen at the start of term. In time we hope to reintroduce volunteers when it is safe to do so.
- School visits will not take place in the early part of the term, we will continue to keep this under review.

I apologise that this letter is long and feels like a long list of rules and instructions! However, I'm sure you will appreciate the efforts, we as a school, are making in order to keep your children and our community as safe as possible.

Thank you for your support and encouragement throughout this challenging time. We are very much looking forward to welcoming your children back in September and returning to a more normal situation.

Stay safe everyone.

Yours Sincerely

Miss Sheen

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