



26/02/21

Dear Parents and Carers,

Following on from the announcement on Monday, I am pleased to say that preparations to welcome all our children back to school on Monday 8th March are well under way.

DfE guidance

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

The protective measures that we have in place in school are known as the 'Systems of Control'. These are divided into two sections: 'Prevention' and 'Response to Infection'. Many of these have not changed from those that we had in place during the autumn term. The combined efforts of everyone in our school community has really helped and, therefore, we will be operating under the same conditions from the 8th March.

Our COVID 19 risk assessment is available on our school website.

Covid symptoms and testing

The main symptoms of coronavirus (COVID-19) are still a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.

However, Sandwell have released further guidance if you or a member of your household is feeling unwell. If you or your child has the following symptoms:

- **headaches**
- **aches and pains**
- **feeling very tired for no good reason**
- **sore throat**
- **runny nose**
- **sneezing**
- **tummy ache in children,**

you should now keep your child at home and book a test. It could be COVID 19.

To keep everyone safe and well, pupils, staff and other adults must not come into the school if:

- They have one or more of the coronavirus (COVID-19) symptoms
- A member of their household (including someone in their support or childcare bubble, if they have one) has coronavirus (COVID-19) symptoms
- They are required to quarantine having recently visited common areas outside the Common Travel Area

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- They have a positive test
- A member of their household has a positive test and therefore the household must isolate

They must immediately stop attending school and only return on their given date.

If a child shows any of the above symptoms during the day, we will move them to an isolation room and will be asking parents to collect them immediately and get a test in order to protect our community.

We are hopeful that we will not have to manage any more confirmed cases in school, however, we have to be prepared that this may happen. Should there be a confirmed case, I will liaise with the local health protection team and follow their advice with regards to further action we should take.

Hygiene

All children and staff will wash or sanitise their hands when they enter school, before and after break times, after they have been to the toilet, if they cough or sneeze, before and after eating and before they leave school. Our youngest children will be supervised to do this. Staff will recap the correct hand washing technique and posters around school will remind children of this. Hand sanitisers will be available in all classrooms and at key points around school.

Tissues will be available in all classrooms and children will be instructed to put them straight in the bin after use. Teachers will reinforce good respiratory hygiene and posters are in place around school to remind children and staff of the 'catch it, kill it, bin it' approach. Classrooms will be well ventilated at all times.

Dropping off and collection

All children will return to school on the 8th March 2021. Attendance from that point will be mandatory. To ease congestion and aid social distancing, we will be operating our usual wider start and finish times.

Start times and entrances are as follows:

Year group	Start time	Entrance
Nursery	8.45 morning Nursery 12.30 afternoon Nursery	Nursery class door School's Main Entrance
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

- 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.
- The Ashmole Road entrance will still be open in order for parents to use and will reduce the number of families using the main 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.
- 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.
- Can I remind our families, that unless exempt, all adults should wear masks when on our school site.
- 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.

There will not be a grab bag option this time. Children will either bring their own packed lunch or be able to book a hot school dinner. 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.

Please remember that all children from Reception to year 2 are entitled to universal free school meals. This means you do not have to pay for your child's hot meal.

Our Menus for Spring 2 will be emailed out to you next week.

What to wear

School uniform is important as it promotes a sense of belonging and pride in our community. We would like our children to wear their school uniform from 8th March. As PE will take place outside wherever possible, the children will come to school dressed in suitable, warm sportswear for 1 day a week. The teachers will be letting you know shortly when your child's PE day is.

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
- 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.

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

Bubbles 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 the same as the autumn term 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'.

Our curriculum

As with the previous re-opening in September, our first priority will be making sure all children are happy and settled on their return to school. We will support them in re-establishing the

strong connections they have with their friends and the adults in in school. We will then be using a range of assessment strategies to identify where each child is in their learning and identify their next steps ready to move them on. We recognise the immense value in a broad and balanced curriculum which provides children with opportunities to immerse themselves in a wide variety of subjects including art and PE, especially in these current times. We are committed to ensuring these opportunities run alongside our focus on reading, writing and maths.

- Reading books will be sent home from the first week back.
- The other elements of the home learning programme will restart in the week beginning 8th March.
- Assemblies will still not take place in the hall. There will be whole school virtual assemblies and then class-based assemblies.
- The music curriculum will continue in line with government guidelines as children are not allowed to sing in large groups without other safety measures in place.
- After school clubs will not operate for the foreseeable future. Clubs present us with many logistical challenges in relation to mixing bubbles, shared equipment and pupil collection arrangements. We will review this decision early Summer and return to our usual level of provision as soon as possible.
- School visits will not take place; we will continue to keep this under review.

Wrap Around Care - Harvills Fun Academy

Wrap around care will remain open following government guidelines. This service will continue to operate from the school hall and Dance Studio and the strict booking system will also continue as numbers will be limited. Please book your child's place as usual using the school app.

School Office

The school office is currently closed although our admin staff are still in the building working extremely hard for us all. For general admin enquiries or to make an appointment with a Senior Leader, contact can be made with the school by telephone (0121 5571034) or e-mail. Please email your child's class teacher if you wish to contact them directly. **Please do not visit the school office in person, unless you are asked to do so.**

Letter from Gavin Williamson (Secretary of Education)

Please follow the following link for all parents/ carers regarding the full opening of schools to all pupils:

<https://dfemedia.blog.gov.uk/2021/02/23/an-open-letter-from-education-secretary-gavin-williamson-to-parents-carers-and-guardians/>

Staff return

On a lighter note, I would like to welcome Miss Jinks back into our administration team after her maternity leave. I'm sure you will agree it will be lovely to have her cheerful voice greet us once again when you telephone the office.

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I apologise that this letter is long and feels like a long list of rules and instructions but I hope that I have managed to answer some of the questions you may have about the full re-opening of Harvills. There may be other questions you have so please don't hesitate to get in touch with us if you need any other information.

As before, I can assure you we will do everything we can to keep our school community as safe as possible. All of these arrangements and our risk assessments will be reviewed on a regular basis. Should our evaluations find that something isn't working as we would like, we will review, refine and communicate any changes to you as soon as possible.

I just cannot tell you how much we are looking forward to seeing everyone. As we travel through the final days of the Harvills' family being apart, I hope you find the time to reflect on everything you have managed to achieve over the last few weeks whether that be as a critical worker or staying at home with your families in order to keep everyone safe.

Thank you just doesn't seem enough to express how grateful I am for the hard work, mutual support and compassion our children, their families and our staff team have shown for each other. Everyone has been truly amazing and there is no doubt that we have kept each other going through the most challenging of times. Let's hope that we are now on the pathway to returning to a more normal way of life for us all.

Stay safe everyone.

Best wishes,

Miss Sheen

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