



Tuesday 25<sup>th</sup> August 2020

Dear Parents/Carers

We are really looking forward to welcoming all children back to school in September. We want to inform you about how we will support your child in returning to school in September. I know from many conversations I have had, families have been concerned that children might be outside their friendship groups. While that might have been the case with previous smaller bubbles, I am pleased to share that the new guidelines allow us to operate within year group bubbles. This will enable children to work across the year group, participate in small group catch up lessons and be supported by all adults working within the year team.

This letter is to inform you of what will be in place to keep your child as safe as possible and also the expectations for staff, children, parents/carers and visitors when on the school site.

The government have acknowledged, in their guidance, the difficulty of keeping primary aged children 2 metres apart at all times, and that schools need to put in protective measures to take this into account:

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

With all our risk assessments and planning we have taken these points into account and have considered;

- how we group children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.

### **Preparing the Site**

We have completed a thorough inspection of the whole site to ensure it is ready for all our children to return in September. A deep clean will have taken place and a new cleaning regime is in place to ensure that frequently touched surfaces are cleaned more regularly during the day. The site will also be having a thorough clean each evening after the children have left.

We have also reorganised classrooms by removing non-essential furniture and supplies so that the layout supports recommendations from the government guidance. The children will be

facing forward in rows and will where possible have their own equipment to prevent sharing of resources.

Another change will be movement around the site: this will have to be restricted and where possible we will implement a one-way system. This will be particularly relevant for parents, children and staff at drop-offs and pick-ups (please see below).

Signage has been added to the site to help children and staff to remember key rules around social distancing and hygiene.

### **Drop-offs and Pick-ups**

We will be introducing a staggered start and end to the school day to prevent too many people being on site at one time.

#### **These will be:**

<b>Classes</b>	<b>Arrival time</b>	<b>Collection Time</b>
Woodpeckers and Kestrels	8.45am	3.15pm
Kingfishers and Buzzards	8.55am	3.25pm
Ladybirds and Swans	9.05am	3.35pm
Dragonflies and Herons	9.15am	3.45pm

We will be asking only **one** parent/carer to drop-off/pick-up their child from the lower playground although we understand you may need to bring siblings with you. A one-way system will be in operation so that we can maintain social distancing. When dropping-off, entrance to the school will be through the main gates and exit will be via the gate at the bottom of the Infant School field. (The Oak Hill gate will not be open due to social distancing measures.) Once on site you and your child will need to walk past the main school entrance and on past the Children's Centre and down the path to the bottom playground where the teacher and learning support assistant will be waiting for their class. The children will then need to line up in line with social distancing requirements ready to be taken into school. We would ask that you then leave by the Infant school field gate onto Sun Lane. Collection will operate in the same way, with your child waiting with their teacher at the allocated time ready for you to collect them from the bottom playground.

We are unable to allow pupils to leave the school to walk home alone unless pre-arranged. Please contact the school office to discuss this further if required.

We will have a member of the SLT (Senior Leadership Team) on duty every day at drop-off and pick up times and therefore if you have children in different classes you will be able to bring your children to school for the earliest drop off time and then leave your other child/children on the playground where they can stand on their designated class spot until it is time for them to go into school. They will be looked after by the member of SLT. At pick up time if you do need to wait could we please ask you to wait on the bottom playground by the bike shed and maintain social distancing from other parents.

If you need to talk to a member of staff, please make contact via email, as it will not be possible for staff to talk to individual parents at drop-off and pick-up times.

Please bring and collect your child at the designated time to again avoid congestion and numbers on site at any one time and please try to ensure social distancing if you are waiting around the gates at these times. At the end of the day, the children will need to be collected from the bottom playground and again the one-way system on-site must be adhered to. If you are late you will need to bring your child to the front entrance so they can be signed in and then leave by following the one way system.

### **Social Distancing**

Due to the fact that we know it will be difficult for children and their teacher's to remain 2 metres apart at all times we are creating year group bubbles. In order to meet the needs of the children we will be having staff who will be required to work across more than one bubble.

Each bubble will have staggered breaks and lunch times and each bubble will have its own set space on our school playground/field for outdoor learning and play. This will all help to ensure that we keep bubbles separate at all times.

We will be restricting the use of different areas of the school so again we can maintain distance between the bubbles. The kitchen will be offering two picnic lunch options (menu attached) or the children can bring in their own packed lunch, which must be in a clearly named container. Any lunches boxes brought into school must be taken home at the end of every day. The children will be eating their lunch outside in their designated area or if cold/wet within their classroom.

There may be times when it will be impossible to maintain any social distance, such as if a member of staff needs to administer first aid. In this case, the first aider will wear PPE equipment and after any treatment the items will be disposed of into a lidded bin and both the adult and child will be required to wash their hands as per the washing hands guidance. Also, if a child becomes extremely distressed or upset a member of staff may need to comfort them from closer than 2 meters. Again the procedure would be to wash hands afterwards and then make a note of the incident.

Areas in the school will be marked out so that if a queuing or waiting system is needed children are able to maintain social distancing as they wait, e.g. to wash hands or go to the toilet.

### **Hygiene and Cleanliness**

This has become very much part of our new school routines. We will be going through hand washing and what to do if you cough or sneeze regularly with the children.

#### **Hand washing**

We would ask you to ensure that the children wash their hands before leaving home. They will be required to wash or sanitise their hands upon arrival, before entering the classroom and then before and after break times and lunch times and then finally before they leave at the end of the day. The school will supply all hand sanitiser for the children. If your child requires a special hand sanitiser brought in from home you will need to inform the office so that we can

do a COSHH (Control of substances hazardous to health) assessment. This is a requirement for any substances used in school to ensure the safety of all our pupils.

### Catch it –Bin it- Kill it

We will also be reminding children of the importance of using a tissue to cough and sneeze into, and then to bin the tissue into a lidded pedal bin and wash their hands immediately afterwards.

### School Uniform

We will be asking children to wear their usual school uniform to school (information about the school uniform can be found on our website <https://www.sunhilljs.net/uniform>). However, we will be asking children to come to school in their PE kit on days in which they will be having a PE/Games lesson. This will remove the need to change during the school day.

### PE/Games

Year Group	Days
Year 3	Wednesday and Thursday
Year 4	Tuesday and Thursday
Year 5	Wednesday and Friday
Year 6	Monday and Tuesday

There is no longer a requirement for clothing and uniform to be machine washed at the end of every day.

### **If your child displays COVID symptoms**

You must not bring your child into school if they, or anyone in your household, is displaying any of the symptoms associated with the coronavirus, e.g. a new frequent cough, high temperature and change to or loss of taste and smell.

It is imperative that we have up-to-date contact details. If your child becomes ill at school with any of the above symptoms we will isolate the child with an adult in line with guidance and call you immediately so they can be picked up. Your child will not be able to come to school and will need to self-isolate for 10 days.

The government guidance states that ‘all staff and students who are attending an education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested’. We would encourage you to get your child tested and inform us of the results as soon as possible. If your child subsequently tests negative they can then return to school. If they test positive they must self-isolate along with the whole family and the school will confer with the Local Health Team before taking any other actions. These actions may include: deep cleaning, isolation of one or more staff members or students, bubble isolation or school closure. At all times we will keep you informed.

In the event of a local lockdown we would follow Government guidelines and keep you informed of steps we are taking...

## **Equipment**

We would ask that you could supply you child with resources for them to use in school. If possible this equipment should remain in school.

- Pencil
- Pencil sharpener
- Ruler
- Writing pen
- Coloured pencils
- Coloured pens
- Rubber
- Pencil case – smooth not fluffy!
- Tissues
- A reading book
- Plastic bag to put mask in if appropriate
- Plastic bag to put mobile phone in if appropriate
- Sun cream
- Hat
- Water bottle (this can go home each evening to be washed and refilled)

We would ask, where possible, that all items are named. If you are unable to supply any of these items please could you email the office and we will put a pack together for your child.

## **PPE and face covering and face masks**

The current government guidance states that face coverings or face masks are not recommended in educational settings. Children therefore will not be allowed to wear face coverings or masks in school. If your child is wearing a face covering or mask on the journey to or from school it must be removed when they join their bubble and then either taken home by you or placed in a plastic bag which must be then tied or sealed by them. This is due to the fact that face coverings or masks if not handled correctly may inadvertently increase the risk of transmission.

I know you will probably still have a lot of questions, if you do please send them to the admin office ([adminoffice@sunhill-jun.hants.sch.uk](mailto:adminoffice@sunhill-jun.hants.sch.uk)) and I will answer them as best I can.

## **Behaviour**

We have updated our Behaviour policy to include an addendum that relates to expectations due to the Coronavirus pandemic. Once this has been agreed by trustees we will inform you and it will be put onto the school website. We will also be going through the expectations with the children at the start of the term to ensure that all children are aware of the expectations in keeping themselves and others safe.

A Home-School Agreement, which will highlight the key expectations, will be sent out for everyone to sign and bring into school on the first day back.

## Curriculum and Wellbeing

We are very aware of the amount of time your children have not been in school. The teaching team have identified learning that has been missed and in line with our normal practice we will be assessing where your children are to ensure that the learning that is planned for them meets their individual needs. Teachers will make assessments during lessons to inform them of misconceptions and areas that children may need to revisit, or spend more time on. During this time, marking will be kept to a minimum and feedback will be given verbally. This will remain in place until guidance changes.

Myself and Mrs Woods will be holding virtual meetings about the curriculum for each year group. More information about this will be sent out to you at the beginning of term.

The wellbeing of your children is of the utmost importance to us. We know that during this lock down period, each child will have had an array of experiences and be feeling differently about their return to school. Whilst some children might be excited, we understand that some children may be feeling anxious about their return. In order to support all children returning to school in September, we have a clear plan in place to ensure that their transition back is smooth.

We will be implementing our school wellbeing programme based around 6 key strands of: active, responsible, connected, resilient, respected and aware. Through class assemblies and discussions the children will be exploring each of these concepts in relation to experiences, emotions and impacts of themselves and others. We will also be providing the children a means of communicating their emotional wellbeing throughout the day so that the adults in school can address any worries the children may have.

If there have to be any changes to the plans, dates or times outlined in this letter due to changes in government guidance, I will let you know promptly.

All of us at SHJS would like to thank you for your support during this time and we look forward to welcoming all of our children back.

Kind regards



Sue Griffiths  
Head Teacher

The Perins MAT registered office:  
Perins School. Pound Hill  
Alresford. Hampshire. SO24 9BS  
Tel: 01962 734361  
[school@perins.hants.sch.uk](mailto:school@perins.hants.sch.uk)  
[www.perins.net](http://www.perins.net)

