



JEFFERYS EDUCATION PARTNERSHIP

Hollybrook Infant & Junior Schools

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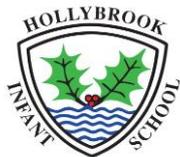
info@hollybrookjunior.co.uk

www.hollybrookinfant.co.uk

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Headteacher: Ms Marcella Dobson

Deputy Heads: Mrs Clare Clifford & Mrs Lisa Alderslade



Friday 22nd May 2020

Dear Parents/Carers,

Further information about potential June 2020 opening

I am writing to you to give you a further update on the process of the potential reopening of school to Year R and Year 6 children on June 1st, if conditions allow. **At the end of the letter, there is some information about next steps we require you to take.**

Throughout this period, I have been in regular contact with our Chair of Governors to update him on our ongoing plans. The provisional arrangements that have been sent previously follow Government and our Trust guidance and have been adjusted where necessary according to the specific context of our school.

Section 1: Health & Safety considerations

Health and Safety risk assessments are at the heart of reducing all risk in schools. The assessments carried out, combined with the government guidance have led to the following plans to keep children and staff safe.

What is the approach being taken by the school to minimise risk to children and staff?

There are a number of strategies in place to reduce the risk in school to children and staff. The overall approach to reducing risk is based around organising children and staff across the school into small, self-contained groups or 'bubbles' of up to 10 children. This is a similar approach to that being taken by Denmark, which you may have read about. The rationale is that children and staff will only mix within their bubble. Children will therefore work with and play with those children **only** from their bubble. We are also taking the temperatures of all children on arrival as a fever is still a symptom of Coronavirus. Any child with a temperature of 37.8 or above will be asked to go home. Children will be able to bring in their own bottle of hand sanitiser and there will be hand sanitiser available in each classroom.

Who will be in the bubble?

Each bubble will consist of up to 10 children, a teacher and a teaching assistant where possible. They will be allocated a room, an outdoor space and an entrance/exit point but have as much time outdoors in their bubble as possible. The bubbles will be aligned where possible to current class groupings. Teachers have carefully considered which bubble would be best for each child. However, it will inevitably not be possible to have children together with all their friends.



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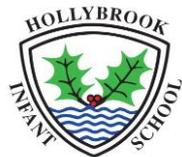
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Will my child be taught by their current class teacher?

Not necessarily. Whilst we are trying to ensure that children are taught by staff they already know well, it is not possible for each bubble to have their current teacher. Not all members of staff are available to work directly with children as a number of our staff fall into the category of clinically vulnerable or extremely vulnerable.

How many bubbles will there be in the school?

It is anticipated that there will be 6 bubbles for year 6, 6 bubbles for Year R and up to 4 bubbles for our key worker children across the Hollybrook schools. The final number of bubbles will be determined once we have confirmation of numbers from parents about the intentions they have for their child's return to school.

Will my child be socially distanced from others all day?

The government guidance states that it is not possible to fully social distance with young children which is why we have chosen the bubble approach as the main strategy for keeping everybody safe. That said, we will be keeping children as socially distanced from one another as reasonably possible within their bubbles, with classroom tables spread out.

How will these measures be enforced?

The effectiveness or otherwise of the 'bubble' approach depends on everyone complying with the arrangements. Our systems for managing behaviour have therefore been updated and it is necessary that we adopt a zero-tolerance approach to those children not complying with the requests of staff in school around the safety measures which have been put in place.

Will PPE; masks etc be required by the children / staff?

Masks or other PPE is not required in school. The government advice is as follows:

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

However, there may be staff who wish to wear masks or other PPE and we must allow them to do so to ensure that they feel safe. If your child is scared by a small number of staff who may be wearing masks or PPE



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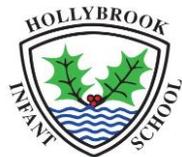
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then it may be necessary for you to consider not allowing your child into school, as the safety of staff and children is paramount. Whilst cleaning or administering first aid, the guidance states that masks, disposable aprons and gloves are necessary so there will be times when children will see adults wearing PPE appropriate to the task they are completing.

How will you keep the school clean?

Children will all wash their hands on arrival at school and we will continue to facilitate regular handwashing and good hygiene within the bubble. Toilets in the school will be regularly cleaned during the course of the school day. Staff will also have access to their own cleaning products and during every break and lunchtime to clean the surfaces in each bubble's room. At the end of the day, our cleaning staff will be on site to clean as usual and we will carry out a deep clean on a Friday. All soft furnishings that are difficult to clean will be removed from the rooms.

How will you keep equipment clean?

Children will all have their own workstation with equipment in their bubble room and this will only be used by them. Use of any shared equipment will be minimised and only used if it can be properly cleaned between uses. We are unable to send home reading books but your child will be reading daily in school. Each child will have a 'Stationery Pack', concerning the main things they will need during the day. Whilst they will have access to their trays, these will be with them during the day to minimise movement around the class. Pegs will be widely spaced to minimise risk of property touching.

How will furniture be arranged?

Furniture will be arranged to enable the most effective social distancing within a classroom; ie rows of single desks rather than clusters of tables.

What are the arrangements for lunchtimes and break-times?

Lunchtimes will be staggered for the different groups and shortened in order to be able to timetable the various play areas. Unfortunately, due to the limitations of the hall, there will be no hot meals available in school. Meals can still be purchased but they will be of a 'packed lunch' style. Children will eat their lunch in the classroom in their bubble as there will be too many children to use the hall. Those children entitled to a free school meal will receive one of the 'packed' lunch style meals prepared in school.

Play times may also be staggered and the different areas across the school will be zoned to enable children to play within their 'bubbles' safely. There have been some images on the internet of individual children in other countries having to play within marked out circles on the playground. This approach will not be taken here, although children will still be encouraged to avoid physical contact with each other.



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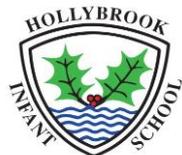
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Section 2: Organisational arrangements for the day

What time shall I bring my child to school and pick them up and where from?

The arrangements and timings for drop off and pick up, as well as entrance and exit points will be communicated separately to parents.

Why is the school closing on Friday to all except key worker children?

We legally need to provide planning and preparation time for teachers. This is particularly important given the non-typical style and focus of the teaching and learning which requires a significant amount of additional work and liaison within the team around the production of on-line learning and 'packs'. This planning time is normally provided by other adults covering the lessons. With a bubble we cannot have other adults entering and crossing between bubbles. We will also use the time for a deep clean across the schools, as we also have limited cleaning staff available to us due to staff being in a vulnerable category and unavailable for work.

Where do I drop off and collect my child?

The entrance and exit points will be colour coded for groups and a map showing which entrance/exit points you will be using will be sent to parents nearer the time. It is crucial that children arrive promptly at their allocated time to enable the staggered start to successfully allow for social distancing. If your child is late, you will be asked to wait until all children have entered the school, which could be up to half an hour later.

It is really important that parents leave the site promptly and do not unnecessarily hang around at the start or end of the school day. Parents must ensure that whilst they are on the playground for drop off or pick up, to remain socially distanced from others and not to enter the school site. If there are any urgent messages, please communicate these through a telephone message to the office.

To enable social distancing, we are advising that only one parent be present at drop off or pick up. If there are small siblings, they must remain in a pushchair or holding an adult's hand at all times as we do not want them touching any surfaces or equipment.

Will the Breakfast Club or After School Club be open?

At this stage, the Breakfast / After School provision will not be running due to the logistical difficulty of enabling children to stay in their respective bubbles. This will be kept under review and will be re-offered at a later date if the current required restrictions are lifted further.

How will I get a message to the teachers in my child's bubble?

Please email info@hollybrookjunior.co.uk or info@hollybrookinfant.co.uk either before school, during the day or after school if you want to leave a message about anything. Office staff will pass these on to the relevant staff as quickly as possible.



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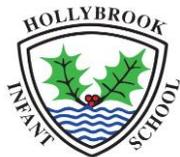
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What shall my child wear to school?

Please wear usual school uniform but with trainers, and bring a coat if necessary – please do not bring bags into school. The government advice is that each day children should be wearing a clean set of uniform. It is recommended that shoes are left outside when you return home and uniform is washed.

What can my child bring to school?

Your child will need a coat and a bottle of water which will be kept in their bubble room. They may bring their own pencil case if they wish, but we will provide a personal set of equipment for each child who does not have their own pencil case. The children may not share any of their equipment or books whilst they are in school. If your child is bringing their own packed lunch as they are not eligible for free school meals and do not wish to purchase a packed lunch, it will need to be in a disposable bag and if they require a spoon they will need to bring a disposable spoon. Please ensure any belongings coming into school are in a bag that can be hung on a peg that your child can access independently and can be disposed of.

Section 3: School Curriculum

What will my child be doing all day?

Your child will be both learning and having their breaks and lunchtimes. These times will be staggered and in allocated play areas to ensure children are not able to mix between their bubbles. Play equipment will be allocated to each bubble and will remain with them. We understand after all that has happened that children may have things that they want (or need) to talk about and plenty of time will be made for this within the bubble.

Section 4: Specific Issues re. COVID 19 and other illnesses

What should I do if my child or a family member has Coronavirus (Covid-19) symptoms?

Please do not bring your child to school. Email the office to let us know and ring 111 and ask for a test for your child or the person in your family. Your child will then need to have the test and self-isolate with the whole family at home until the result arrives. If it is negative your child may return to school. If it is positive they will need to stay at home and the **whole bubble will be asked to self-isolate for 14 days**. This does not include the families of bubble members.

What will you do if my child has Coronavirus (Covid-19) symptoms at school?

Your child will be taken to the medical room where they will isolate with a member of the office staff until you arrive to collect them. Office staff at this point will be required to wear PPE. You should then follow the same guidance as above.



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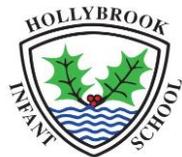
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What shall I do if my child is unwell not with Coronavirus (Covid-19) symptoms and therefore cannot attend school?

If your child is unwell **with any symptoms**, they should not attend school. We would also ask all parents to be particularly mindful about their children's health and err on the side of keeping them at home if they feel under the weather, especially if they have a temperature.

What if someone in my house is in the shielding category having had a letter about this?

Unfortunately, we are unable to have children in school if they live with someone who is shielding as we cannot guarantee social distancing at all times. Please let us know and continue with the home learning advised and we will try to ring your child each week to find out how this is going.

What if my child lives with a vulnerable person such as an over 70-year-old or pregnant woman?

The government has advised that it is fine for your child to attend school as long as they remain in a small group bubble.

What happens if a teacher becomes unwell with COVID 19?

Should a teacher or learning support assistant test positive for COVID 19, the entire bubble he/she is attached to will have to stay off school for a period and self-isolate for 14 days.

If my child is injured in school, how will they be dealt with?

Should a child require medical assistance for an injury, they will be dealt with in the usual way by our admin staff. However, additional PPE will be worn by the staff in this instance.

How will you know if a member of a child's household has symptoms if they don't tell you?

We won't! Fundamentally, this system recommended by the government relies on trust and every person must comply or it risks undermining the health of others and their families.

Section 5: Other Frequently Asked Questions

Do I have to send my child to school?

The government are encouraging families to send their children to school in Years R, 1 and 6 and the Hollybrook Schools have risk assessed and currently have space available, under the current guidance, to accommodate Year R and Year 6 only, but **not Year 1**. The basis of the government's encouragement is that they believe schools to be sufficiently safe. That said, everyone will have a different understanding of risk and each family will have different circumstances to consider. Therefore, at this time, attendance is at parents' discretion. No family will be fined for non-attendance until government guidance changes.



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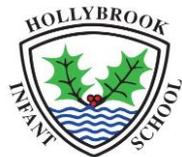
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My child requires medication; how do I get that to school?

Please email the relevant office to acquire a medical consent form and complete this before bringing the medication in to school. If you are unable to print at home you will be required to come into the office, stand on the relevant spot and dictate the responses for the admin staff to complete the form for you. Each school will have a box outside the main entrance which will be used for dropping off necessary items. If you are dropping off medication, please put it in the box outside the relevant office and ring the bell to alert the admin team that it is there. Please ensure that all medication is clearly labelled and that the medical consent form has been completed and is with the medication.

Will learning packs still be provided by the school for those children whose families would rather they didn't attend?

Yes. Packs will still be collated and copied as currently and can be collected from the school office. The work in the packs will broadly be the same as the learning taking place in school.

If my child is not attending school, will the school still be in contact with me and my child?

We will do our best to keep the communication going. However, we would appreciate your understanding that once the majority of teachers are physically teaching for the majority of time, the time available for personalised home-school contact will inevitably be reduced.

Can I pick and choose the days my child attends?

Whilst we anticipate that some parents will not want their children to start on June 3rd and may want to delay the restart until later in the term, we will expect them to attend consistently once they have committed to re-join the school.

My child has a brother or sister in Years 3, 4 or 5. Can they also come to school?

No, not yet. The provision is only currently available for Year R and Year 6 children.

The Government stated that Year 6 were to come back to help them with their transition to secondary schools. How will this work?

Currently, secondary schools are closed to children other than those who are 'vulnerable' or the children of key workers. We currently have no information from the secondary schools about how any transition visits will be carried out, other than the dates which you may already have been given. As we hear from the secondary schools, we will keep you informed through our usual email system. This will be the same whether or not your child attends school.



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How long will these arrangements be in place for?

At the moment, all the arrangements mentioned in this document are based on only Year R and 6 and the key worker group being in school. Should any further government guidance emerge, we will then need to adapt our arrangements accordingly and will let you know in due course.

Whilst we are able to cover these arrangements at present with our current staff, we are now already at the limit of our staffing resources. Should further teacher illness occur, it may be necessary to close one or more classes. If this is required, we will let you know as soon as we are able. Please note that we are obliged to prioritise maintaining the Key worker and 'Vulnerable' group provision and so any closures would have to be from the Year R or Year 6 provision.

I hope this letter is able to answer your questions about the measures we are putting in place to help make the school a safe place for us all. Please do not hesitate to email the office should you have any further queries.

Kind regards

Marcella Dobson

Headteacher