



22nd May 2020

Dear Parents and Carers,

This guidance below provides an outline of our plans for partial school opening from 1st June 2020. All plans are subject to space and staffing constraints in order to maintain the safety of our children, parents and staff. This may limit our ability to expand our provision over the coming weeks. Schools across the country have been asked to plan towards possible partial opening at the beginning of June; like all other schools we are waiting for more information on this from the government.

We understand that we will have a final decision as late as 28th May and will obviously confirm our arrangements with you as soon as possible after that.

Pupil attendance is NOT compulsory – this means that parents will not be penalised or prosecuted if they choose to keep their child at home.

Our plans prioritise health and safety of children and staff. They are as accurate as they can be given the information that we have to date. We will risk assess and review as the first few weeks' progress and we may need to adapt our approach accordingly. We think it is important to give families as much information as we can – **Please make sure that you read this information and keep it to hand as it is important for everyone's safety.**

Organisation of Classes

- The guidance from the government tells us that social distancing in schools means something different from the social distancing we have all become used to. In primary schools it focusses on small groups of pupils being kept separate from other groups.
- Classes can be no larger than 15. Each class group is allocated a lead adult who may be a teacher or member of support staff. Where staffing permits we will aim to provide 2 attached adults. The adults will remain with their group of pupils.
- Depending on the number of children who return there is a possibility that the adult may not be the class teacher your child was accustomed to at the start of this year but we will always aim to ensure the group lead is a familiar adult. Adults cannot move from one group to another. A teacher will carry out the planning for the learning of their year group.
- The adults in the group will release one another for breaks as appropriate and will supervise the children's breaks and lunch.
- The children within a group will learn, eat and play together.

Organisation

- Classroom sizes and the need for social distancing have been significant constraints. With class sizes being halved, we are effectively doubling the number of staff and classrooms required.
- During the first week we are planning to take in one-year group at a time to settle the children and support them with the new "normal" for school. From the 7th June, we are aiming for pupils will attend school from Monday morning to Friday lunchtime. **Friday afternoons the school will be closed for pupils** this is so that teachers can have their

planning time and will plan learning for the children (both those in school and those accessing learning at home) and the classroom and equipment will be fully prepared for the following week. As you know planning time is normally covered by additional teachers – for safety reasons this is not allowed during this time.

Children of critical workers (including those with EHCPs and other vulnerable children)

Children of critical workers and vulnerable children can continue to attend regardless of their year group from Monday 1st June. If your pupil is in year 2,3,4 or 5 they may be in mixed age groups.

Arrangements are being aligned with new guidelines, as we prepare for more children to attend school.

Phased return for non-critical worker children

Government guidance is for us to take our Nursery and Reception children first, followed by Year 1 and then 6. At this point we are unable to guarantee that non-key worker children in years 2,3,4 and 5 will return before the end of the Summer Term under current guidelines due to lack of space in our school buildings and reduced number of staff.

Pupils will need to settle gradually and understand the new “normal” for school. The first 2 days of the proposed week back will be used to train our staff in processes that ensure a consistent approach throughout the school.

We are therefore planning to use the Monday 1st and Tuesday 2nd June to prepare staff and premises fully for return. Our children from critical worker families, our vulnerable children and those with EHCPs will also attend this week.

We will then introduce the year groups on the days below:

- Nursery and Reception will attend from Wednesday 3rd June
- Year 1 will attend from Thursday 4th June
- Year 6 will attend from Friday 5th June

And then all four year groups will attend from 7th June

Social distancing

We will endeavour to encourage social distancing both in our classrooms and at play but this cannot be guaranteed. Markers will be placed around school to remind pupils of the 2-metre rule and one-way systems will be imposed where appropriate. Classroom layout and staggered playtimes will support this and we will use our outdoor areas as much as possible throughout the day.

School Site and School Office

- The school site will remain closed to visitors during the daytime with the exception of parents who may need to collect their child if they are unwell.
- The car park will not be open for any cars or other vehicles during school opening hours. If you have a disabled badge and have previously had access to the car park you will need to speak directly to the school office to make alternative arrangements as we will not be able to provide access to the car park.

- The school office will remain closed and if you wish to contact us you must do so via email or phone. There will be staff in school to answer calls and emails. Please make sure your details are up to date.

Phone Number: 020 8427 2080

Email: office@whitefriars.harrow.sch.uk

Equipment and Uniform

It is great to see all of our pupils dressed in uniform however we are aware that many children may have grown out of items of clothing and so we are happy for them to wear other appropriate items in this case.

- It is essential that items are clearly labelled, so they can be returned if lost. We would suggest that pupils wear trainers if they wish to avoid sending additional items in school, wearing trainers will allow them to take part in regular outdoor learning and physical exercise.
- The government is advising that pupils clothes are washed daily, if this means that sometimes your child needs to attend in no-uniform items this is fine
- Coats (if worn) should be brought in and kept on the pupil's peg.
- Those families who are eligible for free school meals will be provided with a school packed lunch but if you prefer your child to bring their own packed lunch, this will be kept in the classroom.
- Pupils should not bring any equipment to school and will not be able to take anything home. They will be provided with their own labelled equipment to use in school.
- Please send in a **named water bottle** on the first day that your child attends and this will be the only item that pupils can bring to school and take home each day. Please ensure this is thoroughly cleaned each day. Pupils can top water up during the day but we are unable to provide cups.

Home Learning

All staff will now be teaching pupils each day in school, regardless of year group. We will continue to share remote learning weekly for those pupils who remain at home. Our teachers will have planning time on a Friday afternoon and the resources will be uploaded by Monday morning.

We will not be providing home learning for pupils attending school however you are welcome to use the online resources if you wish your child to do additional learning at home. You are welcome to contact the office if you need support with any of the online learning resources.

Drop off and pick up

- Guidelines state that parents should not come on to the school site. Only one parent may bring a child or pick them up. You should only bring siblings if you absolutely have no alternative option. If you do need to bring siblings they will need to be by your side and adhering to the social distancing measures we have put in place.
- The government are advising that where possible we all avoid public transport for now. If your child makes the journey to school by scooter or bike, we are asking parents to take the bike or scooter home with them after dropping off.
- Staggered drop off times for each class will be put in place, starting at 8:30am with 15 minutes for each year group.

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Registered office address: Heathland School, Eastcote Lane, Harrow HA2 9AG



- At the end of the day there will be a pick -up 'window' of 15 minutes for each group at different times starting from 2.30. Each year group will have a specified time. This information is attached to this letter. A member of staff will bring the children out at collection time and children will be sent to parents one at a time. These times will be subject to change as we review our procedures.
- With both drop off and pick up times you must not arrive earlier than your specified time but please be prompt and leave the site as quickly as possible in order to support our social distancing measures. Staff will be available to help.
- Social distancing must be respected as you wait. There will be different gates for different year groups which will be sign posted so please take note of these. At the start and end of the day parents/carers will wait at 2 metre intervals outside the specified entrance and there are clear markings on the floor to show this. Staff will be available to help.

Please see the attached drop off and pick up times along with details of the entrance for each year group.

Breaks for staff and pupils and lunches

- Children will be supervised by their group adults throughout the day, including break time.
- Pupils will remain in their group and will be unable to mix with children from other groups, including others of their own age. Groups will have dedicated toilets and washbasins to use.
- A rota system for break and lunch times will be in place to maximise social distancing between groups.
- Where pupils have school lunches these will be collected from the kitchen by a group staff member and brought to the classroom lunches will be eaten in the classroom or outside if the weather permits. Pupils eating school lunches will be offered a nutritious, balanced packed lunch but we will be unable to provide a hot meal option.
- During break and lunch times, each group will not mix, and groups will not share play equipment, each group will have their own equipment to use.
- The larger outdoor apparatus will be out of use at all times.

Illness

- If both group adults are ill, the class group must close (as adults cannot change groups). All children would need to stay at home until the adult is well enough to return.
- If either the adult or a pupil develops symptoms compatible with coronavirus, they would be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils attending school will be eligible for a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Your nearest test centre is Avenue Health Centre Covid-19 hub – to book a test ring 020 8966 6300, seven days a week, 8am to 8pm. The test takes 15 minutes and results will be sent by text message within two days.
- Where the pupil, or staff member, tests negative they can return to their setting and the fellow household members can end their self-isolation.
- Where the pupil or staff member tests positive, the rest of their group would be sent home and advised to self-isolate for 14 days. The other household members of that wider

class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

Further information from DfE:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-andcarers/reopening-schools-and-other-educational-settings-from-1-june>

What you need to do now

- You must check your child's temperature daily before you send them to school. If they have a high temperature do not send them to school.
- If you are intending to send your child to school please make a note of their year group start date make sure you are aware of the drop off and pick up times.
- If your child is entitled to return to school - and you have elected for them not to be in school and change your mind at any point, we cannot guarantee a change mid-week; the more notice you can give us the better.
- The school office should be sent a request to see if your child can be accommodated in starting school. If we have reached capacity, we may need to refuse the request.
- Once your child started their return to school, you must telephone to notify the school as previously, if they are absent due to illness. This is, of course, especially important if they are displaying Coronavirus symptoms.

Thank you again for all your support and positivity – please make sure you look out for updates and further information

Yours sincerely,



Lucy Caswell
Executive Headteacher