

Holy Trinity C of E Primary School



Beechwood Road, Dalston E8 3DY

Tel: 0207 254 1010 • email: admin@holytrinity.hackney.sch.uk

Head Teacher: Yvonne Barnett • Deputy Head: Catherine Thomas • Finance and Admin Manager: Kathleen Payne

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Dear Parents and Carers,

We hope that this letter continues to find you, your family and friends safe and well. Thank you once again for engaging in and supporting your child's learning during this difficult time.

Many thanks to all those who completed our parent questionnaire and talked through your thoughts when we phoned to say hi to your child. It has really helped us to plan for the next stage of more children coming back to school, whenever that might be.

As you may know, the Government has asked schools to invite children in Preschool, Nursery, Reception, Year 1 and Year 6 from Monday 1st June at the earliest. The Government has stated that this will only happen if the infection rate (R number) remains low and other government tests have been achieved and will be based on advice from scientific and medical experts. A final decision from the Government on whether or not they are going ahead and asking schools to have more children onsite is expected on the 28th May.

We understand that for some, this will be a welcome relief, for others it may cause huge anxiety and for most of us, something in between. We have been working hard as a staff team to produce detailed plans and risk assessments for this time. The changes that your child may experience when coming back into school have been put in place to minimise risk to your child and the whole school community.

This letter will hopefully answer some of your questions regarding what school will look like in the event that your child returns and some details around timings. Please note that these dates and arrangements remain subject to change, if at any point it is deemed necessary to extend a stage or to take a step back we will do so. We will keep you informed at each point.

Important dates:

Thursday 28th May	Government is expected to announce whether they are going ahead and asking schools to have more children onsite.
1st June	School is closed to all children - open to staff only
Tuesday 2nd June	School will continue to open ONLY to the children of critical workers and vulnerable <u>children who have been onsite already</u> .
Thursday 4th June	School will open up to children of critical workers and vulnerable children <u>who have NOT been using the site already</u> . Please contact school first, <u>do not just turn up</u> on the 4th June. If all goes ahead then all the Preschool children will also be invited back on the 4th June.
Monday 8th June	If all goes ahead the school will open to the remaining children in Nursery, Reception, Year 1 & Year 6 who wish to attend. Please note that attendance is down to parental choice.

When can my child start?

My child has...	Preschool	Nursery	Reception	Y1	Y6	Years 2, 3, 4 & 5
... <u>already been using the provision</u> - they have been at school since lockdown as a child of a critical worker or a vulnerable child	Tuesday 2nd June	Tuesday 2nd June	Tuesday 2nd June	Tuesday 2nd June	Tuesday 2nd June	Tuesday 2nd June
...not been using the provision since lockdown. However I am a critical worker and I now wish to use the provision for my child <u>OR my child is in the preschool</u>	<p style="text-align: center;">Thursday 4th June</p> <p style="text-align: center;">All preschools can now attend - please do not just turn up, phone the front office at school to let us know you are returning</p>					
...not been using the provision since lockdown and is coming back to school in Nursery, Reception, Year 1 or Year 6		<p style="text-align: center;">Monday 8th June</p> <p style="text-align: center;">All children in Nursery, Reception, Year 1 or 6 can now attend - please do not just turn up, phone the front office at school to let us know you are returning</p>				

What if I do not wish my child to return to school?

If your child is in Preschool, Nursery, Reception, Years 1 or 6 then returning your child to school at this stage is your choice. If you choose, during this stage, to keep your child at home, it will not result in any absence fines from the absence officer. In the event that the reopening goes ahead, if your child is in the Preschool, fees will resume from Thursday 4th June.

If your child is in Years 2, 3, 4 or 5, your child has not yet been asked to return to the school.

If your child is in Preschool, Nursery, Reception, Years 1 or 6 and you have decided to keep your child at home please ensure that you have informed the school. If you change your mind and decide that you do want your child to return to school please ensure that you inform the school, please do not just turn up at school, call ahead and speak to a member of staff.

What will my child wear?

Your child cannot wear their school uniform to school as wearing a clean set of clothes each day is one of the ways to help minimise the risk of transmitting coronavirus. When your child comes to school they need to wear clean, comfortable and appropriate clothing. They need to wear clothes that are clean on each day. As the weather is now warmer, we would ask that coats or jackets are only worn on the days when the weather is wet. This will help to minimise the amount of clothing coming in and out of the school each day. If your child cannot tie their own shoelaces we are asking that they wear shoes without laces. We are not expecting you to go out and buy shoes without laces if they do not already have a pair.

What should my child bring to school?

We are discouraging children from bringing anything to school with them, apart from a water bottle. If the weather is wet and therefore jackets/coats are worn, these will need to be placed inside your child's blue box where it will either remain outside or, for older children, under their desk. Children are not to bring in any items from home, therefore no school bags or book bags are to be brought into school.

Where, when and how will I drop off my child?

Where and when children are dropped off at school is dependent on which year group they are in and whether they have any siblings in the school. Please read the table below carefully.

My child has...	Preschool	Nursery	Reception	Year 1	Year 6	Years 2, 3, 4 & 5
no siblings attending the school during this stage	08:20 - 08:40 through the front gate on Beechwood Road then Nursery entrance	09:05 - 09:20 through the front gate on Beechwood Road then Nursery entrance	09:00 - 09:15 through the small pupil gate on Rosebury Place	09:00 - 09:15 through the main (big) pupil gate on Rosebury Place	09:00 - 09:15 through the small pupil gate on Forest Road	08:45 - 09:05 through the front gate on Beechwood Road then main school entrance
siblings attending the school during this stage	Please queue up on either side of the main (big) pupil gate on Rosebury Place at the 2m markers. Your entrance will be between 09:20 - 09:50. This includes children in the Preschool and nursery who have siblings attending school with them. A member of staff will walk the children around to their room.					

If you arrive before the gate has been opened please wait on the markers on the street and keep your children close by, observing social distancing. When the gate opens do not allow your child to run off but instead wait in line for your child to be asked into the school. Please note that we will be asking you to remain off the school site. We appreciate that this is difficult, but it is in place to minimise risk of transmission.

Where, when and how will I collect my child?

Where and when children are collected from school is dependent on which year group they are in and whether they have any siblings in the school. Please read the table below carefully.

My child has...	Preschool	Nursery	Reception	Year 1	Year 6	Years 2, 3, 4 & 5
no siblings attending the school during this stage	15:50 - 16:10 through the front gate on Beechwood Road then Nursery entrance	15:10 - 15:25 through the front gate on Beechwood Road then Nursery entrance	15:10 - 15:25 through the small pupil gate on Rosebury Place	15:10 - 15:25 through the main (big) pupil gate on Rosebury Place	15:10 - 15:25 through the small pupil gate on Forest Road	15:30 - 15:45 through the front gate on Beechwood Road then main school entrance
siblings attending the school during this stage	Your children will be paired up with their siblings and they will wait in the school playground at 2m distances from other groups of siblings. When you arrive to collect your children please queue up on either side of the main (big) pupil gate on Rosebury Place at the 2m markers. Your collection time will be between 15:30 - 15:45. Tell the adult on the gate who your children are and they will be sent out to you.					

Please note that all children must be dropped off and collected from school by only one family member, who lives in their household. Children in Year 6 will not be able to travel home alone and children will not be able to be collected by the parent of another child from the school.

At no time are parents/carers permitted on site unless it is to the main school office (this should be for urgent matters only). Phoning into school will continue to be the safest and preferred form of communication between families and the school. Your messages can then be passed onto the necessary person with a response made if required.

What happens if I am running late?

As you can imagine from reading through the information above we have gone to significant lengths to ensure that we have staggered start and finish times in place to help minimize the risk of transmission of the virus at the busiest times of the day.

For this reason you must ensure that your child is dropped off and collected within the time slot allocated. If you should be late, you will be asked to call informing the school of your lateness and you will be allocated a new drop off time for that day. If your child is not collected on time you will be subject to a £5.00 fine for every 5 minutes you are late. Repeated lateness for drop off or collection may result in your child having to remain at home and accessing their learning online once again. We are doing this as continued lateness is an additional layer of risk to the safe and efficient running of the school identified at this time.

What will social distancing look like in school?

Children across the school will be placed into small groups, which we are calling bubbles. These bubbles will have a maximum of 15 children in them and in most cases they are in the same class as your child was previously. The children and adults working with them, will together form a 'bubble'. As a bubble, they will stay together and will not mix with anyone from outside their bubble (adult or child). Each bubble will have their own allocated learning space, play space and toilets. They will also have staggered lunch and playtimes so that bubbles can remain separate.

How have the classrooms and the school building changed?

Classrooms have been adjusted and somewhat emptied, this includes the removal of unnecessary furniture, soft furnishings, soft toys etc. Tables will be spread out with 2m distance. Book corners will be closed and surfaces cleared and cleaned. Children will be asked to store anything they bring into school, such as their coat or jumper, into their blue boxes rather than hanging them on a peg.

Unnecessary furniture has been removed from around the school building - this is to reduce the number of places that people may touch.

There are markings on the floor so that we go up the centre of stairwells and down corridors to avoid touching walls.

Surfaces, door handles, stair banisters (handrails) and other regularly 'touched' points will be disinfected regularly throughout the day. Daily deep cleaning will continue to happen at the end of each day.

There is access to handwashing points for children in classrooms and hand sanitising stations have been installed throughout the building for adults.

A new medical room has been set up with full procedures of what to do in the event that a child or member of staff becomes ill.

What will lunch times look like?

Our wonderful catering team is hard at work putting together a packed lunch menu that will allow children to have their lunches delivered to the classroom bubble and eat their lunch within one of their bubble spaces, either inside or outside. Children will not be using the school hall. All children must bring their own water bottle that is labelled. They must use and refill this throughout the day. The school drinking fountains are out of use. Children who have already been on site have selected their meals for when they return on Tuesday 2nd June.

We are asking that children do not bring a packed lunch to school as we want to reduce the number of items that are being brought into school from home as this helps to minimise the risk of transmission.

What will play times look like?

Each bubble has an allocated playspace. Unfortunately some of our lovely play equipment will have to be closed however we will be giving children toys to play with but we will be leading them in games. Children will be able to play with the children in their bubble.

How will my child use resources and stationary in the classroom?

For some year groups children will be given their own clear pencil case that can be wiped down frequently. Inside it there will be their own pencil, ruler, glue, colouring pens etc that will stay with them. This means that they will not need to share these resources. Children in KS1 and 2 will also have access to their iPad for use. All of these resources will remain on their table.

What will the children be doing in school?

We are putting in place a restorative curriculum with the main focus being on wellbeing and reintegrating the school community. Online learning will continue to be maintained for all children who are not onsite and will mirror what is happening in the classroom wherever possible.

What happens if a child/adult displays symptoms of Covid 19?

If a child or adult within a bubble begins to show symptoms of Covid 19 they will be taken to the medical room and have their temperature taken (using a thermometer that does not touch them). If their temperature is over 38 degrees a phone call will be made home for a parent/carer to come and collect the child (this must be an adult who the child lives with). The child will remain in the medical room, supervised until they are collected. If an adult displays symptoms they will leave the school immediately. As a precautionary measure the other members of their bubble will be moved to a temporary space whilst their space is cleaned.

The child or member of staff who is unwell **MUST** go and have a test undertaken to confirm or not that they have Covid 19. If the test is negative, they may return to school, so long as they have recovered from whatever the other illness was. However if the test result comes back positive then all adults and children in that bubble need to return home immediately and self isolate along with any other family members in that household for 14 days.

It is essential that anyone displaying symptoms must be tested as soon as possible - this is to minimise the risk for all pupils and adults in each bubble. The school will not readmit any child or adult who is sent home with symptoms and a temperature over 38 degrees without proof of testing.

What happens if the school needs to close suddenly?

A Rapid Closure Protocol has been written which we will follow in the event that we need to close suddenly. If this is activated we will make contact with all parents. You must ensure that you are easily contactable whilst your child is at school. If the school needs to close rapidly it may mean you are given no notice and that you are asked to collect your child immediately.

How will first aid be administered?

All bubbles either contain or have access to a qualified first aider. Where possible this person will administer first aid within their bubble setting and the children will not need to be taken anywhere else.

How will the school deal with any behaviour incidents?

The school will continue to use the Stay on Green behaviour system, however there are some simple adaptations as children will not be able to go to another class for time out like they ordinarily would. Each bubble has an additional adult attached to it, so that in the event that a child needs a period of time out away from their bubble there is someone who can take them for that time.

All behaviour incidents that result in your children needing to be removed from their bubble will be shared with you and in some cases it may mean that a child is no longer able to attend the setting for a set period, if their behaviours are putting other people at risk.

What if I have more questions?

Many thanks for taking the time to read through this letter. Please do not hesitate in contacting the school if you have any further queries. The phone number is 0207254101 and the email address is admin@holytrinity.hackney.sch.uk

If you have not yet filled in the parent questionnaire or more questions have arisen following this letter please go to the school website to fill in a questionnaire or tap [here](#).

Thank you for your ongoing support during this difficult time.

Kind Regards,



Yvonne Barnett
Head Teacher



Catherine Thomas
Acting Head Teacher