



Buckingham Road
Bletchley
Milton Keynes, MK3 5HP

13th July 2020

Dear Parents/Carers,

As I am sure you are aware, The Education Secretary announced that from September, schools will be open to all children in all year groups, and everyone is to return. We have missed you! Although the requirement for children to socially distance has been reduced, other measures that we are expected to implement will have implications on how the school day is organised.

Contact details:

It is vital that your contact details are up to date on our school system. This is to ensure that we can contact you if needed and to support a test and trace process if required. If you are unsure, please confirm your details with the school office.

Start and end times:

We will need to stagger the entry and exit times for year groups, as the expectation is that we minimise the potential for year groups to mix as much as possible. We can only allow **one parent** on site with each child too. It is **crucial** that the children are dropped off and collected on time, not earlier or later, as there will be other children due to be collected and dismissed before and after your child, following a very tight timetable. Children need to remain close to their adult/hold hands, additional younger children carried or strapped in a pram and where it's safe for elder children to remain at home to do so.

Children in Years 5 and 6 **ONLY** will be able to walk to and from school alone if we have had the free walker consent letter from you stating that you have given permission. If you have a child in these year groups, please discuss with your child what they will be expected to do to remain safe. Unfortunately, parents will not be able to remain on site after dropping off your children, which is outlined in the guidance, and can be found in the link below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Below is the table to show timings and locations of drop off and pick up times:

Year group	Drop off time	Location	Pick up time
Penguins (Reception/Early Years)	8.30-8.40am	Main Reception entrance, by the Holne Chase Centre drop off and exit	2.50-3.00pm
Jaguars (Year 1)	8.30-8.40am	Cottingham Grove entrance Staff Car Park EXIT	2.50-3.00pm
Lions (Year 2)	8.30-8.40am	Cottingham Grove entrance Staff Car Park EXIT	2.50-3.00pm
Turtles (Year 2/3)	8.50-9.00am	Cottingham Grove entrance Staff Car Park EXIT	3.00-3.10pm
Polar Bears (Year 6)	8.50-9.00am	Cottingham Grove entrance Staff Car Park EXIT	3.10-3.20pm
Tigers (Year 3)	8.40-8.50am	Wordsworth Drive entrance Main school EXIT	3.00-3.10pm
Dolphins (Year 4)	8.40-8.50am	Wordsworth Drive entrance Main school EXIT	3.00-3.10pm
Snow Leopards (Year 5)	8.50-9.00am	Wordsworth Drive entrance Main school EXIT	3.10 – 3.20pm
Giant Pandas (Year 5)	8.50-9.00am	Wordsworth Drive entrance Main school EXIT	3.10 – 3.20pm

If you feel there may be difficulties in collecting or dropping off at multiple locations, please email the school office as soon as possible to allow us to support you.

Parents will not be allowed into the school building at this time, so if you need to speak to the office staff, please email or call us. Letters and forms can be put through the letter boxes situated on the outside of the school building or hand them to a member of staff on arrival or pick up.

If your child is prescribed medication that cannot be administered outside of school hours, please request a medication form, which will need to be completed and attached to the medication. Please hand this to a staff member on arrival.

Clothing:

School uniforms will need to be worn from September. Sporting activities will resume, so on the days that the children have PE, they will need to come into school that day wearing their correct kit. This is because we will not have the changing facilities available. We will inform you via Google Classroom which days are your child's allocated PE day.

While you are thinking about purchasing a new uniform for the new school year, it is a strong possibility that the uniform will change in November. Therefore you can buy plain white polo shirts to use from September instead of the green/pink polo shirts if you wish.

Equipment:

The children will not be allowed to bring in pencil cases or large bags from September. This is due to the guidance stating that we can only have minimal items brought into the school building. The children will only need a water bottle, lunch box and their book bag/small bag, with their reading book inside. We are currently exploring ways of recording when children read, through an online approach to reduce the need for books to move from home to school.

Wrap Around provision:

We are currently looking at opening a breakfast club provision, however we are in the process of gaining quotes for the toilets to be reinstated into the annex for this provision to be optimal. We will keep you updated on this project.

School Lunches and snacks:

Harrison will continue to provide schools meals, you will be able to order these online. (Please contact the office if you require further instruction on how to order these meals). It is **not** compulsory for anyone to order a school dinner, if you prefer to provide a packed lunch, please feel free to do so.

If you think that you may be entitled to free school meals, please use our online checker on the school website, under the 'Parents' tab to see if you are eligible. Children will be eating in their classrooms and surfaces will be thoroughly cleaned before and after eating.

For Reception/ Key Stage 1 a fruit snack will be provided as usual. In Key Stage 2, morning snacks can be brought into school.

Please ensure that your child can open these independently as we will be unable to help.

REMINDER – we are a nut free school

Lunchtimes and break times:

To keep transmission to a minimum, classes will be treated as bubbles. As far as possible these bubbles will be kept separate, meaning outdoor play will be contained to their bubble classes only. There will be no mixing with other bubbles, therefore a tight timetable will be followed. We will

endeavour to provide more opportunities for outdoor learning, physical education and forest schools to supplement this.

Symptoms:

One of the pieces of advice we have received from the DFE and Public Health England, is that we must ensure that any child, parent or staff member who develops symptoms relating to Covid-19 gets tested. This is essential to ensure the safety of everyone else in each class bubble. There is now legislation, as part of the Coronavirus Act 2020 which can enforce this, so from now on, we are stipulating that you must agree to undergo testing, if you or your child has any symptoms, and to inform us of the result.

Please do not bring your child to school if they are displaying these symptoms.

Hygiene:

We will do everything we can to ensure the school is as safe as it can be. This will include increased cleaning and ensuring your child washes their hands thoroughly on a regular basis.

We strongly advise that children do not wear face masks in school. The advice is that if a child comes to school with a disposable mask, it must be put in the bin before entering school; and with a fabric mask, this must be taken off and put in their small / book bag.

Government advice is that staff in school will not require PPE when working in the classroom. However, staff may choose to wear PPE (gloves, aprons, face masks, visors) during the day and it is compulsory for staff to wear PPE when caring for a child that is displaying Covid-19 symptoms. Please discuss this with your child so they are not overly alarmed.

Due to the need for regular handwashing, there will be frequent times throughout the day when your child will be reminded to wash their hands. Entry to the toilet areas will be restricted to one pupil at a time. Be aware that the site supervisor will be cleaning areas of the school during the school day and ensuring there is enough supplies of necessary equipment to maintain a hygienic environment.

Each classroom will be equipped with hand washing, drying and sanitising equipment. The children will be taught how to use these appropriately. There will be tissues and appropriate disposal bins within the classrooms and bins will be emptied at regular intervals throughout the day. This is to promote the 'Catch It, Bin It, Kill It' government guidelines.

Local Lockdown:

As part of our planning and risk assessing, we are providing training to staff to use Google Classroom further, where we will be able to provide live lessons and online learning immediately if a local lockdown is in place. You should already have your child's new class login – if you do not, it is your responsibility to ensure your child has access to the Google Classroom, so please contact us ASAP to get connected before the possibility of lock down is enforced.

Family Support:

If you are having concerns about bringing your child back to school in relation to the virus, then please email the family support worker on fsw@holnechase.com. She will be able to discuss your concerns and provide support for you and your child, in returning confidently to school in September.

We hope that you understand that these measures are to keep everyone safe and we all need to work as a community and play our part.

We will continue to monitor the government's guidance, adjusting our practice and keep you updated when required.

We are looking forward to September and seeing you all again.

Have a safe summer.

Kind regards

Mrs M Dunckley B.Ed (Hons) NPQH MAC

Headteacher

Holne Chase Primary School

Tel: 01908 373640

