20th August 2020

Dear Parent/Guardian of Hob Moor Road Primary Pupils,

We hope you and your family are safe and well and that you have enjoyed some family time over the summer break.

As you will be aware, the Government has announced that all pupils will return to school full-time from September onwards. Following the latest Government guidance, we have introduced considerable measures to ensure everyone in our school community is safe.

🌟 Reception and Year 6 will be considered as year group bubbles. This will support the learning models in these year groups. Pupils will not be allowed to mix with learners from other year groups.

🌟 Year 1, 2, 3, 4 & 5 will be taught in a class bubble. They will remain with their class peers only throughout the school day. Pupils will not be allowed to mix with learners from other classes.

🌟 Pupils will be based in their teaching classroom for most of their learning. This is called their ‘homebase’. However, they may use shared rooms for some subjects such as Computing and Phonics teaching.

Please read the attached expectations for Parents and Pupils. We will share more information with your child/children when they return to school.

In particular, we need your child to follow each of the rules outlined in the Pupil Expectations.

School Opening for the new Academic Year

Following the summer holidays, school will re-open to all pupils on Wednesday 2nd September 2020.

Arrival and Leaving

There are special arrangements to ensure that all pupils arrive and leave as safely as possible.

🌟 To reduce crowding on entering, pupils will arrive and leave at staggered timings and using different entrances. These timings will apply from the first day of term (Wednesday 2nd September).

<table>
<thead>
<tr>
<th>Class</th>
<th>Arrival Time</th>
<th>Entrance</th>
<th>Dismissal Time</th>
<th>Dismissal Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>RP</td>
<td>8:20 – 8:30</td>
<td>RP Door</td>
<td>3:00</td>
<td>RP Door</td>
</tr>
<tr>
<td>RS</td>
<td>8:20 – 8:30</td>
<td>RS Door</td>
<td>3:00</td>
<td>RS Door</td>
</tr>
<tr>
<td>1D</td>
<td>8:20 – 8:30</td>
<td>1D Door</td>
<td>3:00</td>
<td>1D Door</td>
</tr>
<tr>
<td>1K</td>
<td>8:20 – 8:30</td>
<td>1K Door</td>
<td>3:00</td>
<td>1K Door</td>
</tr>
</tbody>
</table>
Only one parent can escort their child onto and off the school premises to minimise congestion.

If you have children who are due to arrive at school at different times, then you must drop them off at the earlier time and collect them at the later time of 3:10. You must adhere to these timings.

Once main school pupils arrive, they should report immediately to their designated registration venue. Pupils must not congregate in corridors, playgrounds or the hall.

Unless your child has a medical need or other vulnerability, you should avoid coming to the school main office. Parents should phone the school office for any other queries.

Upon entering school, pupils will be asked to wash their hands with soap and water.

Pupils must wear a mask or face covering if using the bus or public transport (or sharing a car with someone outside of their household).

At the end of the day, pupils will be asked to wash their hands with soap and water before leaving their classroom.

To reduce crowding on leaving school:
  o After collecting your child from their designated entrance point, please take immediate responsibility for them and leave the school grounds swiftly.
  o Do not let them run off and play with other children. Your child must stay with you at all times.

<table>
<thead>
<tr>
<th>Class</th>
<th>Start of the Day</th>
<th>End of the Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Arrival Time</td>
<td>Entrance</td>
</tr>
<tr>
<td>2B</td>
<td>8:30 – 8:40</td>
<td>2B Door</td>
</tr>
<tr>
<td>2R</td>
<td>8:30 – 8:40</td>
<td>2R Door</td>
</tr>
<tr>
<td>3B</td>
<td>8:20 – 8:25</td>
<td>Y3/4 Entrance</td>
</tr>
<tr>
<td>3M</td>
<td>8:25 – 8:30</td>
<td>Y3/4 Entrance</td>
</tr>
<tr>
<td>4G</td>
<td>8:30 – 8:35</td>
<td>Y3/4 Entrance</td>
</tr>
<tr>
<td>4P</td>
<td>8:35 – 8:40</td>
<td>Y3/4 Entrance</td>
</tr>
<tr>
<td>5B</td>
<td>8:20 – 8:25</td>
<td>Y5/6 Entrance</td>
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<tr>
<td>5BH</td>
<td>8:25 – 8:30</td>
<td>Y5/6 Entrance</td>
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<td>6S</td>
<td>8:30 – 8:40</td>
<td>Y5/6 Entrance</td>
</tr>
<tr>
<td>6SH</td>
<td>8:30 – 8:40</td>
<td>Y5/6 Entrance</td>
</tr>
</tbody>
</table>
Uniform & Equipment

- All pupils will wear the full uniform.
- The school now has a new uniform supplier called Stevensons.
  - Shoes must be plain, black, traditional in style and have a flat sole. They should be a plain design with no logos, decorative buckles, coloured laces or stitching, labels, tags, studs or other decorations. Boots, trainers, plimsolls, canvas or suede shoes are not permitted.
- Pupils who have PE on that day will be allowed to wear their PE kit instead of the uniform.
- Pupils should only bring the necessary items – see pupil protocols attached.
- Pupils will be provided with their own stationery and must not share this stationery with others.

Learning

- Pupils will follow a slightly adjusted timetable to accommodate additional reading, writing and maths lessons.
- We will focus on a recovery curriculum that will focus on reading, writing, maths and non-core subjects that we can safely teach. We will initially revise and consolidate what the children learned just before lockdown to ensure they have retained this learning and then build on this. There will also be a focus on PSHE lessons to support pupils with feeling emotionally secure; they will only be able to learn if they feel safe and secure.

Expectations in the Classroom/Bubble

- Please see attached Pupil Protocols.

Toilets

- Class bubbles will follow a toilet rota to ensure no mixing of bubbles when accessing the toilets.
- At all times, pupils should use their designated set of toilets.
- Pupils should only enter the toilet area if a cubicle is free.

Hygiene

- All pupils should maintain the best of hygiene at all times.
- Each classroom has running water and soap to allow for regular handwashing throughout the day. There will also be a hand sanitiser at key locations (including classrooms) throughout the school.
- Pupils will wash their hands with soap regularly during the day, particularly before and after eating and after sneezing, coughing or using the toilet.
- All surfaces in classrooms, toilets and dining areas will be disinfected regularly throughout the day.
- Shared spaces (e.g. computing suite) will be disinfected between each use.
Break and Lunch Time

- To avoid class bubbles mixing, and minimise crowding, break and lunch times have special arrangements.
- There will be staggered timings for break and lunch times, as outlined below.
- Pupils in Years 1 to 6 will eat in their classrooms, accompanied by an outdoor break.
- Pupils in Reception will eat in the dining hall, accompanied by an outdoor break.
- If your child has a packed lunch, this can be brought to school in a lunchbox.
- If your child has school dinners or is entitled to a free school meal, they will continue to receive one via a ‘Grab&Go’ bag which will consist of hot or cold food items.

<table>
<thead>
<tr>
<th></th>
<th>Reception</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Time</td>
<td>-</td>
<td>10:05 – 10:20</td>
<td>10:05 – 10:20</td>
<td>9:45 – 10:00</td>
<td>9:45 – 10:00</td>
<td>10:45 – 11:00</td>
<td>10:45 – 11:00</td>
</tr>
</tbody>
</table>

First Aid and Medical Room

- Any pupil who falls ill or develops symptoms in school will go home.
- A pupil who is unwell will wait in the medical room before being collected by a parent.
- There will be a First Aid resource in each ‘bubble’ homebase. Pupils will self-administer first aid, and any medication, if at all possible. However, if needed, designated First Aiders will provide support.

Pupils or Staff who test positive for COVID-19

- If a pupil or member of staff develops the symptoms of COVID-19 (a new, persistent cough, high temperature or a change or loss of smell or taste), they will be sent home and asked to book a test.
- If someone tests positive, the school will contact Public Health England (PHE) and follow their guidance.
- Following advice from PHE, the school will contact parents via our text message service if your child has been in close or direct contact with someone who has tested positive, advising them to self-isolate for 14 days.

Remote Education (and Contingency for School or Local Lockdown)

- From September, all pupils are expected in school and there will be no online lessons. However, if school is closed for a class bubble, year group bubble or all pupils, the timetable will be delivered online.
- In such circumstances, pupils will be taught online using Microsoft Teams by their normal teacher in their normal class groupings following their usual timetable where possible.
- If a pupil has been asked to isolate at home, they will also be able to access their lessons online.
In September, the school will provide each pupil with a pack containing their timetable, a guide to using Microsoft Teams and the ‘codes’ needed to join their classes. This would be used if school is closed or pupils are isolating at home and lessons are then delivered online.

Term Dates 2020-2021, Attendance & Holidays During Term Time

Term dates can be found on the school website for the new academic year.

It is really important that pupils attend school fully. Each year, pupils with the worst attendance make less progress and attain lower. This is why we will insist that pupils attend school fully and ask the Education Welfare Officer from the Local Authority to visit homes for pupils with poor attendance.

As you know, the school is not allowed to authorise any trips abroad during term time unless there are exceptional (emergency) circumstances for the pupil concerned. Thank you for your support with this.

Yours sincerely,

Mrs N. Malhi

(Primary Deputy Headteacher)