

HARCOURT PRIMARY SCHOOL



September Opening of School.

Date of Draft: 22nd August 2020.

Date of Next Review: 1st September 2020

Please note all information is subject to change.

A Guide for Parents, Carers and Pupils

On the 2nd July 2020 the Government and Department for Education (DFE) released guidance to support schools to fully re-open in September 2020. The latest guidance issued by the DFE can be found at https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=17%20August%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

At Harcourt Primary we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

The Governing Body and Staff Team are committed to ensuring that we provide the safest possible environment for all members of the school community at this very challenging time. The DFE has set a number of different recommendations to schools, some of these statements are ***must*** statements which we are obliged to fulfil and others are ***should*** statements that we should consider as part of our own school context and risk assessments.

The starting point for our full return is that - all schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. (A copy of this Risk Assessment can be found on our school website.)

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to ‘prevent’ and ‘respond to infection’ which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - ‘catch it, bin it, kill it’
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

Children or Staff Suspected of having COVID-19

In line with DFE guidance in the case of a suspected infection or a child/staff member presenting with symptoms associated with COVID-19 they ***must*** not attend school. **At Harcourt primary we will rigorously enforce this for the safety of all members of our school community and we hope that all parents will support us with this.**

If we believe/are advised that a member of our community is suffering from any symptoms related to COVID-19 we will:

- engage with the NHS Test and Trace process.
We ask that parents and staff inform the school immediately of the outcome of any test;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which ‘bubble’ this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we **‘must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious’.**

‘Close contact’ now means:

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - travelling in a small vehicle, like a car, with an infected person.
- When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
 - We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says *‘Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.’*

If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority (Folkestone) wide lockdown similar to that in place in Leicester from Saturday 4th July. The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

As a whole school community it is essential that we work closely together to protect all members of our school, we appreciate that this will result in some difficult conversations and decisions being made but we are committed to putting the safety of our school community first.

Before School Each Day

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident **do not send them to school**, and please immediately contact the school on 01303 275294

Attendance

All children will be welcomed back in Yr1 to Yr 6 to Harcourt Primary School from Tuesday 1st September and from Monday 7th September for our new Reception Class. In line with government expectation attendance in school from this time is once again mandatory.

We support the government here which notes:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

If attendance at school is a concern for you please contact the school so that we are able to support you.

Previously Shielding Children

Shielding advice for all adults and children will pause on 1st August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

The staff at Harcourt Primary School recognize that for some of our children returning to school will be very challenging, please do ensure you communicate with us so that we can support you in anyway that we are able to.

Enhanced Hygiene and Cleaning Routines

Since March 2020 we have been advised by the DFE to enhance the levels of hygiene that all pupils and staff follow in school. In a continuation in our approach from March we will continue to ensure that all pupils are regularly washing their hands. This will include:

1. When entering the building at the start of the day, break times and lunch times
2. Before and after eating
3. After touching frequently used objects

During the summer holidays we have installed additional soap dispensers outside of each classroom which will dispense alcohol based hand wash.

Regular Cleaning in School

Each classroom will be given a thorough clean at lunchtime whilst the children are outside and the end of the day once the children have left. This will include any toys or resources that the children have used. Teachers and teaching assistants will also be regularly wiping down surfaces inside the classroom throughout the day with cleaning products. We have removed any items from the classrooms that are not easily cleaned such as cushions and soft toys.

Travel to and from school

In accordance with our current risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Face coverings are required at all times on public transport (including for children, over the age of 11).

School Uniform

As previously shared with parents in our draft arrangements document when return to school in September the children will be expected to be wearing their full school uniform.

Boys	Girls
Grey/Black Trousers or Shorts	Pinafore dress/skirt <i>OR</i> Trousers
A white shirt or collared t-shirt	A purple/lilac and white checked gingham for the summer terms
School sweatshirt, fleece or purple jumper	A white blouse or collared t-shirt
Grey, white or black socks	School sweatshirt, fleece or purple jumper
Black sensible shoes – not trainers	Grey, black or white socks or tights
	Black, flat sensible shoes – not trainers

In addition to this we are now asking that on your child's PE day that they wear their PE kit to school so that they will not need to get changed. In the first week of term we will confirm which day this will be for each class.

Our P.E kit is as follows:

- Black shorts
- A plain white t-shirt (no slogans)
- Black plimsolls for indoor use
- Trainers for outdoor sports
- Dark coloured tracksuit style bottoms for cold weather.

Classroom Bubbles and Organisation

In line with the DFE guidance all schools have been permitted since the end of last term to group pupils in bubbles in sizes of the school's choice. From September we will be treating each class as an individual bubble with a maximum of 30 pupils. As with our previous approach in the summer term we will working hard to limit the opportunity for these bubbles to mix. In line with latest guidance we will now be able to share staff between each of the bubbles allowing certain staff to move freely between classrooms.

During break times and lunch times the children will have staggered break times to limit contact between pupils and to *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'*.

As previously detailed in my letter at the end of July we have made a decision to arrange our drop off and pick up times based on your child's surname so as to avoid inconveniencing parents more than they already are. Unfortunately due to the logistics of this we have little flexibility around these timings but if you do have a specific concern/difficulty please email headteacher@harcourt.kent.sch.uk.

Drop Off and Collection Times

Children's Surname	Start Time	Collection Time
Surnames A - G	8.30 to 8.40	2.50 to 3.00
Surnames H - O	8.40 to 8.50	3.00 to 3.10
Surnames P - Z	8.50 to 9.00	3.10 to 3.20

Please note:

1. These arrangements will be kept under constant review
2. Parents of our new Reception Class will be notified of arrangements for their children during the week of the 1st September.

Drop Off and Collection Arrangements

From September we will be continuing to use a one way system in the school for drop offs and collections. For Key Stage One pupils when dropping your child off, please wait at the main school gate at the front of the school drive until it is unlocked. Then make your way to the entrance to the KS1 playground, using the markings on the floor to ensure social distancing. Your child will then walk independently across the KS1 playground and enter the building. Please be aware that parents will not be able to enter the KS1 playground and will not be able to speak directly to the class teacher at this time.

Please see the photos below for an idea of how the social distancing measures will look like for drop off and collection:



For Key Stage Two pupils you will now enter the school through the KS2 playground gate. In a similar style to KS1 there are socially distancing markers on the floor in front of the gate that you will need to line up at ensure you keep a safe space between pupils. Pupils will enter the playground on their own and parents will leave the school via the one way system.

Collection of Children

We ask that parents arrive promptly for their allocated collection time. Please wait on the social distancing markers on the floor outside the KS1/KS2 playground gate. The children will then be dismissed one at a time. We ask for your patience whilst we do this. Please be aware that parents will not be able to enter the KS1/KS2 playground and will not be able to speak directly to the class teacher at this time. Parents will not be able to collect their child before their allocated time slot at the end of the day.

For the safety of all members of our community we ask that only one parent enters the school grounds to drop off and collect their children and that all adults keep a safe distance between themselves in line with the 2m socially distancing policy.

The School Day

The Staff at Harcourt have been working hard to develop an engaging curriculum that will both support the children academically and emotionally on their return to school. We have therefore designed the first stage of our curriculum in a three week block, we will then review progress and adapt the curriculum as necessary. Initially our curriculum will focus on PSHE, Mental Well-Being, Physical Education and the core subjects of reading, writing and mathematics.

Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by class assemblies or Virtual Assembly, which will be watched by children in multiple classrooms.

Unfortunately it is highly likely that in the foreseeable future we will not be able to invite parents into Friday assemblies or other services. We are keeping an open mind about Harvest and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

What Should My Child Bring to School

When your child returns to school in September they will once again be able to bring coats and bags to school with them. Please ensure bags are reasonably sized as we have limited room in school due to structural changes we have needed to make.

P.E. kits should remain at home as they will need to be worn into school on the appropriate P.E day. Please ensure that your child brings into school a named water bottle as due to the risk of transmission all water fountains around the school have been switched off. Your child does not need to bring into school a pencil case as all pupils are provided with individual packs of equipment.

On the first day back any child who takes medication should also return this to school.

School Lunches

From September we will be in a position to fully reopen our school kitchen. Hot meals and packed lunches can once again be provided. **However *from* the 2nd week back - week of the 7th September all school meals will need to be pre-ordered and no meals will be able to be requested on the day.** Further information will be provided to parents during the first week back.

Please remember that the government provides all pupils with a hot meal in Reception, Year One and Year Two free of charge but meals in Yr3 to Yr 6 must be paid for. If you believe that you may be entitled to a FSM in Yr3 to Yr 6 please register at <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

Breakfast Club

After careful consideration we have decided to run our Breakfast Club each morning initially from the amended time of 8am. Due to some of the difficulties related to keeping children in different bubbles apart from each other we will need to restrict numbers that attend. On Sunday 23rd August a ParentMail will be sent to parents to request places at Breakfast Club. **During this academic year places at Breakfast Club will need to be booked and paid for in advance.** I am afraid we will not be able to make any exceptions to this.

Extra-Curricular Clubs

Unfortunately we will not be running any after school clubs at the beginning of the school year. This will be kept under review.

School office

School offices will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements. Senior staff will then arrange to meet parents with their child in the open air.

All other communication should be done by telephone or e-mail as far as possible. Please note we aim to respond to emails and telephone calls within one working day.

Communication

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. As with our normal policy a member of the SLT is always available on the main school gate, please raise any urgent/immediate concerns with them.

If you would like a phone conversation or a face to face meeting please email office@harcourt.kent.sch.uk or telephone the office 01303 275294 to support making these arrangements. Please keep face to face conversations to a minimum at the school gates

I hope that you find this document useful, if you require any additional information or have any further question please contact headteacher@harcourt.kent.sch.uk