

Highbury Primary School and Nursery

'Valued as Individuals, Inspired and Nurtured as Learners'



Address: Dovercourt Road, Cosham, Portsmouth, Hampshire, PO6 2RZ

Headteacher: Mr A J W Howard BA (Hons) NPQH

T (023) 9237 5404

E school@highbury-prim.portsmouth.sch.uk

W www.highburyprimary.org

Monday 20th July 2020

Dear Parents and Carers,

Information for our schools re-opening to all pupils in September 2020

I am writing to provide you with more information on our plans for the careful re-opening to all pupils from September.

Our Risk Assessment and planned model for all pupils returning is currently being reviewed by the Trust's CEO and I will be having a meeting about these in the next 2 days. However, I am confident that this will be approved.

There have been changes to government guidance which is allowing some flexibilities for staff to work in different bubbles. If this is the case, additional control measures will be introduced such as increased distance and/or reduced time. The school also has robust systems to monitor when staff work across bubbles.

Before you return in September, I will send you a powerpoint of a social story and some top tips which would be useful to share with your children. I have included a handout for our new Year R parents/carers.

Managing groups

- Each school class of 30 children will create a 'bubble'. The children and the adults will remain in the same 'bubble' all day.
- Some adults will work with different bubbles so that the school can effectively manage lunchtime, PPA (teacher planning, preparation, and assessment), small group interventions.
- Classrooms have been re-organised to allow all children to face forward, and to provide the safest possible spacing. Children from Year 2 – Year 6 will be sat in pairs. Children in Nursery, Year R and Year 1 will be working in a way which continues to promote the development of language, communication, collaboration. This may not always be in pairs, sat at a table.
- Each child will have their own resources which will be provided to them.
- Timetables have been managed to reduce the number of staff and children engaging across bubbles.
- Each class bubble will stay together with their adults and will not mix with other children from other bubbles.
- We will use outside areas for teaching where possible.
- The children will be washing their hands on a regular and frequent basis.

The school day

- The start and departure times remain staggered to avoid congestion in and around school.
- There are 4 times for start and 4 times for departure.
- There is 10 minutes between each group's arrival and each group's departure.

Proud to be part of the UNIVERSITY OF CHICHESTER ACADEMY TRUST



- It is important to **not arrive earlier than your time or later than the 10-minute interval**. Unfortunately, there cannot be any flexibility in these times as we have made sure that there is an equal amount of families arriving at one time.
- If you have more than one child attending the school, Mrs Pitts (Attendance Assistant) will be contacting you to tell you which time your children will arrive. Again, we have managed this carefully so that your child/ren can arrive and be collected at the same time.
- If your child is attending breakfast club, they will be taken to their class at 8:30am. If your child is attending after school club, they will stay in their class with an adult and be taken to after school club at 3:15pm.

It is important that you are on time to ensure a safe drop off and collection for everybody.

Please see the timetable below.

Arriving at and departing school - There are some very clear rules for children coming in.

- Children and parents are encouraged to walk or cycle where possible and avoid public transport at peak times. If you are using public transport to get to school, you must wear a face covering. Face coverings used on public transport must be removed and disposed of or kept securely on arrival to school.
- Children should be taken to their own entrance and an adult will be there to welcome your child and send them to their classrooms. Staff will be available to direct parents and children.
- All children must be brought to and picked up from school by **one adult** only to reduce the amount of people attending the site.
- If you are happy for your Year 4, Year 5 or Year 6 child to walk to their classroom from the single gate, we would encourage this. Again, this would reduce the amount of people in the school grounds during this time.
- All families must adhere to the social distancing guidelines (in our school grounds, we are insisting on 2m between adults).
- The current one-way system will remain. The only entrance is the single gate in Dovercourt Road. We request that you use the path closest to the school when arriving.
- There are 2 exits. One is through the double gates (driveway). For some Year 1 and Year 2 parents, the exit will be via the staff carpark.
- When leaving the school grounds, we request that you use the path furthest from the school grounds. **Therefore, please do not drive down Dovercourt Road to turn or drop your children off** as we will be using the driveway and staff car park as an exit for other groups.
- The single gate will be the main entrance. The path to the main playground will be used for Nursery, Year 3, Year 4, Year 5 and Year 6 children. The diagonal pathway will be used by the Year 1 and Year 2 children.
- There will be an adult from their class waiting ready to take the children to their class.
- Towards the end of the Summer break, these will be shared on our YouTube channel for you and your child to talk through.

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**



Address: Dovercourt Road, Cosham, Portsmouth, Hampshire, PO6 2RZ

Headteacher: Mr A J W Howard BA (Hons) NPQH

T (023) 9237 5404

E school@highbury-prim.portsmouth.sch.uk

W www.highburyprimary.org

What your child needs:

- Children can only bring in lunch boxes and these will be stored on or underneath the children's table. However, if your child is entitled to a free school meal this would be in the style of a packed lunch or a take-away hot dinners. These will be delivered to your child to eat in their classroom.
- Do not allow your child to bring in a rucksack as this is not needed. All items that your child brings in will be in their class and not on their coat peg.
- Children should bring a named water bottle to school which can be refilled in class.
- Children will need to wear school uniform from the date they return. Uniform will need to be clean on **each day** and laundered after use.
- Your child is required to come to school in their PE kit on their PE days. You will be notified when this day is.
- Your child is required to bring in wellies on their Forest school days. Again, you will be notified when this day is.
- A coat will be needed as well if it looks overcast or is cold/windy.
- Please provide a washable sun hat for your child in hot weather.
- Sun cream will need to be applied in the morning. If this needs to be reapplied, please provide your child with the sun cream named. The children will be encouraged to apply this themselves with some adult assistance.
- **They must not bring in anything else.**

Parent expectations

- Check their child/ren's temperature before they come to school.
- Arrive to school and leave to go home at the designated time.
- Do not congregate in school at the beginning or end of the day.
- Only have one parent/carer bringing child/ren to the school and collecting child/ren at the end of the day.
- Follow the one-way system as set out by the school to manage the social distancing during drop off and collection times.
- If you need to speak to a member of staff, please use Studybugs. A member of staff will be in contact with you as soon as possible.
- Do not park or turn in Dovercourt Road.
- Do not come into the school reception. The staff have guidelines to follow in order to ensure that any visitors have appointments. Anyone without an appointment will not be allowed to enter the building.

Parents must only send children into school if their child/ren or a member of their household do not have COVID-19 related symptoms. These symptoms are;

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

If your child has any of these symptoms, it is vital that your child gets tested for COVID-19; this can be arranged online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

Whilst you are waiting for the test, your child needs to isolate for 7 days and all your family members of your household need to isolate for 14 days.

For more detailed information on what to do next refer to the following online link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

What to do following a negative test:

If your child tests **negative**, please inform the school office with a phone call or a study bugs message and your child can then return to school. Following a negative test, the rest of the family no longer need to self-isolate.

What to do following a positive test:

You must notify the school immediately. Your child must self-isolate at home for seven days. Anyone you live with who does not have symptoms must self-isolate for 14 days and follow the guidance available online:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

How can I let the school know the results of the test?

You must notify the school immediately. This is how we can control the spread of the virus.

You will be required to provide proof of the test result. This can be done by sending a screen shot of the message you have received confirming the result.

IMPORTANT INFORMATION

- If your child must go home because we have been informed that someone in their 'bubble' has tested positive for Covid-19, they **must** self-isolate for **14 days**.
- They will only be tested if they become symptomatic in those 14 days. They will not be contacted for their close contact details unless they themselves test positive for Covid-19.
- In addition, Public Health England will support the school to identify those close contacts who will need to be advised to self-isolate and any further testing required.

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**

Highbury Primary School and Nursery

'Valued as Individuals, Inspired and Nurtured as Learners'



Address: Dovercourt Road, Cosham, Portsmouth, Hampshire, PO6 2RZ

Headteacher: Mr A J W Howard BA (Hons) NPQH

T (023) 9237 5404

E school@highbury-prim.portsmouth.sch.uk

W www.highburyprimary.org

If anyone has to self-isolate, there will be learning available to individuals or class bubbles. This will follow the current model we have all been using.

Attendance

From September, the government have said that all children must attend school. We will continue to follow our school's attendance policy which was in place before the response to COVID-19. Mrs Pitts, our Attendance Assistant, will be following up any non-attendance. It is important to remind you that holidays will not be authorised and leave of absence forms must be completed. Please contact the office via Studybugs so that we can arrange a safe collection or delivery of this form.

Behaviour

I have attached our amended behaviour policy for you to read.

At the end of this letter, please see the attached drop off and collection times.

Thank you for your continued support. We look forward to welcoming you and your child/ren to nursery and school in September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A J W Howard', written over a white rectangular background.

Mr Howard

TIMETABLE

Year	Class	Entrance	Drop off	Collection	Exit
Nursery	Nursery	On the field-nursery	8:30 am	3:20-3:30 pm	Main school grounds-cones on the edge of the field.
Year R	Whales	Main playground -Class door	8:30 am	2:40 pm	Edge of the field
	Snails	Main playground- Class door	8:40 am	2:50 pm	Edge of the field
Year 1	Teresa	Side gate to KS1 playground	8:30 am	2:40 pm	Classroom door - steps to KS1 play area and out through staff car park.
	Armstrong	KS1 main entrance	8:40 am	2:50 pm	KS1 main corridor- wait in the KS1 collection area
Year 2	Earhart	KS1 main entrance	8:50 am	3:00 pm	Wait in the KS1 collection area
	Attenborough	Side gate through KS1 playground	9:00 am	3:10 pm	Exit gate via the KS1 playground and out through the staff car park.
Year 3	Steadman	Main playground – main door to Steadman class	9:00 am	3:10 pm	Main door out of Steadman class -lined in the courtyard area
	Obama	Main playground via steps to external classroom door	8:50 am	3:00 pm	External Obama door (steps) – lined along the edge of the field/playground
Year 4	Parks	Main playground – entrance hall door walking up year 4/5 stairwell	8:50 am	3:00 pm	Exit via the hall and line up on edge of playground in Zone F.
	Hawking	Main playground – entrance hall door walking up year 4 stairwell	9:00 am	3:10 pm	Exit year 4/5 stairwell by year 3 external door onto main playground against the wall in Zone E.
Year 5	Peake	Main playground-entrance hall door walking up year 4/5 stairwell.	8:30 am	2:40 pm	Exit via hall door onto main playground and line up against the wall in Zone F.
	Cambridge	Main playground-main door up the year 5/6 stairwell to Cambridge class.	8:40 am	2:50 pm	Exit via 4/5 stairwell by year 3 external door onto main playground against the wall in Zone E
Year 6	King	Year 6 entrance door- Year 5/6 stairwell.	8:50 am	3:00 pm	Exit Year 6 door and wait in playground on blue dots close to field.
	Curie	Year 6 entrance door- Year 5/6 stairwell.	9:00 am	3:10 pm	Exit Year 6 door and line up against the wall in Zone F.

Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**