



High Lane Primary School

Opening our Bubbles for Everyone

From September, each class will become one bubble of up to 30 children.

Version 2—August 2020

Inside this document, you will find essential information about the revised systems we will use for our return to school in September. This guidance supersedes the earlier version that was sent to parents in May **and will be updated as Government guidelines are updated.**

Please read it carefully and speak to you child about what school will look and feel like on their return.

Our plans for September

Dear Parents and Carers,

Thank you for your continuing patience and understanding throughout this pandemic.

Since the announcement for plans to reopen full time for all learners from September, we have been busy looking at ways to enable this, using the Government information we currently have, whilst understanding that new guidelines are regularly released and this may necessitate further changes as we approach September. We have used what we have learnt during our successful partial re-opening last term to inform our decisions.

It is important to note that Scientists around the world agree that there is little risk to children of experiencing serious complications if they should catch coronavirus.

However, both children and adults can pass it on to others, so it is essential that we take precautions to prevent the virus being spread to/between our staff and the adults in our school's families—particularly those that are vulnerable. In line with Government guidance, adults and children in primary schools are not currently being required to wear face coverings (apart from if a child is ill or needs close care) , although this is a constantly changing picture at the moment. Therefore, a range of other precautions must be taken.

There are a number of clear principles in the Government guidelines. These are:

- All children should return to school in September
- People who are ill must stay at home
- All staff and pupils must follow robust hand and respiratory hygiene
- Enhanced cleaning arrangements must be in place
- There must be active engagement with NHS Test and Trace
- Contacts between people (pupils, staff and visitors) should be reduced and distance between people maximised as far as is reasonably practicable. To do this, we are directed to:
 - ⇒ Group children together in class/year group bubbles
 - ⇒ Avoid contact between groups, where possible
 - ⇒ Arrange classrooms with forward facing desks
 - ⇒ Ensure adults can remain distanced from pupils and other adults

The information in this leaflet will tell you how we, at High Lane Primary, intend to put these principles into practice to ensure that all learners, staff and families can be as safe as possible moving forward.





The School Day

Morning drop off and afternoon pick up will look a little different – your child will attend at a given time and finish at a given time. This will be within a planned 10 minute window so that we can work closely with social distancing guidance for adults. Please see the table below for details of times and locations.

There is no flexibility here - in order to allow all children access to the building safely, we have to prescribe the times and which gates to use.

Signage on gates will remind parents where and when to drop off at the school grounds.

Arrival and collection

Children will come in through allocated entrances at the specified times. They will be welcomed near the door by a member of staff. Children will wash their hands as they come in. If there are a few children arriving at once, they will queue, using physical/social distancing measures (similar to supermarkets). **We ask that parents who are coming onto the school site to drop off their children wear a face covering, if possible, as it is likely that full social distancing may be difficult with more people coming on site.** Please ensure your child/ren stand with you at this time. If children are upset, and we do expect that some may be at first, staff will only be able to encourage them verbally to come in. Adults should leave the playground promptly once their child has entered the school, using the one way systems in place.

Children will leave through their allocated gate. To ensure that we keep adults separated, parents/carers must not come into the playground more than 5 minutes before their child’s collection time and should queue, when necessary, using social distancing measures.

Please ensure that your child is on time to school and that you pick them up promptly at their allocated time. If you have siblings, please plan timings carefully so that drop off and pick up are as smooth as possible.

Class	Entrance to site	Drop off and pick up location	Start time	End time
EYFS	EYFS gate	EYFS building	8.50am—9.00am	3.05pm
Y1	Andrew Lane gate	Y1 Classroom	9.00am—9.10am	3.10pm
Y2	Andrew Lane gate	Y2 Classroom	9.10am—9.20am	3.20pm
Y3	Main Office gate	Y3 Fire Exit	8.50am—9.00am	3.05pm
Y4	Main Office gate	Y4 Fire Exit	9.00am—9.10am	3.15pm
Y5	Andrew Lane gate	Playground Fire Exit	9.00am—9.10am	3.15pm
Y6	Andrew Lane gate	Main Playground Entrance	9.10am—9.20am	3.25pm

Communication with teachers/office

In order to keep contact to a minimum and ensure we can get children into school quickly, please do not engage the classteacher in long discussions at the classroom door. Messages can be communicated in advance to the classteacher via ClassDojo, but please be aware that these are not checked during the school day as the teacher is teaching. Urgent information can be passed to the office by phone.



Please note—All absences must be reported to the office by phone and not by ClassDojo. This will allow us to follow up on the reason for absence promptly. It will also ensure everyone follows the recommended guidance in the case of a suspected case of Coronavirus.

The table below sets out who to contact for the most common concerns you may have.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher—ClassDojo
Report an absence	School office - 01663 762378
Payments School trips Uniform	School office - 01663 762378
Absence requests	If you want to request approval for term-time absence, please fill in a request form. These are available on the school website
Bullying and behaviour	Initial concerns - Classteacher Ongoing/serious concerns - Classteacher or Headteacher
Safeguarding	Mrs A Humphries
School events/the school calendar	Website/School office
Special educational needs	Mrs A Humphries/Miss J Royle
Before and after-school clubs	Marple Childcare/Kidzone —0161 427 4730
The governing board	Mr E Hughes via school office



Equipment

Most of the equipment that the children need will be provided in school. We aim to have the children carrying as little as possible into school so that they can wash their hands on entry.

- All children should wear trainers and must bring a waterproof coat. We will be going outside in all but the worst weather. **Please ensure that children can tie their own laces or that their shoes have a different fastening method.**
- They should wear appropriate 'active wear' as they will not be changing for PE.(see section on uniform) Children must not wear jewellery to school.
- While the weather remains sunny, long lasting sun cream should be applied before school. They should also have a sun hat in school.
- All children bringing their own lunch should bring their packed lunch in a small wipeable box with a handle (packed lunch box). Nursery pupils who are staying at school all day must bring their own packed lunch.
- Snacks should be small enough to fit into your child's coat pocket . Children will need to be able to open them one their own to avoid cross contamination. There will be no morning tuck shop at this time.
- **All food brought into school must not contain nuts.**
- Children with asthma must bring an inhaler that can be left in school. This should be in a small bag.
- If children get sore hands, they may also bring a small waterproof bag (make up bag sized) with soap in a box and hand cream so that they can sometimes use this when handwashing during the day. Children may not bring hand sanitiser to school.
- Children may not bring their own water bottle for the classroom. A named water bottle for use in class will be provided by the school. It will be left at school, washed and filled for the next day.
- CHILDREN MUST NOT BRING A PENCIL CASE OR BAG TO SCHOOL.. THEY WILL BE PROVIDED WITH THE EQUIPMENT THEY NEED IN SEPTEMBER. We will reassess this as the risk reduces.

Please ensure that your child has all necessary equipment with them as you will not be able to come into the office to drop things off during the day. This includes the child's lunch box. If they forget this, you will be contacted and your child will be given a school lunch, which you will be able to pay for using Parentpay.

I appreciate that this is inconvenient at the current time, but is a necessary precaution in order to protect all.



Lunchtimes

Children may bring their own lunch (cold food only please) or lunch can be provided in school. Infants (Reception, Year 1 and Year 2) are entitled to a free meal at lunchtime. Nursery children who are staying all day should bring a packed lunch. For Key Stage 2, a hot or cold 'grab bag' lunch can be selected and purchased through ParentPay.

Our systems for ordering/paying for lunches has changed. Detailed information has been sent out from the school office. The recent issue with ParentPay charging has now been fixed. Apologies for any inconvenience caused.

Lunch times will be staggered to allow for social distancing . The Mid-day Assistants that look after each group will be allocated to prevent cross-contamination as much as possible.

Illness

Children displaying any of the currently recognised symptoms for COVID19, however mild, **must not** come to school. Parents and carers must follow the current Government test and trace advice. Please follow the link below for the most up to date advice.

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

At this time, we would also recommend that you do not send your child to school if they are feeling unwell, even if they do not have COVID symptoms – for example if they are feeling sick or have a heavy cold. Whereas normally, you might decide to send your child to school in these circumstances, it is essential at this time that we ensure children and adults remain as healthy as possible and that staff absence through illness caught from the children is kept to a minimum.

If your child complains of feeling ill at school, whether with COVID symptoms or not, you will be asked to arrange for them to be collected from school so that they can recover at home.

Personal Hygiene

Children **must** wash their hands regularly and thoroughly when in school as this is the primary way we will avoid passing the virus to others. We will regularly remind children of how to do this by singing songs, offering incentives etc. Younger children will be supervised. We understand that some children do get sore hands, parents may like to provide a small waterproof make up type bag, containing a gentler soap (liquid or a bar in a plastic container) and some hand cream for those children who get sore skin. Please do not send them in with hand gel as many hand gels do not kill the virus as well as soap and water does.

Tissues will be provided at school. Please ensure that younger children can use them and understand the 'Catch it, Bin it, Kill it' message. This will be reinforced in school.

Please also, always encourage your child to flush after they have used the toilet, to avoid staff needing to go in and do this for them. Children will be encouraged to wash hands before and after using the toilet and flush handles will be cleaned regularly.

Cleaning

We have employed cleaners who will be present throughout the school day. They will ensure that high contact points and equipment are regularly cleaned with safe detergents throughout the day and bins are emptied. The Caretaker will use stronger chemical cleaners after school.

Equipment will not be shared between bubbles unless it has been thoroughly cleaned or subjected to a quarantine period.

Child/Child Contact

In terms of child to child contact, we do not feel that it is possible (or healthy) to forbid all contact between the children. It will happen. However, we will use our best endeavours to limit it.

As far as possible, children will work within their own class bubble and will not mix freely with other children. Staff will try to design their classrooms and plan engaging activities that support social distancing. Systems in school have been redesigned to minimise the numbers of other people that they are in contact with.

Whole school or key stage assemblies will be postponed for the time being. This means that there will be no Harvest Assembly and we will review the Christmas programme as we approach the second half of the term.



Playtimes

To reduce risk, children will wash their hands before and after they eat their snack and after playtime. Staff will gently remind children about social distancing, where appropriate, and they will be asked to wash hands if staff notice they are touching their face or each other.

Each class 'bubble' will have a designated play area. They will stay in these areas, with other pupils from their 'bubble'. They will not socialise with children from other bubbles in school and we respectfully advise that families adhere to the current government guidelines on social contact outside school too. If everyone follows these, we have the best chance of avoiding the virus becoming a problem in the Stockport area and life can return closer to normal more quickly.



Uniform

In order to avoid the need for children to change for PE at first, we will not be asking them to come to school in full school uniform—as it would not be appropriate to do PE in these clothes. Instead we ask them to wear 'activewear'. This should be tracksuit/jogging suit bottoms or leggings, a t shirt and a sweatshirt or jumper. Our usual collared t shirt and HLPS sweatshirt is fine if they have them and they fit. Please do ensure their clothing is warm enough. We must keep classrooms well ventilated, so they will become much cooler than usual as the weather changes. On their feet, the children should wear trainers that they can easily fasten by themselves.

These arrangements will remain in place for the first half term, when we will look to reintroducing full uniform, if appropriate. Information about how you can order this will come out in the next few weeks.

In Class

Although it will be important to assess the academic impact of lockdown on our children and take measures to address any areas of concern, it will also be essential to ensure that they are emotionally supported and that returning to school is a positive experience for them. There will, through necessity, be a strong focus on closing any gaps in their core skills within Maths and English and we will work closely with parents and carers to address these in school and at home. However, we are determined to ensure that, alongside this, our children engage in a broad and balanced curriculum across the whole range of subjects, albeit with some necessary adaptations.

Marple Childcare

For families who need additional childcare, Marple Childcare Kidzone will be resuming their before and after school service. Numbers are limited, so please contact them on 0161 427 4730 if you require this service.

Extra Curricular Sports Clubs

We are not able to offer any after school, extra curricular clubs at this time. This will be reviewed on an ongoing basis.

We understand that there is a lot of information in this document, and there will be adaptations to it as and when the need arises.

We would appreciate your support in helping your child prepare as much as possible for their return as it is in this way that we can make it as worry free as possible.

Thank you for your co-operation

Alison Humphries

Headteacher