



17/07/20

Dear parents and carers

As we plan to welcome all children back to school from September, we have put together some information to help you and your child prepare for the new school year. We will add to this information as we receive further guidance from the Department of Education and hope that it answers most of your questions about the new school year. Our plan for a full re-opening is based on government guidance. Springfield will re-open fully to all children from Y1 – Y6 on **Friday 4th September** and attendance will be compulsory. As we welcome back all our children to school, we will be putting in place a range of measures to ensure we minimise risk as much as possible. These measures will mean that we will have to change the way we do things for a while. However, please be assured that we will do everything we can to ensure that school feels as normal as possible and that your child receives all the support they need to settle back into school.

Do I have to send my child to school?

The Government has stated that all children must return to school in September. We will follow our usual attendance and punctuality procedures unless you have a shielding letter from a GP that outlines why your child should not be at school; this will need to be provided as evidence. Please notify the school of any reason for your child's absence, by calling the school office before 8.30 am. This is crucial for understanding if there are any pupils who are displaying COVID symptoms.

How will my child be kept safe?

We are taking lots of steps to ensure we minimise risk as much as possible. Below are **some** of the key measures we are taking:

- All children will wash their hands when they come into school. Handwashing will be supervised and children will have regular reminders about how to do this properly. During the day, children will wash their hands regularly, including before lunch, and use hand sanitiser. Hand sanitiser will be available at different points around the school and in all classrooms.
- When children return to school in September, they will remain together in year group 'bubbles'. For most of the day, children will not have any close contact with children from different classes. At lunchtime, two year groups will form a 'pod' and will share the hall.
- Classrooms will be re-organised so that children sit side by side, facing the front. Children will have their own resources and any shared resources will be cleaned at the end of the day.
- At playtime and lunchtime children will remain in their 'bubble' and will have an allocated zone of the playground to play in. All playground equipment will be cleaned at the end of each day.
- Extra cleaning of the school building will be in place. Toilets will be cleaned regularly throughout the day and touch points, e.g. door handles sanitised.

Will my child have to wear school uniform?

Yes, all children will wear school uniform when they return to school, including black shoes. We ask that uniform remains clean at all times for health and hygiene reasons.

Will the school day be the same as before?

No, we are making some changes to the start and ends of the day. This includes:

- Having different entry and exit points in the morning and after school.

- Having a 'soft start' at the start of the school day, where children can come to school between 8.30 am and 9.00am

Start of day

To avoid children and parents gathering outside at the school gate, we will be operating a 'soft start' to our day. **The soft start applies to all children from Year 1 to Year 6.** The main gates will open at 8.30am and children will be able to come into school anytime between between **8.30 am and 9.00 am**. If you arrive before the gates open at 8.30 am , please maintain social distancing by lining up with your child. **Adults will not be allowed to come onto the school site in the morning.** We are asking that you drop your child at the gate and leave immediately. We are also asking that you do not gather on the pavement outside the school, chatting to other parents in groups. It is really important that the pavement outside the school doesn't become crowded.

Children in Reception, Y1, Y2, Y3 and Y4 will enter via the main playground

Children in Y5 and Y6 will enter via the main office gate.

Staff will be available to direct children to their classrooms and supervise children as they enter school.

If you have a child in Nursery or Reception, please be aware that the soft start does not apply to you – school starts for Nursery and Reception at 8.55 am.

End of day

To ensure we don't have large gatherings of parents waiting outside, we will be releasing children from different exits. Y5 and Y6 will be released from the school entrance on Craven Park Road at 3.30pm. Please queue outside the school gate—signs will be available to show you where to wait.

Y4 will be released from the entrance to the school on Leedale Road at 3.30pm. Please queue at your allocated area.

Rec, Y1, Y2 and Y3 will be released from the playground at 3.30 pm. Gates will open at 3. 15pm. Each class will have an area of the playground to stand in—we ask that you remain in this area until your child is released and then leave the playground immediately.

To ensure we minimise the risk as much as possible of a coronavirus outbreak in our school community, It is absolutely vital that:

- parents and carers do not gather outside the school gates in groups .
- parents maintain social distancing when collecting children from school .
- parents leave the playground immediately when they have collected their child – please do not wait in the playground once you have collected your child

If you have different children in different year groups, we will bring them to you. Please wait in the playground. Please also be patient – dismissing children may take more time than usual. Unfortunately if it is raining, parents will need to remain in their zones – do bring an umbrella!

Can I bring a bicycle or scooter to school?

Where possible, we are asking that you walk to school with your child and only use public transport if absolutely necessary. We know that some children like to come to school on a bicycle or scooter and we also know that cycling is a great way to stay healthy. However, storing bicycles and scooters in school, is particularly challenging for us at the moment, for lots of reasons. From September, we can only store bicycles in school for children who absolutely need to cycle to school to avoid using public transport. *If your child lives within walking distance of the school, they will not be able to leave a bicycle or scooter at*

school. If your child chooses to come to school on a bicycle or scooter, please be aware that you will need to either bring it back home with you or lock it outside the school premises.

What happens if my child is late?

Please be on time. Children arriving late makes an already challenging situation even harder to manage. If your child is late, they will need to come to the main office. We will need to ensure they wash their hands before going into class and will need to call on other adults who will already be in class.

What do I do if my child is ill?

If your child is showing any coronavirus symptoms, including a high temperature, a new and persistent cough or a loss of taste or smell ***they must not come to school.*** Instead we ask that you book a test and let us know the outcome of the test as soon as possible. Tests can [booked online](#) through [the NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

What happens if my child becomes unwell at school?

If a child develops symptoms compatible with coronavirus, we will ask you to come and collect your child ***immediately.*** Your child will need to isolate in school until they are collected. You will be advised to take your child to be tested and to share the outcome of the test with us. If your child's test is negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating and return to school.

What happens if there is a confirmed case of coronavirus in school?

If someone tests positive for the virus, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days. The 7 day period starts from the day when they first became ill. If they still have a temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue to self-isolate for the full 14 days.

If we are notified of a confirmed case at school, we will send home the 'bubble' who will need to remain at home for 7 days. If we have more than one confirmed case, we will work with Public Health England to take the appropriate steps to contain the spread of the virus. This may include sending home more children or potentially closing the school for a period of time.

What do I need to do if I need to speak to a member of staff?

To protect everyone in our school community, we need to minimise the number of contacts we have with parents and visitors. You will need to make an appointment, via email or telephone, if you want to have a meeting with your child's teacher. Short sharing of information may be possible at the end of the day, as long as adults maintain social distancing outside and conversations are kept short. We are asking that you do not come in to the office unless you have first made an appointment. If you do need to speak to Doreen, please call her first. Most issues can be sorted out over the phone.

Will there be after school clubs?

Unfortunately we are not able to run our usual after school clubs for the first half term. We are really keen to find a way to be able to offer out some clubs but will not be able to do so immediately. We are able to run a breakfast club and 6 o'clock club for parents who are working. Numbers are restricted – if you haven't done so already, please send us an email with a request for a place.

The information in this letter will also be posted on the website and more details added as further guidance comes through. Please do look out for this guidance on the website and check it regularly for new information. If the guidance changes over the summer, we will add it to the website.

Over the summer school will be closed. All our staff have worked incredibly hard over the past few months and now need to take a very well deserved break. If you do need to get in touch with us over the summer holidays, please send an email to admin@springfield.hackney.sch.uk. We will be checking emails weekly.

Thank you for your continued support. Thank you for all your lovely messages and gifts – I am absolutely overwhelmed! Have a lovely summer break and keep safe.

Best wishes always

Fiona

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