

Endon Hall Primary & Nursery School

Hillside Avenue

Endon

Staffordshire

ST9 9HH

Tel: 01782 502645

office@endonhall.staffs.sch.uk

headteacher@endonhall.staffs.sch.uk

Date: 25.2.2021

Dear Parent/Carer,

We were absolutely delighted to hear, in the Government's announcement on Monday evening, that **schools will be re-opening to all children on Monday 8th March**. We can't wait to see you all and be back together once again, after another challenging period of time.

To mark the occasion, **we would like children to come into school wearing rainbow colours on Monday 8th March!** This day will be a celebration of being back together and will focus on mindfulness, friendship and easing any worries, before we gradually build the routine of lessons from the Tuesday onwards. Bee Active will be joining us on this day for some fun, team building activities with each class (separately).

As we prepare to return, we wish to seek feedback from you regarding your child's well-being and our remote learning offer. **Please complete our 5-minute survey, by 5pm on Saturday 6th March**. It is so important that we reflect at this time and gather this information from you.

Attendance

School attendance will be mandatory for all children from 8th March. The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

We will be responsible, as usual, for recording attendance, following up absence and reporting children missing in education to the local authority.

For now, any Leave of Absence requests must include details of the travel destination.

Phoenix Club

We need to know which children will require a Phoenix place, and for which sessions, from 8th March. **If you require a Phoenix place due to work commitments, please complete the attached booking form in full and e-mail it to phoenix@endonhall.staffs.sch.uk by 4pm on Wednesday 3rd March**. Once this deadline has passed we will collate the bookings and communicate further. We may be unable to accommodate bookings after this date or accommodate 'add ons' (for children who don't already have a place) in the usual way. Phoenix Club must operate in small, consistent groups. Once groups are established they cannot be changed, except in exceptional circumstances.

The protocols and measures that were in place in Phoenix Club during the Autumn Term will remain, and these will be issued in due course to parents/carers of children who are attending (if different from last term). Children attending Phoenix Club will be mixing with children and staff from other year group bubbles, although year group activities will be set up so that as much distancing as possible is achieved. The guidance does allow for this. Activities available in Phoenix Club will be limited in order to minimise risk as far as possible. After school activities will not be in place.

Transport

For those children who are eligible to travel to school via the Local Authority School Transport Service, please e-mail admin@endonhall.staffs.sch.uk by 4pm Wednesday 3rd March to confirm whether your child will require transport from 8th March, and if so, for which journeys on which days.

We now wish to communicate with parents/carers about the protocols and measures that will be in place from the 8th March, which largely mirror our operational practice throughout the Autumn Term 2020 and must continue, in order to mitigate against risks of infection and keep children in school.

It is important to note that the lockdown rules remain largely unchanged until Step 2, which has an initial timescale of 12th April, which is during the Easter holidays. Therefore, **we all still have a part to play in keeping our community safe and well over the coming months and I thank you in advance for your support with this.**

The protocols and measures in place upon our return will include:

- Anyone displaying symptoms of COVID-19, or living with anyone that is, **must** stay at home until they have had a negative test result
- Parents/carers must inform the school, by 8.45am, of any absence due to illness, including detailing the symptoms, so that we can act accordingly. This must be done by telephoning the school and selecting Option 1
- Anyone who becomes unwell in school must be sent home, follow the 'stay at home' guidance, and arrange a test
- Parents/carers must ensure that, if their child becomes ill in school, someone is able to collect them from school as soon as possible, ideally within half an hour, to ensure that staff are able to stay in the year group bubble groups that they are responsible for
- Active engagement with Test & Trace and Local Health Protection Team advice in response to any infection will continue
- Bubble closures will be instigated where anyone in close contact tests positive
- Children will be based in year group bubbles, with staff kept as consistent as possible, to minimise contact as far as possible
- Beyond the staggered break and lunch times, and any planned outdoor learning (which we aim to maximise where possible), children will remain in their classrooms and movement around school will be minimal at all times.
- Each child will have their own frequently required equipment in a plastic pouch in school e.g. pen, pencil, rubber, ruler, coloured pencils - these will not be shared
- Children are to wear full school uniform, except for on PE days where children from Reception to Year 6 are to wear full PE uniform. PE days are as they were last term.
- Staggered start and end of school day times will be in place
- Staggered break and lunch times will be in place
- Clear routes into and out of school will be required
- Additional and regular hand washing will be in place throughout the school day
- Social distancing will be in place as far as possible (being mindful that this can be particularly difficult for the younger children and knowing the physical size of our classrooms)
- Good respiratory hygiene (catch it, bin it, kill it) will be actively encouraged
- Increased cleaning will be in place - before school daily (Entrust cleaning team) and throughout the school day (school staff - using standard cleaning products)
- Any equipment used within a bubble will be cleaned thoroughly, regularly
- Any equipment used across bubbles will be cleaned thoroughly and unused for 48 hours (72 in the case of plastics) between each use
- External classroom doors and/or windows will be open to ensure classrooms are well ventilated
- Children in Years 1 to 6 will sit facing forwards and side by side, limiting face-to-face contact
- There will be no large gatherings (assemblies etc will be done via Microsoft Teams) or gatherings of more than one year group bubble
- Access to the school site for parents/carers, visitors, contractors etc will be restricted
- Communication with school should be via email and/or telephone only - when e-mailing please send to **both** admin e-mail addresses, due to part-time working hours: admin@endonhall.staffs.sch.uk and office@endonhall.staffs.sch.uk
- School staff will not be able to facilitate the receiving of messages at drop off/collection times
- Only one adult should drop off/collect

- Social distancing for adults at drop off/collection times must be maintained
- Face coverings are to be worn by adults during drop off/collection
- Children arriving to school wearing a face covering should have it removed by their parent/carer before entering the school site
- No adults are to congregate by the school gates/entrance to the school
- Families are encouraged to walk or cycle to school
- Parents/carers are to park legally and safely at all times
- No parent/carer parking is permitted on or around the entrance to the school site at any time (including for Phoenix Club).
- Only basic necessities are permitted to come to and from school (a named, clear, transparent water bottle - containing water only, a coat, a sun hat (weather dependant), a healthy nut free snack, a packed lunch in a small lunch box - unless having a lunch provided by the school)
- Recently, water bottles have been coming into school that do not fit the above specification. Please ensure you supply a named, clear, transparent water bottle daily. Staff will be reminding children of this if needed once we return.
- The above basic necessary items must fit into and be placed inside a small rucksack, no bigger than 30cm x 30cm, as per previous instructions given. We have limited space in our cloakrooms and must ensure as much social distancing as possible in corridors/cloakroom areas, as well as ensuring Health & Safety.
- Parents/carers should order their child's lunches via Freshstart in the normal way. Please look out for communication from FreshStart regarding ordering deadlines.
- Nursery & Reception will eat their lunch in the hall, at staggered times, with cleaning between use
- Years 1 to 6 will eat their lunch either in the classroom, or outdoors (weather permitting)
- No morning snacks will be available to purchase
- No resources (including reading & homework books) can go between school/home or vice versa (this includes being unable to distribute birthday sweets etc)
- Parents/carers are to notify us if there have been any changes to their child's medical information and ensure that we have an in date inhaler where required. Please e-mail any medical updates to admin@endonhall.staffs.sch.uk by Friday 5th March.

Staggered timings for each year group are as follows...

* IT IS ESSENTIAL THAT PARENTS/CARERS KEEP TO THESE TIMINGS. PATIENCE WILL BE REQUIRED. PARENTS/CARERS MUST NOT ARRIVE EARLY AS THIS AFFECTS THE COLLECTION TIMES OF OTHERS.

| YEAR GROUP | DROP OFF TIME | COLLECTION TIME | ROUTE |
|------------|---------------|---|--|
| Nursery | 8.45am | 3.15pm Or, in the case of half days - 12pm/1pm | At drop off, Nursery parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the left hand pavement up to the main school vehicle gate. Queuing around the corner at the bottom of the slip road may be required. A member of staff from their bubble will see them onto the school site, round the back of the staff car park and in through the Nursery side door. This route will be followed in reverse as children leave the premises at the end of the day. For children being dropped off/collected during the middle of the day, please press the buzzer at the main gate when you arrive and a member of the office staff will facilitate arrival/collection. |
| Reception | 8.55am | 3.20pm | At drop off, Reception parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the left hand pavement up to the main school vehicle gate. Queuing around the corner at the bottom of the slip road may be required. A member of staff from their bubble will see them onto the school site, across the middle of the staff car park, in through the left hand side of the back gates then through the main door of the mobiles. This route will be followed in reverse as children leave the premises at the end of the day. |

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|--------|--------|--------|---|
| Year 1 | 8.45am | 3.15pm | At drop off, Year 1 parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the right hand pavement up to the main school vehicle gate. Queuing around the corner at the bottom of the slip road may be required. A member of staff from their bubble will see them onto the school site, down the side of the building (past the school and HT's office), in through the back gates, across the EYFS playground and in through the Year 1 door. This route will be followed in reverse as children leave the premises at the end of the day. |
| Year 2 | 8.55am | 3.20pm | At drop off, Year 2 parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the left hand pavement up to the main school vehicle gate. Queuing around the corner at the bottom of the slip road may be required. A member of staff from their bubble will see them onto the school site, down the side of the building (past the school and HT's office), in through the back gates, across the EYFS playground, round the back of the school and in through the Year 2 door. This route will be followed in reverse as children leave the premises at the end of the day. |
| Year 3 | 8.50am | 3.25pm | At drop off, Year 3 parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the left hand pavement up to the main school vehicle gate. Queuing around the corner at the bottom of the slip road may be required. A member of staff from their bubble will see them onto the school site through the pedestrian gate, past the Phoenix room and in through the main school entrance. This route will be followed in reverse as children leave the premises at the end of the day. |
| Year 4 | 8.55am | 3.25pm | At drop off, Year 4 parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the right hand pavement up to the main school vehicle gate. Queuing around the corner at the bottom of the slip road may be required. A member of staff from their bubble will see them onto the school site through the pedestrian gate, past the Phoenix room and in through the main school entrance. This route will be followed in reverse as children leave the premises at the end of the day. |
| Year 5 | 8.45am | 3.20pm | At drop off, Year 5 parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the right hand pavement up to the main school vehicle gate. Queuing around the corner at the bottom of the slip road may be required. A member of staff from their bubble will see them onto the school site through the pedestrian gate, through the red side gate, along the side of the school building and in through their back classroom door. This route will be followed in reverse as children leave the premises at the end of the day. |
| Year 6 | 8.50am | 3.25pm | At drop off, Year 6 parents/carers are to queue with their child/ren (allowing social distancing between other parents/carers and their children) along the right hand pavement up to the main school vehicle gate. A member of staff from their bubble will see them onto the school site through the pedestrian gate, through the red side gate, along the side of the school building and in through their classroom door. This route will be followed in reverse as children leave the premises at the end of the day. |

A one-way system will remain in place leading back down the middle of the slip road. Once parents/carers on each side of the pavement have seen their child/ren through the main school gates and/or have collected their child, they must walk back down in turn. **The middle of the slip road must be kept clear at all times - please do not stand and wait in the middle of the road for your child as this affects the ability of parents/carers to safely leave the area, cross the road, and proceed home.**

Parents/carers must respect our neighbours at all times.

These routes into and out of school are fairly established now, but there will be lots of staff there to help if need be. It is important that everyone sticks to these routes, adheres to the timings and leaves the school site promptly. Patience will be required, for everyone's safety.

In the case of different timings for siblings, families should drop both/all siblings off together at 8.45am and collect both/all siblings at 3.30pm.

Our recovery curriculum

School staff will, once again, deliberately avoid using the term 'catch up' and/or referring to children having 'fallen behind'. Catch up support is usually given to children who have been taught something but not learnt it as well as another person. Currently, there are large proportions of the previous and current year group curriculum that remain untaught, through no fault of anyone and due to circumstances beyond our control. We understand the concern this causes and will be working relentlessly to cover the missed content and support children to make progress.

We will return to our September approach at first, establishing routines, expectations and settling children back in gradually. Opportunities for wellbeing and mindfulness will be interweaved throughout the day. We will sensitively undertake a range of assessments and deliver short core subject sessions throughout the morning, increasing the length of the sessions over the four weeks until Easter. We will begin to address gaps in learning and start to fill them, with an emphasis on re-establishing good progress in the 'essentials' (phonics, reading, writing, maths, vocabulary). Each time a unit of work is taught, the starting point will be to cover the previous year group's objectives first. Before we finish for Easter, we will summarise our assessments, in order to plan next steps for the Summer Term.

A full range of subjects will be taught so that the curriculum remains broad, with a range of foundation subjects taught across the afternoons. With children being in year group bubbles and staff being kept as consistent as possible, the usual afternoon curriculum delivery for Year 1 to Year 6, where each subject is taught by a different teacher, won't be in place. Each teacher will deliver the curriculum to their own class, as they did last term. The guidance does allow for adults to operate across different classes/year groups in order to facilitate delivery of the timetable but, initially, we want to minimise this as far as possible.

If required, emotional support will be put in place beyond this provision, for those children who need it.

Please help us in supporting your child's well-being over the next week or so by...

Checking in with your child regularly and reminding them that:

- It's normal to feel scared, nervous or worried - this actually helps us to prepare for challenges
- It may take time to feel settled and get used to a new situation, and that's OK
- They've coped with big changes in the past and can do it again
- They can talk to you or someone at school if they're worried

Please note - for their own and others safety, **children will not be able to hug their friends or staff on return**. Staff will handle this as sensitively as possible as they meet children's emotional needs through distraction and verbal reassurance.

Behaviour

We are very mindful of the fact that, given the adverse experiences of late and possible lack of routine, children may need support to reintegrate and engage. This may affect their behaviour in school. An addendum to our Behaviour Policy has been in place during school 'closure'. This will remain in place until we feel usual systems can be applied.

Educational visits & school events

We won't be planning any off site educational visits or hosting any school events until further notice.

We understand that there will be mixed feelings as we move into this next phase. We are here to support in any way we can, so please do contact us if you need to.

We appreciate there is a lot to digest in this letter. This is with the intention that you are informed, prepared, and have all the information in one place. If you require further clarity or have any further queries, please do not hesitate to get in touch. We aim to ensure that you feel comfortable and confident as your child returns to school.

We have missed seeing you all face-to-face and are very much looking forward to seeing everyone again!

Best Regards,

V. C. Lewis

Miss V Lewis
Headteacher