



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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1st September 2020

Information for Parents
Tuesday 1st September 2020
September 2020 Opening
Year 1 to Year 6

This information may change as we receive new information from the Department for Education (DfE) or The Elliot Foundation Academies Trust (TEFAT)

[DFE Guidance for Schools / August 2020](#)

- sections of this guidance are quoted in the information below.

Please Note:

- This is a unique situation.
- However, we have already established many important routines as the school remained open in March 2020 for children of key workers. They were joined by students in Year 6, Year 1, Reception and Nursery in June 2020. We have built on these foundations as we plan for our September 2020 return.
- We are dependent on all members of our school community working together and following our new routines so that we keep each other and mostly importantly the children safe, secure and happy.
- The information below is based on the knowledge we have at present. It may change as more information becomes available. The focus at all times is on the health and well being of students, staff and members of our school community. The focus is on maintaining our students' education through a broad and balanced curriculum however if a choice has to be made between health/well being and education then a decision will be made based on the former and we will develop ways of providing a catch up curriculum to ensure our students continue to learn and make progress.

Planning and Preparation

- To enable us to plan carefully we have broken our planning and preparation into different time frames/sections that start with what we need to do on day one, day two, the first full week etc.
- We have an indication of what we aim to have achieved at the end of each time frame/section with regard to organisation, training, communication of new routines, policies and procedures to keep all members of our school community safe and learning continuing.



A member of the Elliot Foundation Academy Trust

- We are not able to plan for large gatherings of children or parents. Our term dates/events reflect that we are not able to stage our usual special assemblies and concerts for parents etc. However, we will plan for each half-term, a few weeks in advance, and as we are able to extend our activities we will add them as soon as is reasonably practicable. We will discuss new ways of doing things including video conferencing for parents' meetings. Our aim is to keep moving forward and use it as an opportunity to reflect and improve our practice and how we can use technology in a positive way to further improve. We will need to pace ourselves as we are keen to make sure that any changes are of the highest quality; in summary we know what curriculum provision we need to provide over one school year and our aim is to do that although it may not be delivered at the same time as usual and it may be delivered in a different way. We will continue to communicate with parents regarding any new ways of working.
- We have not planned for any school trips and Year 4 will not start swimming. Again, we will continue to monitor the situation and reintroduce when it is safe to do so.
- There is specific guidance for a child's PE and music curriculum that we will be taking account of before starting these lessons.
- Reading is a very important part of the school curriculum and normally students would be given a school reading book as soon as possible. However, schools have been asked to minimise the items going between home and school and we are still working through possible solutions. We will update parents as soon as possible.
- Senior leaders, in discussion with staff, will monitor the changes we have made throughout each school day, make immediate changes when necessary and spend time at the beginning and end of the school day evaluating and reviewing so that we are continually responding to the needs of our students and staff and there is a continual cycle of improvement.
- Any high level school plans/risk assessments have to be approved by Hugh Greenway, CEO of The Elliot Foundation Academy Trust (TEFAT).

Attendance Expectations

- All students must return to school unless they are ill or they have an underlying medical condition and have been instructed by a doctor not to attend.
- Members of staff have been in discussion with parents of children with particular medical needs. If you feel that we do not have important and up to date information then please make immediate contact with Mrs Childs (Welfare Officer (schildts@hillingdonprimaryschool.org.uk)). Mrs Childs will then arrange an appointment time to discuss your child's needs on the telephone.
- A student showing symptoms of COVID-19 **MUST NOT** be in school. Symptoms include:
 - a new continuous cough,
 - a high temperature,
 - or a loss of, or change in, your normal sense of taste or smell - anosmia
 - or a student who has someone in their household who is, then your child **MUST** not be in school or college. They should be at home, in line with the [guidance for households with possible coronavirus infection](#).

DFE Guidance

- 'In March, when the coronavirus (COVID-19) pandemic was increasing, no parent was penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary

school. School attendance will therefore be mandatory again from the beginning of the autumn term.

This means from that point, the usual rules on school attendance will apply, including:

- 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. ' **DFE Guidance**

Pupils who are shielding or self-isolating

'The majority of pupils will be able to return to school. However please note that:

- a small number of pupils may still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children was paused on 1 August 2020 which means that even the small number of pupils who remain on the shielded patient list can also return to school, as can those who have family members who were shielding - read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend
- pupils no longer required to shield but who generally remain under the care of a specialist health professional are likely to discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).
- Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.' [DFE Guidance](#)
- Students who are not able to return to school will be provided with home learning.

What happens if a member of my family shows symptoms of Covid-19?

- You must inform us immediately if your child or a member of your household shows symptoms of Covid-19. You must not send your child into school if they or anyone in your household has symptoms. Please speak with us first. This conversation must not take place on the school site even if you are asking for advice only. You must telephone or email us and we will gladly support and help you and your family.

What happens if my child is ill at school with COVID-19 symptoms?

- If your child is taken ill at school with suspected symptoms, they will be put into isolation and monitored by a member of staff. We will look after them and reassure them. You will be asked to collect them immediately to support your child. It is very important that we have an up to date contact number for at least one parent/carer, preferably two parents. A third contact number of a grandparent or family friend is always helpful. If you have recently moved or changed mobile numbers then new contact details need to be sent to Mrs Childs (schildts@hillingdonprimaryschool.org.uk).
- Adults or children with suspected symptoms will not be allowed to return to school for a minimum of 10 days, unless they are tested for Covid19 and the results are negative. A member of staff must authorise your child's return to school. Please make contact with the school office before your child returns.

- If someone in your child's 'bubble' tests positive for COVID-19 we are required to follow the DFE's and TEFAT's advice and inform Public Health England via the local Health Protection Team. We will inform parents if there is a positive test and the action they need to take.

Preparing for School

- We will remind our students and role model how to and when to wash their hands, blow/wipe their nose correctly and understand appropriate social distancing in the classroom and across the school. We would appreciate parents/carers also discussing social distancing and basic hygiene with their child so that a more personalised approach can be taken based on a parents/carers knowledge of their child's needs.

What will school be like for my child/ren?

- School will look and be different for children, staff and parents but the aim is to ensure it is still a happy, welcoming and secure environment for our students and staff.
- Students will learn in a class group. They will be linked to one other class and staff will work between these two classes. We will minimise the time students learn with students from the linked class. Only small numbers of students from each class may work with a teacher that is linked to both classes. This will be your child's bubble.
- For the moment, our specialist teachers will only work with two classes and we will not have maths and English sets in key stage 2 or phonics/reading groups in Foundation Stage and Key Stage 1. This is a more cautious approach than advised by the DFE guidance although more in line with guidance for average size primary schools. We are following additional guidance from TEFAT. We will continue to monitor these organisational decisions and make changes when TEFAT judges it is as safe as possible to do so.
- There will be no large gatherings of children or parents/carers and this includes assemblies and lunch times in the school hall.
- Desks in classrooms have been set out in rows facing the front and teachers will aim to teach from the front.
- Children will not be able to interact with other children or staff outside their bubble unless there are exceptional circumstances and it is required to support your child's well being.
- Within their class, students will be asked to socially distance as much as possible although we appreciate this may be more difficult for our younger students and we will work sensitively with all our students. We ask parents/carers' support to explain to their child the importance of social distancing in a way that is age appropriate. We are very mindful that we do not wish to create a mindset that discourages social interactions in the future so this will need careful discussion.
- Students and adults will be required to wash their hands a number of times during the day, including on arrival, after using the toilet, and before and after eating. We have provided additional hand basins in the school playground for this purpose. We ask parents/carers' support to explain to their child the importance of washing their hands and particularly the importance of ensuring their hands are dried.
- Children will use their own key equipment, rulers, pencils etc.
- Surfaces and toilets will be cleaned regularly during the day. Areas used will be cleaned each afternoon when the children have gone home.
- There is a one way system around the school to minimise contact.

School Uniform

- All students should be wearing school uniform. Please note that during the winter boots should not be worn with skirts.
- All students will need trainers (or another suitable change of footwear) as we plan to use the school field as much as possible during the autumn term. Trainers should remain on the

school site so they are available to use each day. Foot wear should be inexpensive as it is likely to become muddy as we move towards winter.

- Students will also need to make sure they bring a coat or light waterproof coat to move between the school site and field. We have no intention of using the field in heavy rain but we may have to move between light rain showers. It is important that we maintain our students' level of fitness for their physical well being and give them an opportunity to be outside as much as possible as this is a positive way of mitigating the virus.
- On days that students have a PE lesson they should come to school dressed for PE and wearing trainers (no football or astro turf boots). In warm weather they can wear their t-shirt and shorts but in colder weather they should wear navy blue jogging bottoms which is also part of the school uniform. However, if students do not have blue jogging bottoms then suitable jogging bottoms of any colour can be worn for the autumn term. We would appreciate all students being in the correct uniform for the spring term. The PE timetable will be sent to parents as soon as possible.
- Students are not permitted to bring large backpacks or bags into school. We need space to move while maintaining social distancing. To do this, space in the corridors is needed and can not be cluttered with large bags. A book bag only is required. This item can be purchased from our school uniform suppliers. Information is on our school website.
- Students may wear a 'bum bag' to school if this will help them to keep their personal equipment safe and near to them.

Stationery

Students can choose to bring in stationery from home that needs to be kept in school so we minimise items going between home and school. A stationery list was sent home to all parents/carers at the end of the summer term and a reminder was sent on the 28th August. Stationery will be supplied to students who do not bring it in from home. All students must look after their equipment and must not share it. If parents could discuss the importance of this and the reasons why with their child it would be appreciated.

What else should my child bring to school?

- Please provide your child with a named and filled water bottle which they bring into school each day. Students can not drink from water fountains which have been turned off.
- Nothing else should be brought from home apart from glasses and a packet of tissues. It is very important that you provide your child with tissues to use during the school day and explain how and when they are used. Please explain to your child that there will be special bins in their classroom and around the school to dispose of their used tissues.
- 'Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser.' **DFE Guidance**

Will parents be able to come on to the school site?

- We value our conversations and engagement with parents. Unfortunately when parents arrive on site we will need to minimise the number of conversations to maintain the safety of students, staff and parents. There will be lots of smiles and waves from a distance. The focus throughout COVID-19 has been about minimising the number of people we come into direct contact with and therefore the following will unfortunately apply.
 - Only one parent/carer will be allowed on to the school site when dropping or picking up your child from school. If safe to do so we ask that siblings remain at home but of course we know this is not always possible.

- Teachers/staff will greet parents with a wave and a smile. Any conversations with a teacher/LSA will need to take place via email or in telephone conversations with our administration, pastoral care and welfare staff.
- We ask that parents keep conversations to a minimum and only when they need to pass on important information. As we move forward we will make sure we provide more opportunities for conversations with parents but your patience will help us while we establish our routines.
- After 'drop off' and 'pick up' parents will not be able to come back into school. Administration, pastoral care and welfare staff will be on site to provide support for the teaching staff and students but they will not be available for direct contact with parents. For the safety of our staff, please do not visit the school reception area, welfare or pastoral care offices.

Travelling to and from school

- Thank-you to all parents who completed the traffic survey

- We appreciate that students travel to school on a variety of transport. We know that Hillingdon like all London Boroughs has limited parking and can become congested during school arrival and dismissal times and this is something that we all have to manage.
 - Please make sure that you walk to school if possible.
 - If you are driving then please park according to the requirements of the law and please consider our neighbours.
 - If you are travelling to school by bus please read carefully the guidance about wearing masks. An extract from the DfE guidance says:
'Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.'
- We are requesting that adults wearing a mask on a bus/public transport take account of the guidance before entering the school premises. Please do not remove your mask or your child's mask on the premises as this can cause the spread of infection. NO MASKS SHOULD BE DISPOSED OF ON THE SCHOOL PREMISES.**
- DfE guidance does not expect primary aged students to wear masks although we will continue to monitor this guidance. Staff are not generally wearing masks. If you wish your child to wear a mask on public transport please ensure that it has been removed before your child enters the school premises and your child immediately washes their hands in the new outdoor sinks. A member of staff will support you on the first day.

Start and End of the School Day

- **Staggered start:** An identified time will be given to all parents so that we are able to minimise the number of visitors on site at any one time. It is really important that parents ensure they are on time for arrival and dismissal.
- **Staggered end:** An identified time will be given to all parents so that we minimise the number of visitors on site at any one time.
- We will open the gates for an extended period of time for students and parents to arrive and leave the site safely. Once we have established the school routines we will confirm timings for the school gates to open and close for the remainder of the autumn term.

- We know that parents have commitments and need to plan their week. Please be assured that we will always make sure that students are able to arrive and leave school according to the published arrival and dismissal times, if this is required. We ask that parents/carers that have more flexibility consider different arrival and dismissal times.
- Below are the arrangements for Friday 4th September until Friday 11th September.
- **Please make reference to the letter sent out at the end of the summer term and on Friday 28th August regarding school timings for Thursday 3rd September.**

Year Group	Arrival Time	Dismissal Time
Year 6	8.30 am to 8.55 am Students should make their way to their classroom. Staff will be there to guide them.	3.20 pm to 3.45 pm If possible we ask parents to collect students between 3.30 pm and 3.45 pm.
Year 5	8.30 am to 8.55 am Students should make their way to their classroom. Staff will be there to guide them.	3.20 pm to 3.45 pm If possible we ask parents to collect students between 3.30 pm and 3.45 pm.
Year 3 and Year 4	8.30 am to 8.55 am Students should make their way to their classroom.	3.00 pm to 3.20 pm
Our published arrival time for key stage 2 students is 8.50 am. Our published dismissal time is 3.20 pm.		
Year 2 and Year 1	9.00 am to 9.30 am Students should make their way to their classroom. Staff will be there to guide them.	2.45 pm to 3.00 pm If parents can collect their child by 3.00 pm this would help our dismissal of all children from the school site. However, we are mindful that parents have commitments and teachers will care for your child until 3.15 pm. This is the normal school closing time.
Our published arrival time for key stage 1 students is 9.00 am. Our published dismissal time is 3.15 pm.		

- Students should arrive at the allocated time. We ask that only one parent enters the school site with their child/ren to minimise the numbers on site. A one way system will be in place and we ask that all parents enter the school site via the Uxbridge Road gate and leave through the Nicholls Avenue gate.
- Please make sure you do not arrive any earlier than the identified time and please make sure you are prompt when collecting your child so that we are able to maintain social distancing at all times. Please leave the school site as soon as possible. Please walk to school if possible. It is very important that any car is parked within the law and there is no

congestion in the local streets that will cause problems for social distancing. If in doubt please park away from the school and walk the last part of your journey.

- We are aware that in changing school timings we need to check that our students have the required teaching and learning times. This is being taken into account and once we have established new routines we will confirm teaching and learning times with parents. For the moment we have removed the morning break as we are not able to accommodate our students safely on the playground and we are gaining teaching and learning as our students are not moving around the school building for assemblies etc. so for a short period we can be confident about flexible start and end times as we establish safe routines.
- There will be no official morning break. Pupils will have some 'down time' during their lesson sessions.

Lunch Break / School Meals

- 'Bubbles' will have different lunch times so that different 'bubbles' are not coming into contact with each other particularly in the corridors.
- Students in Year 2 to Year 6 will play on the school field. The field will be divided into zones so that children can play safely. They will need trainers (or another suitable change of footwear) that should remain on the school site so they are available to use each day. Foot wear should be inexpensive as it is likely to become muddy as we move towards Winter. Students will also need to make sure they bring a coat or light waterproof coat to move between the school site and field. We have no intention of using the field in heavy rain but we may have to move between light rain showers. It is important that we maintain our students level of fitness and give them an opportunity to be outside as much as possible.
- Students in Year 1 will play on the key stage 2 playground.
- All students will eat in their classrooms. Parents/carers need to supply their child with a packed lunch or order a meal online from the school caterers, 'The Pantry'. Students bringing in a packed lunch should have them in a lunch box that needs to be cleaned each day.
- More information about 'The Pantry' can be found on the school's website. This information includes the new menus.
- We have asked 'The Pantry' to provide a cold lunch offer until Friday 11th September while we establish routines. 'The Pantry' will reintroduce a hot meal selection from Monday 14th September.
- Free packed lunches are available for students in Reception, Key Stage 1 and any other child who is eligible for Free School Meals. However, meals must be ordered on 'The Pantry's website'. Please see the school website for details.
- We ask that any child who has an allergy and is not eligible for free school meals brings in a packed lunch from home until Friday 11th September. This will give us time to establish a new and safe routine and an opportunity for Mrs Chaplin or Mrs Child to speak with parents.
- Mrs Chaplin will make contact with any parent whose child has an allergy and is eligible for a free school meal to discuss the new arrangements. A free meal will be available for their child on the first day.

Ann Bowen-Breslin

Ann Bowen-Breslin
Principal