



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Wednesday 2nd September 2020

Induction Session on Thursday 3rd September 2020

Dear Parents and Carers,

I hope you are well and your child is excited about coming back to school tomorrow. We are very much looking forward to seeing them all.

Below is a summary of the information that has been sent out to parents/carers regarding your child's return to school. It includes information that is relevant to the induction session. Due to COVID-19 we have had to change many of our school routines and the induction session will provide us with an opportunity for all members of our community to learn about them. We appreciate that a lot of information has been sent home and there will be a period of time when we are all taking in this new information and therefore they may take longer than usual. Members of the staff team will be there to guide and support families in the new arrival and dismissal routines.

Parents who have additional queries should make contact via the school email address and a member of staff will make contact. Unless it is an emergency staff will not be able to engage in detailed conversations.

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. We appreciate your support, patience and flexibility at what we know continues to be a difficult time.

The induction session on Thursday 3rd September is NOT a full day. Please note your child's session times below. This is an additional teaching and learning session as we have reduced the training days in the summer term. If your child is late then we will only be able to admit them if it is safe to do so.

Induction Session - Reminder of the arrangements

- Students must attend school and we are looking forward to welcoming them back.



A member of the Elliot Foundation Academy Trust

HOWEVER, students must not attend school if:

- They are ill. At present we are not able to give medicines to students as we would normally do unless your child has a long term condition.
- They are showing symptoms of COVID-19.
Symptoms include:
 - a new continuous cough,
 - a high temperature,
 - or a loss of, or change in, your normal sense of taste or smell - anosmia
- Someone in their household is showing symptoms of COVID-19. They should be at home, in line with the [guidance for households with possible coronavirus infection](#).
- They have just returned home from a country that requires you to self isolate for 14 days.
- If in doubt please telephone/email us for support and advice. Please do not come into school. For example, a continuous cough does not mean your child has COVID-19 but if your child attends school and continues to cough we will have to send them home to ensure the safety of others. If it becomes apparent that your child has not self-isolated after a holiday then we will need to send them home. This will cause disruption to other children and staff and additional anxiety. At this stage it is best if we are cautious, we talk on the telephone and decide the best way forward. It may be that a child comes in late once a family is reassured that a cough has gone. As we move forward families and school staff will get better at managing and responding to possible symptoms and we will then be able to minimise disruption to family and school life.
- At the beginning of term we will not be operating the Breakfast Club or 4.30 Club. We plan to reintroduce these clubs as soon as possible but only after we have established new routines for the school day.
- 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 Childs to speak with parents.

Thursday 3rd September 2020 ONLY

- Please do not arrive early. Please make reference to the start and finish times below.
- Please practise social distancing on site.
- Students should arrive at the allocated time. We ask that only one parent/carer enters the school site with their child/ren to minimise the numbers on site.
- We ask that siblings not attending school remain at home unless child care is not possible. If you do need to bring siblings into school please make sure they remain with you.
- 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
- At the beginning and end of each session senior leaders will be available to direct and guide families.

- Please say a quick goodbye to your child and leave the premises as soon as possible. All school gates will be supervised. It is important that we minimise the numbers on site. We are hoping that most children will be happy to come into school. However, if your child does become very upset please take them away from their class group or classroom and a member of staff will come and support you. Unfortunately parents/carers can not enter the school building.
- Please walk to school if possible. It is very important that any car is parked with regard to the law and there is no congestion in the local streets that will cause problems for social distancing. Please park away from the school and walk the last part of your journey if a car is essential.

Year Group	Start Time	Finish Time
<p>Arrival - Please make sure your child has a rain coat with a hood!</p> <ul style="list-style-type: none"> • Students in Year 6 should walk in through the Uxbridge Road entrance. They should pass the main door and one more set of gates and then enter via the side door into the new building. Staff will be waiting to guide them. They should walk immediately upstairs to their new classroom. Parents/carers please leave the school premises as soon as possible. • Students in Year 5, 4, 3 and 2 should walk to the key stage 2 playground. As soon as they see their new teacher they should line up with their class. Parents/carers please leave the school premises as soon as possible. • Students in Year 1 should make their way to their new classroom. Staff will be there to guide you. Please leave your child as quickly as possible. Unfortunately parents can not enter the classroom, but of course you may settle your child in the outside area. <p>Dismissal - Please make sure your child has a raincoat with hood - parents too!</p> <ul style="list-style-type: none"> • Staff will be there to guide parents. Please be aware that dismissal may take longer than normal as we all get used to the new routine. Some classes have to be dismissed from the playground to enable us to maintain social distancing. It is very important that students have a waterproof coat with a hood if it is raining. 		
Year 6	9.15 am Gates will open at 9.00 am and you are welcome on to the school premises.	12.15 pm Gates will open at 12.00 noon and you are welcome on to the school premises.
Year 5	9.30 am Please do not arrive any earlier than 9.15 am unless you have a child in Year 6.	12.30 pm Please do not arrive any earlier than 12.30 pm unless you have a child in Year 6.
Year 4	9.45 am Please do not arrive any earlier than 9.30 am unless you have a child in Year 6 or Year 5.	12.45 pm Please do not arrive any earlier than 12.45 pm unless you have a child in Year 6 or Year 5.
<p>Students in Year 6, 5 and 4 should bring in a packed lunch or order one from the school meals' provider, 'The Pantry'.</p>		

Year 3	1.15 pm Gates will open at 1.00 pm and you are welcome on to the school premises.	3.15 pm Gates will open at 3.00 pm and you are welcome on to the school premises.
Year 2	1.30 pm Please do not arrive any earlier than 1.15 pm unless you have a child in Year 3.	3.30 pm Please do not arrive any earlier than 3.30 pm unless you have a child in Year 3.
Year 1	1.45 pm Please do not arrive any earlier than 1.30 pm unless you have a child in Year 3 or Year 2.	3.45 pm Please do not arrive any earlier than 3.45 pm unless you have a child in Year 3 or Year 2.
Students in Years 3, 2 and 1 do not need a lunch.		

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 parents'/carers' knowledge of their child's needs.
- We would appreciate parents talking to their child about the importance of looking after their own property and keeping it safe. Please make sure as much property as possible is labelled.
- All students should be wearing school uniform on the first day. However if the socially distanced queues have caused you last minute problems when buying school uniform then please send your child into school wearing clothing as near to the school uniform as possible. Sensible footwear is a must.
- Please do inform us of any significant events that have happened in your family particularly if you have sadly experienced a death in the family due to COVID-19. Any information will be treated with sensitivity. It will enable your child's class teacher/LSA to take extra care when discussing the last six months with your child. If you need to pass on any information you can do it in one of two ways. You can send an email to Mrs Childs (schilds@hillingdonprimaryschool.org.uk) our Welfare Officer explaining the situation or you can send an email asking Mrs Childs or Mrs Chaplin (Pastoral Care Manager) to telephone you for a discussion. Please be reassured that we will manage all information received sensitively and it will only be used to support your child's well being. Parents who have already passed on information do not need to make contact however we will ensure we continue to support you as a family and make sure we are prepared to welcome your child back to school.

- Students in Year 2 to Year 6 will need a change of foot wear on Thursday 3rd September and Friday 4th September as we will be using the school field.
- 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 according to COVID-19 guidance.
- 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 can be purchased from our school uniform suppliers. Information is available on our school website.
- Students will NOT need their PE kit on Thursday 3rd September or Friday 4th September. If it was left in school during lockdown and beyond then it will be returned to your child during these two days.
- We are requesting that adults wearing a mask on a bus/public transport take account of the guidance available for removal of them 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.**

Pencil Case/Stationery

- Students can choose to bring in stationery from home. It needs to be kept in school so we minimise items moving between home and school. A list was sent home to all parents/carers at the end of the summer term and a reminder was sent on the 28th August. Please ensure as much of their property as possible is labelled with their name. 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. Please discuss with your child the importance of looking after their property and in particular why it is especially important to use only their property at the moment.

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. They have been turned off due to COVID-19 guidance.
- Students may wear a 'bum bag' to school if this will help them to keep their personal equipment safe and near to them.
- If your child completed work for their 'What makes me Me' project then they should bring it to school in a plastic bag. Unfortunately, if it doesn't fit into a plastic bag we ask them to take a photo of their work to show their class. We will arrange a different time to bring the work in. Photos can come in next week if this works better for families. Work will be stored safely in

the classrooms for 72 plus hours and then used next week. We are delighted that so many children engaged in this work - thank-you!

- If your child has school reading books at home please send them back in a plastic bag. Again they will be stored safely for 72 plus hours before use.
- Please do not send in any other work your child completed at home. We are keen to see it but for the moment we need to manage the additional items coming in from home.
- Nothing else should be brought from home apart from glasses, if needed, 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.

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.

I hope this reminder is helpful as you prepare for Thursday and Friday. The staff are ready and waiting and keen to start what we hope will be a less eventful school year!

Best wishes,



Ann Bowen-Breslin
Principal