



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Dear Parents and Carers,

Return to School on Monday 8th March 2021

On Monday, we are very much looking forward to seeing our students back at school and able to enjoy time learning with their friends and teachers/LSAs.

We are just finalising the risk assessment for re-opening that is signed off by The Elliot Foundation Academies Trust (TEFAT). Most of it will be familiar to parents/carers although we have taken account of new requirements based on scientific research. The operational risk assessment for full reopening will be posted on the website by Friday afternoon at the latest so parents/carers will be able to view it before students return to school.

The staff team is very aware that we are still not operating school as normal and we need to continue to ensure we are all as safe as possible. We know it is not the time to become complacent when we are starting to see an end to this difficult period. Once again we ask for support from parents and carers in following the school routines and the law with regard to protecting us all from COVID-19.

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 any conversations relating to COVID. 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.

All students are required to return to school. It is very important that students attend school so that we can make up any lost learning. The only exception is if a child is ill or self-isolating. A child must not come to school if they have COVID symptoms or a family member has symptoms.

COVID Symptoms

- A student or staff member 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 Government guidance.

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

A student or staff member

- 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 on the school email address (hillprimary@hillingdonprimaryschool.org.uk) and we will gladly support and help you and your family if you are unsure as to whether your child should attend.
- Email is often the quickest way of making contact as some of our administration staff are working at home as we do not have enough office space to socially distance. They will respond as soon as possible. Please be patient as we are managing a large number of parent queries.

Any other reason for non-attendance **must** be approved by the school according to the special leave policy. Special leave is *unlikely* to be authorised unless it is very exceptional and parents/carers must make contact before taking any leave. We expect parents/carers to note the law on travel at present and the self-isolating rules.

To end on a positive note about teaching and learning. TEFAT's report to parents will soon be published on the school website and can also be accessed via TEFAT's website. Please do take time to read it and find out more about the Trust's work.

We look forward to welcoming you back on Monday.



Ann Bowen-Breslin
Principal

Reminders

All students need to be in school at 9am. All students in Reception and Key Stage 1 need to be collected by 3.15 pm at the very latest and in Key Stage 2 by 3.20 pm at the very latest.

Please be reassured that we continue to have time slots for arrival and dismissal. Your child should arrive at any time during that time slot. We will be ready to dismiss at any time during the time slot. These time slots have been designed for parents to easily drop off and collect more than one child.

PLEASE KEEP TO THE TIMES SO THAT WE MINIMISE THE NUMBERS ON THE SCHOOL SITE.

In order for us to manage the premises safely we ask the following:

- All parents and children to follow the one way system UNLESS there are exceptional circumstances. If there are exceptional circumstances you must first discuss them with a member of the senior leadership team who is on duty at these times.
- Parents who have a child in Nursery, Reception or Year 1 MUST take their child to these classes **first OR they will need to walk the one way system again.**

There will be staff on duty at arrival and dismissal times. We are here to provide support and help. Please maintain social distancing when you speak with a member of staff. If parents/carers need a longer conversation then please email the school and we will arrange an appointment with the relevant member of staff.

Arrival and dismissal - to enable us all to socially distance

- **Please make reference to the start and finish times below - it is important we all keep to these times so we keep everyone safe.**
- Please make sure your child has a waterproof raincoat with a hood as they may be waiting to enter the school at the correct time and some of the dismissal points are in the playground.
- The times have been arranged so that parents with two plus children do not have a long wait. Parents can remain on the premises if they have to wait for a short period. Please continue to practise social distancing.

Year Group	Arrival Time Students should come into school at any time during this time slot.	Dismissal Time Parents can collect their child at any time during this time slot.
Key Stage 2 Please do not arrive before 8.30 am.		
Year 6	8.30 am to 9.00 am	3.10 pm to 3.20 pm <i>*For children walking home alone - parents/carers please confirm with the class teacher</i>

		<i>the time you would like your child dismissed if you have not already done so.</i>
Year 5	8.30 am to 9.00 am	3.10 pm to 3.20 pm
Year 4 and Year 3	8.30 am to 9.00 am	3.00 pm to 3.10 pm If you have flexibility we would appreciate you arriving between 3.00 pm and 3.10 pm. However, if you have working commitments or similar then we will look after your child until 3.20 pm.
Reception and Key Stage 1		
Year 2	8.50 am to 9.00 am	2.45 pm to 3.00 pm
Year 1 and Reception PARENTS WHO DO NOT HAVE A CHILD IN KEY STAGE 2	8.50 am to 9.00 am	2.45 pm to 3.00 pm If you have flexibility we would appreciate you arriving between 2.45 pm and 3.00 pm. However, if you have working commitments or similar then we will look after your child until 3.15 pm.
Year 1 and Reception PARENTS WHO HAVE A CHILD IN KEY STAGE 2	8.40 am to 9.00 am The Early Years gate will not be open before 8.40 am. Please do not arrive early.	3.00 pm to 3.15 pm
Nursery children have their own start and finish times depending on their session. These session times have not changed.		

- We will aim to start hot school lunches in the summer term when we can take advantage of the warmer weather to enable our students to eat outside on the picnic benches. This will ensure that we continue to practise social distancing during lunch times and staff deployment is used to ensure our students enjoy their lunch times and socialising with their friends. Parents/carers can order a sandwich lunch from The Pantry if you require it. Please see the school website for details.
- 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.
- Your child is expected to wear a school uniform but additional items such as a jumper can be worn to keep them warm. Government guidance is clear that good ventilation stops the spread of COVID-19 and as we did in the autumn term we will be ensuring that classes are well ventilated. If you have problems buying school uniform due to COVID-19 restrictions then please send your child into school wearing clothing as near to the school uniform as possible. Sensible footwear is a must.
- On PE days students should come to school dressed in their PE kit. We will send a reminder to parents about the days their child/ren has PE.
- Students 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 may wear a 'bum bag' to school if this will help them to keep their personal equipment safe and near to them.
- 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. Masks taken off should be put into a small plastic bag. 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.**
- 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. 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.
- 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.

- 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 in 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.
- We value our conversations and engagement with parents. Unfortunately when parents arrive on site we 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 is allowed on to the school site. 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 staff will need to take place via email or in telephone conversations.
 - We ask that parents keep conversations to a minimum and only when they need to pass on important information.
 - 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 office.