

28th August 2020

Dear Parents and Carers,

School Reopening Update

In line with the guidance issued by the government, Hookstone Chase Primary School intends to reopen to all children in September. Term starts on Tuesday 8th September 2020. Staff have been working throughout Summer to put in place the plans to make Hookstone a safe school and we are confident we are ready to reopen to all our children. I have updated this guidance letter and tried to answer as many questions within it as you have posed.

We expect all pupils to wear school uniform and black school shoes. Teachers will not wear clothing that cannot be easily laundered and will not wear ties, suits etc. During the school day, the children will be outside as much as possible. Therefore please ensure all children have appropriate clothing and outdoor footwear to change in to that is dependent on the weather. You will be advised what days your child has PE at the end of the first day and we ask that you take their kit home to be washed after their PE session. Children do not need to come to school in PE kits on PE days. We allow book bags to be brought in to school but ask that nothing else is brought in to school (like show and tell items.) Any resources that your child needs for any additional needs must be agreed with the class teacher and we strongly recommend that you do not send your child to school with anything that cannot be easily disinfected. School reading books will come home and on return will be quarantined before being made available in the library again. We have not ordered school planners this year as they are high touch items and so will be communicating face to face, via parent mail / letter or text.

Any medicine needs to be administered before school wherever possible (such as anti-histamine). Any first aid that needs administering during the day will be delivered by a trained first aider who will wear PPE – we will explain this to the children so they know that face visors, masks, gloves and clinical aprons will be worn). Please be advised of the Medicines Policy - if your child has any chronic condition that requires medication during the day, all medication must be handed in to the office by an adult in a labelled box with pharmacist's dosage details on.

As your child arrives home every day, we strongly recommend that they shower and pay particular attention to washing hands on a regular basis. Every visitor to the school site must also wash or sanitise hands before and after being on the school site. Visitors will not be allowed entry to the school building except in to the reception area and we will limit the number of visitors at any time to ensure safe social distancing.

If your child shows any sign of coronavirus (COVID – 19) whilst at school then they will be isolated in a holding room and need to be picked up straight away and you should apply for them to be tested. If the test returns negative then they can return to school. If they test positive, they will need to isolate at home for 7 days or until well and the rest of the family within the household will need to isolate for 14 days. All other staff and pupils in their bubble, including their connected households, must also self-isolate for a period of fourteen days. The pick-up point for children who have to be isolated is Cherry Classroom (off the top playground up the steps). Please ensure that our contact details for you are up to date, including addresses and telephone numbers and passwords. Should your child present with any symptoms at home or test positive for Covid-19, please keep your child at home and let school know as we will report numbers of cases to the local authority for their tracking systems. In the past we have always tried to encourage children to remain in school if they have mild symptoms of colds or flu. We cannot operate like this in the coming months and if a child or member of staff presents with any of the Covid symptoms they will be asked to go home immediately and be tested for the virus. This is to ensure the safety of our whole community.

Where possible we have ensured that the same members of staff are in the bubble with your child. However, at times we have to use teachers across more than one bubble in order to cover teachers' statutory planning

time. We have robust systems in place to ensure good hygiene and are confident that we have put in sufficient measures to ensure everyone's safety.

If your child is not having a school dinner, you will need to provide them with a packed lunch that can be thrown away in a plastic / paper bag. Please do not send cutlery unless you are happy for it to be disposed of.

If your child is having a school dinner, they will be provided with a packed lunch in a picnic bag. We will serve children's dinner in their class bubbles and because of the delivery times it will not be possible initially to provide a hot meal for all classes so we will rota this so that each phase gets hot meals at least twice a week. This is to reduce the mixing of children in the dining hall and to mitigate the risk of transmitting the virus from one bubble to another. We will review this regularly and will do our best to ensure we can get hot meals to every child as soon and regularly as possible.

We are a cashless school for safety purposes and would ask that all payments for school dinners and trips are done online via ParentPay. If you have not registered for ParentPay previously, please contact school for details on how to do this. New starters will have that information in their starter packs.

We have worked hard to minimise the risk to our school community and we have employed two cleaners to deep clean the provision around the children throughout the day in addition to the usual cleaning rota before and after school. We have a rota for playtimes, lunchtimes and drop off pick up times so we are actively reducing the amount of contact children have with others outside of their bubbles.

We appreciate that many children and families may find the return to school difficult and so we will be our usual friendly selves as you pick up and drop off. To ensure social distancing, we ask that you follow the playground routes to line up in the bubble that your child is allocated to. You may enter the site via any entrance and head straight to the allocated lines to wait. Only staff and blue badge holders may use the car park. Staff will collect children from the lines in the playground and bring your children back to the same point at the end of the day. If you need to collect your child at any other point, please come to the main office. We will limit the number of people who can be in the office reception area to ensure social distancing. We are grateful for your patience should you need to wait outside. If you have more than one child coming in to school at different times we will allow children to enter classes rather than wait once they have dropped off their siblings. We will not allow children to enter classes unless they have siblings in school who arrive earlier. Please don't worry on the first day as staff will help you know where to go if you or your child is unsure. Please do not take your child directly to the classroom and always remain on the playground areas whilst waiting at drop off and pick up times. We cannot allow children to remain on site after the allocated collection times.

We appreciate the extra challenge for our new to school Reception families and we have taken on board the request from families to offer a full time provision as soon as possible. We had intended to operate a staggered start for all Reception children over a period of a fortnight. To support our working families we have now decided to have two half days on Tuesday 8th and Wednesday 9th September for all reception children. We will then operate two separate classes from Thursday 10th September. A starter pack has been sent to all new starters but any questions can be forwarded to admin@hookstonechase.n-yorks.sch.uk.

We will provide water bottles for new starters in Reception but ask that they are taken home each day and washed with detergent. All children will be expected to sanitise their hands before entering school. There will be a hand sanitiser on each playground and one by the reception and office entrances.

Staggered times and drop off/collection procedure

Monday –Thursday

Class	Entrance arrival time	Exit Pick up time
Rowan and Sycamore (Reception and year 1 class)	8:55	3:15
Holly, Pine and Willow	8:40	3:00
Beech, Silver Birch, Hawthorn	8:45	3:05

Maple, Oak, Horsechestnut	8:50	3:10
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Rowan and Sycamore classes will have a two day staggered start to the year. Children with birthdays from September - March will attend mornings only on Tuesday 8th and Wednesday 9th September and should arrive at: 8:55 and be collected at 11.30am. Please wait on the bottom playground and staff will bring the children to the allocated class lines. Children with birthdays from April - August will attend afternoons only on Tuesday 8th and Wednesday 9th September and the sessions will start at 1.00 pm and children should be collected at 3.15pm from the bottom playground. Children will not have lunch at school on those days. Full time provision will commence on Thursday 10th September for all children in Rowan and Sycamore classes. Usually we would allow parents in the Reception year groups to stay and see their children settle. As we cannot allow access to the school building we are sadly unable to offer this provision. We will however, make staff available to discuss your child's progress and will use Tapestry to keep you up to date of their achievements. Staff will use the usual staff meeting times (Wednesday 3:30 - 4:30) to make contact with parents in the first half term and appointments can be made over the phone, face to face outdoors or via Teams meetings with your child's teachers to discuss your child's progress. Our children settle well in school and we have every confidence that the plans we have in place will ensure they have a great start to the school careers.

Pupils will be asked to arrive promptly (not early) for teacher collection to allow them to move into school together. All pupils and parents (only one adult to enter school for drop off and pick up) will enter through either of the school gates and follow the arrows and designated routes to the class lines. Pupils will enter through their classroom doors, not the school main entrance. All siblings or other children must be held and not allowed to roam in the playgrounds or play on equipment. Pets should not be brought on to the school site. Please also refrain from using your mobile phone at all times whilst on the school premises.

Late arrivals

Late arrivals will be permitted entry through the usual school gates. Upon entry, they will be met by a member of staff (most likely SLT) who, adhering to social distancing, will accompany them to their classroom entry door. This should reduce the potential breaking of social distancing between parent and class teacher at the point of entry to school. Pupils will immediately be helped to follow good hygiene procedures once in class.

Collection procedure

Pupils will exit through their class door adhering to social distancing and be led out to their bubble's demarcated line in playgrounds. Pupils will be released to parents from their line and be encouraged to adhere to social distancing when exiting the school. Please arrive promptly for the correct times. Please wait outside the school grounds should you arrive early.

Children from year four upwards may walk home alone if you have advised school that this is safe but any children from year three or younger will require parents or carers to collect from school.

Childminders collecting children will have to collect their charges from the class lines and keep hold of any other children they are caring for on the school grounds.

Meetings with teachers can be arranged after school upon request when all children have left. Alternatively you may wish to speak to myself or Mrs Peacock if we can help with any queries or concerns.

We have started to operate a password system for each child and ask that you let the office know what the password is. We request this if someone other than the usual designated adult is collecting your child or requesting information about them. Without the password, we will not release a child – even if the adult collecting is known to school.

Wrap Around Care

We intend to recommence out Wrap Around care provision in the second week of the term. You should now have received details of this provision from Acorns, our Wrap around care provider this week. Acorns run this provision independently and school does not manage the provision so any queries should be directed to Acorns on 01274 511572

If you are dropping off or collecting from the Wrap around care club, you will not be allowed to enter the building and will be asked to wait outside Cherry class for your child. This is the class on the top playground (with the steps up to the balcony area.)

Personal Protective Equipment (PPE)

You may be aware of changes to the government guidance around PPE. Primary schools are currently not expected to wear masks to school. However, as a Trust we are happy for any child or member of staff to wear a mask and / or visor to school if they wish. Any member of staff administering first aid or intimate care will wear a mask, visor and surgical gloves for the period of time that they are performing their medical duty. All staff will receive training about the safe use of PPE and disposal of PPE. We would ask that any visitors to school wear a surgical mask (one can be provided prior to entry). Should you have a medical reason to not wear PPE, please inform the office prior to your visit.

We have worked very hard on the arrangements for reopening school and this has been all the more challenging because of late announcements from the government and regularly changing guidance. The plans I have shared with you may change again over the summer break and I am sorry if we have to contact you later with an amended provision. The only reason now for this would likely be a local lockdown but we will keep you well informed as times passes. We are working really hard to ensure that we can all return in September safely and I look forward to things returning to normal as soon as possible. In the meantime, thank you for your ongoing support and we look forward to the return of our children.

I appreciate from having spoken to a number of parents and members of the community (as well as my own family), that there are lots of views and opinions about Covid 19 and the related risks. As a Headteacher, my role is to ensure the absolute safety of my school community and so I will be firm about the risk assessments I make and ask us all to follow. I hope that, despite the inconveniences this may cause, that you all work with me to help mitigate the risks of transmitting the virus. It is never my intention to upset or inconvenience families but there may be times in the coming months where we have to grin and bear some challenges and I am so grateful for your support in this. I am absolutely committed to the safety and well-being of our whole community and so will be running a tight ship to keep the virus out of Hookstone Chase.

I hope you all are having a safe and happy summer break and as ever, I can be contacted on admin@hookstonechase.n-yorks.sch.uk throughout the holiday for any urgent concerns.

Kind regards,



Miss Watson
Headteacher