

24th August 2020

Dear Parents and Carers

We hope that you have been able to enjoy some form of a break in the last few weeks.

We are looking forward to welcoming everyone back to school on Thursday 3rd September. Our systems are already in place for the children and staff that we currently have in our 'bubbles' and from September we will continue with this approach. In order for us to operate safely, providing a full curriculum, we are going to group the children into class bubbles. This will mean that throughout the day the children in each class will stay together and their interaction with other classes will be minimal. Therefore, we will not be able to offer either breakfast club or after school provision – we will continually reassess this and hopefully, re-instate both as soon as it is safe to do so.

As you will appreciate there will be an increase in numbers at the start and end of the school day therefore it is essential you follow the designated times and plans for the drop off and collection procedures. We have adjusted our timings at the beginning and end of the school day to avoid large gathering of parents and also to reflect the protective measures we have put in place.

Here are some key summary points for you to familiarise yourself with in preparation for returning to school:

- Only 1 adult should drop off/pick, up to reduce the number of people around school.
- Please walk, or cycle, to school whenever possible – to ease traffic congestion • Please disperse as soon as you have dropped your child off – to avoid unnecessary larger gatherings.
- Parents will not be admitted onto the school premises without an appointment (the school office will be available via telephone) • Children should be in full school uniform.
- Following government guidance to avoid bubbles mixing and to maintain social distancing, children will be storing their belongings at their desks, please do not send your child in with a bulky rucksack. All they will need is their school water bottle, lunch (if having packed lunch from home) and their reading book. No pencil cases please as all equipment is provided and cleaned in school. Only essential equipment, under classteachers' directives, will specific equipment be allowed to be brought into school. These will be kept in individual pupil's plastic wallets at all times.
- Public Health England has advised schools to ensure that children do not wear face coverings in school. Please do not send your child into school with a facemask. If staff

need to come into close contact with a child e.g. when administering First Aid or if a child shows symptoms of Covid-19 they will wear the appropriate PPE.

- If your child develops symptoms, whilst at school, they will be sent home immediately and you will be supported to have them tested for Covid-19 and given instructions of how the family should isolate to reduce the risk of spreading the infection.
- If your child or a household member develops symptoms at home, please do not send your child to school. Please contact us and we will support you with what to do next.

We are really looking forward to welcoming you back. I know we can rely on your continued support to enable us to do this safely by following the points detailed above. Your support is a constant reassurance for us. In the first few weeks our focus will be:

- Settling everybody back into a school routine.
- Building up the children's confidence, resilience and re-establishing friendships.
- Gauging where the children are in terms of their learning, then building on top of the knowledge and skills that they have retained.
- Supporting children to re-establish their positive attitudes to learning and independence.
- Back-filling any gaps in knowledge to ensure they swiftly make progress in their learning.

We understand the last 6 months have been challenging and we want our personal, social and health education (PSHE) to fully support our children. Therefore, from September, we will be implementing the Recovery Curriculum, the Jigsaw comprehensive programme for Primary PSHE including statutory relationships and health education, in a spiral, progressive and fully planned scheme of work, giving children relevant learning experiences to help them navigate their world and to develop positive relationships with themselves and others.

With a strong emphasis on emotional literacy, building resilience and nurturing mental and physical health, Jigsaw lessons also include mindfulness allowing children to advance their emotional awareness, concentration and focus. Please contact Mr Ben Lough, our PSHE lead in school, if you have any questions.

We are mindful that the home learning you have had to manage since the March lockdown may have put a lot of strain on you and your child but anything you can continue to do at home will be a bonus. From simply listening to your child read, to helping them with their number bonds and times tables – it will be time well spent. If you need to contact school please either telephone us on 0207 723 7482 or email office@hampdengurney.co.uk and your response will be dealt with either that day or



on the next working school day – please can we ask that you do not contact staff via social media, thank you.

Please find attached to this bulletin the full school-reopening guidance for your perusal.

Once again, we are all looking forward to seeing everyone again - have a lovely summer.

Yours sincerely

E Chua

Evelyn Chua
Headteacher

Full Guidance Information for Staff and Parents

School Reopening: System of Controls and Prevention Guidance

Prime Minister Boris Johnson has announced that all children – across nurseries, primary and secondary schools, and colleges – will be back at school from September "on a full-time plan".

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore, the need for all pupils to return to school could not be more essential.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. It is well acknowledged that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and we will adhere to the government guidance on the health and protective measures to reduce any potential risks. This will be an important move back towards a normal life for the whole school community.

School Reopening Guidance

We will be preparing to welcome **all** children back the first day of the Autumn term on Thursday 3rd September 2020. While coronavirus (COVID-19) remains in the community, the school will be balancing and minimising any risks from coronavirus (COVID-19) by maximising control measures with providing a full educational experience for the pupils. We will be using our existing protocols, arrangements and resources implemented since the 1st June phased reopening to welcome the return of all our pupils.

As guided by the DfE framework, the school will put in place the proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, it will be necessary to minimise the number of contacts that a pupil has during the school day as part of delivering the system of controls (outlined below) to reduce the risk of transmission.

While our aim is to have all pupils back at school in the autumn, the school will also be planning for the possibility of a local lockdown and how we will ensure continuity of education.

The system of controls: Protective Measures

In accordance to the guidance set out by the public health advice the school will follow these measures to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that will be followed if anyone develops coronavirus (COVID-19) symptoms while at school.

A comprehensive Risk Assessment and Action Plan document which sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way has been undertaken and is available for parents to view on our school website.

A risk assessment will work through the below system of controls, adopting measures to the fullest extent possible in a way that addresses the risk identified in our assessment, and allows us to deliver a broad and balanced curriculum for our pupils, including full educational and care support for those pupils who have SEND.

System of controls

This is the set of actions the School will be taking and they are grouped into 'prevention' and 'response to any infection' outlined below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible – especially during drop-off or collection times
- 6) where necessary, wear appropriate personal protective equipment (PPE) – which we hope that face-masks will be used by all parents (as appropriate) when dropping off or collecting your children

Response to any infection:

- 7) engage with the NHS Test and Trace process



8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice
Numbers 7 to 9 must be followed in every case where they are relevant.

Prevention Measures

We will ensure that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, he/she will be moved, if possible, to the medical room where he/she can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.

If child needs to go to the bathroom while waiting to be collected, he/she will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

As with school's usual practice, in an emergency, call 999 if a child or adult is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. We will ensure that:

- there will always be enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping to ensure younger children and those with complex needs understand the need to follow them.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, and the school will ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school's health regime will operate. Staff will access the government recommended [e-Bug coronavirus \(COVID-19\) website](#) resources (also recommended to parents) to encourage good hand and respiratory hygiene.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus, education. Face coverings are required on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as appropriate detergent or sanitising agents

The School will be:

- putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
 - more frequent cleaning of rooms, furniture and shared areas that are used by different groups
 - frequently touched surfaces being cleaned more often than normal e.g. classroom and toilet doors, bannister, P.E. equipment, classroom resources, etc.
 - toilets will need be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using their assigned washrooms and toilets.

5. Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and the school will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle we will be applying is reducing the number of contacts between children and staff. This be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Although both measures will help to reduce transmission, the balance between them will change depending on:

- children's ability to distance
- the layout of the school premises, and
- the feasibility of keeping distinct groups separate while offering a broad curriculum (especially during our KS 2 Rotation programmes).

a. Grouping of Children

For the autumn term, maintaining consistent class groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, it will be necessary for the school to change the emphasis on bubbles within our system of controls and increase the size of these groups. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

The school will take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When interacting in larger groups such as lunchtimes, playtimes, physical education and KS 2 rotation, the system of controls become even more important to minimise transmission risks. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Whilst we will be keeping children in their class groups for the majority of the classroom time, it may be necessary to allow mixing into wider groups for specialist teaching. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff is required to move between classes, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we appreciate that this is not likely to be possible with younger children and teachers can still work across groups if that is needed to enable a full educational offer.

b. Measures within the classroom

It is strong public health advice that staff to maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults will maintain 2 metre distance from each other, and from children.

For children old enough, they will be supported to maintain distance and not touch staff and their peers where possible. This will not always be possible for the youngest children and some children with complex needs, and school will only be doing this when it is feasible.

We will be making small adaptations to the classrooms to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on, and moving of unnecessary furniture out of classrooms to make more space.

c. Measures elsewhere

Groups will be kept apart and to do this, the school will avoid large gatherings such as assemblies or collective worship with more than one group. Collective worship will be held twice a week using the school's virtual platform in the Autumn term.

When timetabling our playtimes, lunchtimes, specialist lessons, staggered school starting and finishing times, groups will be kept apart and movement around the school site kept to a minimum. We will avoid creating busy corridors, entrances and exits.

Use of staff rooms and staff shared spaces will be minimised with alternative areas for breaks planned and offered.

d. Measures for arriving at and leaving school

The school will staggered our start and finish times to keep groups apart as they arrive and leave school. Please note your child's class scheduled times for arrival and departure posted with this guidance and on the school website.

We have endeavoured to avoid significantly reduced amount of overall teaching time with the staggered start and finishing school hours. We will aim to communicate with parents to remind parents about the process for drop off and collection, including that gathering at the school entrances and the avoidance of entering the school premises without an appointment.

Pupils will wash and sanitise their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them (if used), wash their hands again before heading to their classroom.

Parents are strongly advised to use your face coverings when waiting to drop-off and collecting your children, maintaining social distance at all times.

e. Other considerations

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators will plan to meet these needs, for example, using social stories and through our Recovery Curriculum.

Supply teachers, peripatetic teachers and/or specialist staff can provide the necessary curriculum provisions as arranged with the school. They will minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND will be able to provide interventions as usual.

Equipment and resources are integral to the delivery of education. From the autumn term, it is recommended that staff and pupils have their own frequently used equipment, such as pencils and pens, and that these items are not shared. These will be kept in named plastic wallets at all times.

Classroom based resources, such as text books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be sanitised frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Outdoor playground equipment will be more frequently cleaned. It is recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will be applied to these resources upon the return to school.

6. Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff in the school will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained
- where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE will continue to be used.

Response to any infection

7. Engage with the NHS Test and Trace process

Staff will have an understanding of the NHS Test and Trace process and how to contact the local [Public Health England health protection team](#). The school will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for parents without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

By the autumn term, the school will be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. Advice will be provided alongside these kits.

The school will ask parents and staff to inform them immediately of the results of a test:

- if the child/adult tests negative, feel well and no longer have symptoms similar to coronavirus (COVID-19), he/she can stop self-isolating. However, the child or adult could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

- if the child/adult tests positive, he/she will follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if the child or adult does not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when the child or adult first became ill. If he/she still has a high temperature, keep self-isolating until the temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

The school will take swift action when we are made aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team as necessary.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school in this situation to guide the school through the actions we need to take. Based on the advice from the health protection team, the school will to send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

9. Contain any outbreak by following local health protection team advice

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team who will be able to advise if additional action is required.

10. How will the school curriculum change?

Schools have been directed to teach an "ambitious and broad curriculum in all subjects" from the start of the autumn term, but also to find time to cover the most important missed content. In particular, that may mean emphasising reading in all

subjects as a way of improving that core skill and if necessary, to reteach parts of the English and Maths syllabus. Even with modifications to the timetable, the school will be aiming to return to teaching their normal curriculum.

Pupils will be assessed and tested regularly to ensure they have a full grasp of the curriculum, and adhering to the government recommendations of offering the "broad and ambitious" curriculum, including a wide range of subjects.

Teachers will incorporate remote learning into their lesson plans, as it may need to be an "essential component" of a child's learning if there is a local lockdown and a school is closed down. As implemented during the lockdown, the school will organise a contingency plan for remote learning by the end of September, incorporating high quality online resources and teaching videos, as well as printed worksheets and textbooks for those who do not have computers. Remote learning will be delivered to children who are shielding or continuing to self-isolate at home.

Day trips can resume from September as long as standard Covid-19 guidance is followed, but overnight stays in the UK or abroad will not be possible.

11. Will parents be fined if their children don't go back?

Although, penalties were suspended when the pandemic began, the guidance has changed and usual rules will apply. So parents must send their children to school regularly and schools may issue fixed penalty notices if they don't.

Where the personal circumstances of parents and/or staff create added concerns, the school managers will discuss these concerns with families or individual staff to address any worries or anxieties.

12. Finally

The public health advice in this guidance and 'system of controls' in preparation for our full-school reopening in September have been used throughout the coronavirus outbreak. These protective measures when implemented with the school's revised risk assessment, will create an inherently safer environment for the children and staff where the risk of transmission of infection is substantially reduced. The school's revised Risk Assessment procedure can be found on our school website.

We hope that this comprehensive document will provide the reassurance and confidence for the return of all our pupils and we shall look forward to welcoming everyone back on Thursday 3rd September.

Yours sincerely

Evelyn Chua
Headteacher

