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Headteacher Mr. S. Bommel**

**LIMITLESS POTENTIAL**

**IGNITE PASSION**

**EMBRACE DIFFERENCE**

**Friday, 26<sup>th</sup> February 2021**

### **Full opening of Hazlewood Community Primary School - Key Information for Parents and Carers**

I am writing to inform you that following the UK Government's announcement to re-open schools to all year groups on Monday 8<sup>th</sup> March 2021, we are now able to share our plans with you.

Firstly, on behalf of all the staff and governors, I would like to sincerely thank you for your fantastic support during these exceptional times. I know you have all been doing the very best for your children and I hope that you and your families have been able to stay safe and healthy.

The plans were completed in consultation with all team members at Hazlewood Community Primary School and our Chair of Governors.

We are absolutely delighted to welcome all our children and families back to school on Monday 8<sup>th</sup> March 2021. I can assure you that we will continue to do everything we possibly can in ensuring that this is done in a way that is most effective in minimising risks and ensuring the safety of our pupils and staff.

It is highly important that as a school community, we inform you honestly of all the steps we have taken prior to reopening our school fully for our children and staff. I can assure you that all school leaders took into account the local authority and government's guidance documents when planning for re-opening our school prior to making the final plans. A full detailed risk assessment supported by North Tyneside Council Health and safety team will be made available on our school website prior to school re-opening on Monday 8<sup>th</sup> March 2021.

Children and staff will continue to work in 'bubbles' and limited year groups. Whilst we are not able to gather for assemblies, we are going to continue with in class celebrations for this and will be adopting all kinds of creative ways to ensure that the children have a sense of being part of Hazlewood Community Primary School and the wider school community.

Attached are our plans for re-opening and we will also post these on the website, so they are easily accessible as I am sure you will appreciate guidance is coming through all the time and we are reviewing this in line with our plans, obviously if this means these need changing we will update you.

Please do not hesitate to contact the school, should you have any questions.

There is a light at the end of the tunnel!

Let's continue to work closely as a team so we can all look forward to a bright and happy summer ahead of us.

Best regards

Stephane Bommel  
Headteacher

## **System of controls**

**This is the set of actions our school are taking. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections 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) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

### **In specific circumstances:**

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

### **Response to any infection:**

#### **We will always:**

- 9) Promote and engage with the NHS Test and Trace process.
- 10) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

**If anyone in our school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the child or member of staff:**

- Must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- Advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
- Advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

**The test result must be sent to school.**

#### **IMPORTANT:**

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.

## **Face Coverings**

Face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

## **Asymptomatic testing**

### **Coronavirus (COVID-19) asymptomatic testing in schools – Staff only (Twice weekly)**

Rapid testing using Lateral Flow Devices (LFDs) for all staff will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.

Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.

Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence.

## **Social Distancing at school**

At Hazlewood Community Primary School, we will continue take necessary steps to ensure that social distancing can be achieved in specific areas of the school. We will continue to minimise contact between individuals and maintain social distancing wherever possible. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.

## **Risk assessment**

As part of planning for full return on Monday 8<sup>th</sup> March 2021, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level. The final risk assessment will be uploaded to our school website.

## **Is there an expectation that PPE will be in use in school?**

The guidance states that the majority of staff will not require PPE beyond what they would normally need for their work. However we have carefully considered when staff should be wearing them for the following reasons:

- Administering intimate care (i.e. should they need to change a child)
- Administering first aid
- Specific room for a child with suspected COVID-19 symptoms. It is agreed that all staff will have access to disposable gloves and disposable protective face masks if required.

## **Reduce mixing within the school setting**

- Accessing rooms directly from outside if possible (as only minimal number of classrooms can be accessed from outside)
- Staggered breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- Children will have lunch in the main hall at staggered times.
- Limit the number of children or young people who use the toilet facilities at one time

## **Cleaning and hygiene**

At Hazlewood Community Primary School, we will:

- Ensure that children stay in their groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
- Ensure that children will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.
- Ensure that the cleaning team is on site from 8.30 a.m. until 3.30 p.m. regular cleaning around the schools throughout the day.
- Ensure that regular hand washing is happening – on arrival at school/ at least every hour thereafter/ before and after lunch & snack/ after outdoor activities/ after sneezing or coughing.
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.
- Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal by the cleaning team.

## **Ensure that all adults and children:**

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
  - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
  - Are encouraged not to touch their mouth, eyes and nose
  - Use a tissue or inner elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
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- Ensure that help is available for children and young people who have trouble cleaning their hands independently
  - Encourage young children to learn and practice these habits through games, songs and repetition.
  - Ensure that bins for tissues are emptied throughout the day
  - Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
  - Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

## What can my child bring to school?

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as disposable packed lunches, hats, coats and book/ homework bags. No personal bags are allowed except your child's reading/ homework folder.

- Hazlewood red book bag/ Plastic wallets/ **Lunch boxes allowed**
- Personal items including hats, coats, books
- **Packed lunch boxes and 2 x water bottles (Please ensure that sufficient water is brought on a daily basis as we will not be able to refill the water bottles at school)**
- School will provide each child with a personal pencil case with stationary (clearly labelled) from Year 1 to Year 6

Classroom based resources, such as books and games, can 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 cleaned frequently and meticulously. Outdoor playground equipment will be more frequently cleaned.

## Changes to routines for staff and pupils

These new routines will be explained in a child-centred way and the children will be fully involved in this learning process. Again, we will encourage children to learn and practice these habits through games, songs and repetition within a safe and nurturing environment.

The highest level of behaviour and respect will be expected from all pupils. Parents will automatically be contacted, should a child refuse to follow the new routines.

The routines include:

- Following any altered routines for arrival or departure
- Following school instructions on hygiene, such as handwashing and sanitising
- Following instructions on how pupils can socialise with at school
- Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- Tell an adult if you are experiencing symptoms of coronavirus
- Rules about sharing any equipment or other items including drinking bottles
- Amended expectations about breaks or play times, including where children may or may not play
- Use of toilets
- Clear rules about coughing or spitting at or towards any other person
- Clear rules for pupils at home about conduct in relation to remote education
- Rewards and sanction system where appropriate

## Bubble groups Pick-up/ Drop-off Times & Locations

### Instruction for drop-off and pick up:

- Please enter via the double gate by the school and exit via the small gate on the opposite side (entrance and exit will be signposted). This will operate as a one way system. Wear a face mask at all times when entering/ exiting the school playground.
- Nursery to enter via the normal gate next to the main office and exit via the small gate on opposite side.
- Drop-off / pick up your child **promptly** at the designated place & times (see attached photograph for specific entrance/ exit door for your child's class) – **Limit to 1 parent/ carer only**. Siblings should preferably stay at home with another adult if possible. If not possible, all children must stay by their parents/ carers side. **No dogs are allowed on the school playground.**
- Parents/ carers will be accompanying their child to the allocated door. Teachers and teaching Assistants will greet the children on the playground and guide them to their classroom. The headteacher will be on the playground to support any children who are either upset or unhappy to come to school.
- Please leave the school site as quickly as possible respecting social distancing.

**Please do not approach any members of staff or enter the school building. Any discussions will have to take place over the phone or by appointment only.**

### Bubble 1: Nursery, Reception & Year 1

Groups	Drop-off	Pick-up	Locations
Nursery	8.30 a.m. – 8.45 a.m.	3.15 p.m. / 3.30 p.m.	Nursery door
Reception	8.40 a.m. – 8.50 a.m.	3.00 p.m.	EYFS Entrance
Year 1	8.40 a.m. – 8.50 a.m.	3.00 p.m.	EYFS Entrance

### Bubble 2: Year 1/ 2, Year 2 & Year 3

Groups	Drop-off	Pick-up	Locations
Year 1/ 2	8.40 a.m. – 8.50 a.m.	3.10 p.m.	KS2 entrance
Year 2	8.40 a.m. – 8.50 a.m.	3.10 p.m.	KS2 entrance
Year 3	8.40 a.m. – 8.50 a.m.	3.10 p.m.	KS2 entrance

### Bubble 3: Year 4, Year 5 & Year 6

Groups	Drop-off	Pick-up	Locations
Year 4	8.50 a.m. – 9.00 a.m.	3.20 p.m.	KS1 Entrance
Year 5	8.50 a.m. – 9.00 a.m.	3.20 p.m.	KS1 Entrance
Year 6	8.50 a.m. – 9.00 a.m.	3.20 p.m.	KS1 Entrance

## **Groupings**

Although, maintaining consistent groups remains important, given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, we feel confident to increase the size of these groups.

Bubble groups:

- Nursery, Reception & Year 1 (100 pupils approx.)
- Year 1/ 2, Year 2 & Year 3 (78 pupils approx.)
- Year 4, 5 & 6 (89 approx.)

Each 'bubble' group will be allocated to a specific part of the school building. The 'bubble' groups will be kept apart from the other groups at all times. Older children will be encouraged to keep their distance within their group (especially at Key Stage 2). 'Bubble' groups will be allocated specific break times during the day.

## **Travelling to school**

We would like to encourage everyone to walk, cycle or scoot to and from school wherever it is possible and safe to do so.

## **School uniform**

All children must come to school in their full school uniform or PE kit (PE days).

Uniforms do not need to be cleaned:

- More often than usual
- Using different methods

## **Curriculum**

All pupils will receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.

The curriculum remains broad and ambitious. All pupils continue to be taught a wide range of subjects.

## **EYFS – Considerations**

- Focusing on the prime areas of learning in the EYFS, including communication and language, personal, social and emotional development, and physical development
- For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For Reception, consider how all groups of children can be given equal opportunities for outdoor education.

## **KS1 and KS2**

- Identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics)
- Identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.
- The curriculum will continue to remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages.

## **Pupil wellbeing and support**

Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation.

We will consider using pastoral and extra-curricular activities to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

## **EYFS & Primary Assessment**

The Department for Education has agreed that schools are not required to complete the Early Years Foundation Stage Profile in 2021.

The statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics are cancelled.

We will continue to use Year 6 assessments during the summer term, using past test papers. This will inform teaching, enable you to give information to parents on their child's attainment in their annual report, and support transition to secondary school.

## **Attendance**

School attendance will be mandatory for all pupils from 8 March 2021.

The usual rules on school attendance apply, including:

- Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age).
- The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

## **IMPORTANT:**

**Parents/ Carers must telephone school on the first day of absence. A message may be left on the school answer phone. Please include the reason for the absence as unwell will not suffice.**



## **Self-isolation and shielding**

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

## **Pupils and families who are anxious about attending school**

It is likely that some pupils, parents and households may be reluctant or anxious about attending school. This may include pupils who:

- Have themselves been shielding previously but have been advised they no longer need to shield.
- Live in a household where someone is clinically vulnerable (CV) or CEV (including young carers).
- Are concerned about the possible increased risks from coronavirus (COVID-19) such as those who have certain conditions such as obesity and diabetes.

Please contact the school immediately so we can provide reassurance on the measures we are putting in place to reduce any risks.

We would like to remind you that pupils of compulsory school age must be in school unless a statutory reason applies.

## **School meals**

Our school kitchen will be fully open and normal legal requirements will apply to the provision of food for pupils, including ensuring food meets the standards for school food in England. This includes for those eligible for:

- Benefits-related free school meals
- Universal infant free school meals

Our school kitchen will continue to follow the guidance for food businesses on coronavirus (COVID-19).

We will continue to provide free school meal support to pupils who are eligible for benefits-related free school meals and who are learning at home during term time.

(Please see attached new school menu)

## **Remote education**

Attendance is mandatory for all pupils of compulsory school age from 8 March.

Schools affected by the Remote Education Temporary Continuity Direction are still required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around coronavirus (COVID-19).

This includes, for example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.

## **Educational visits**

No educational visits will take place at this time. This advice will be kept under review.

## **Physical activity**

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.

## **Hazlewood OOSC – Message from Debbie Barrass – Manager OOSC**

We very much want to reopen the out of school club at Hazlewood and will look to the potential of this for the weeks beginning 15th and 22nd of March up until the school then closes for the Easter half term holidays.

This will mean updating and reviewing risk assessments, and assessing need for places from parents and carers.

Government guidance states that the following:

Therefore, from 8 March, providers should only offer indoor and outdoor face-to-face provision to:

- vulnerable children and young people
- other children, where the provision is:
  - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
  - being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education
  - being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessment.

After the Easter holidays, it is hoped that we will be able to reopen to all children as normal.

We would be unable to maintain the bubble groups that children have within the school due to the OOSC being in one room and there are siblings who attend who are across a variety of bubbles.

We would of course adhere to the strict control measures we had in place prior to lock down. We are required to ensure the children attending are consistent and would offer priority to full after school club sessions over those requiring first hour only.

If parents do require the services of the OOSC again from the week beg the 15th of March, could you please email us on:

**Hazlewood.oosc@northtrust.co.uk** and we will do our very best to accommodate this.

Stephane Bommel  
Headteacher

Keith Oliver  
Chair of Governors

