

## Highfield Primary School



Highfield Road  
Winchmore Hill  
London N21 3HE  
Tel: 020 8360 2149  
Website: [www.highfieldprimary.co.uk](http://www.highfieldprimary.co.uk)  
Email: [office@highfield-pri.enfield.sch.uk](mailto:office@highfield-pri.enfield.sch.uk)  
Headteacher - **David Wilson B.A. (Hons)**  
Deputy Headteachers–  
**Stephanie Morton B.A. (Hons)**

### Reopening of the school to children in Nursery, Reception, Year 1 and Year 6

Dear Parents/Carers,

As you may well imagine in the 9 days since the Prime Ministers announcement myself, the Senior leadership team and the staff as a whole have been going through what the reopening of school will look like. We had been given some idea that school would be reopening to some children but, like most schools, had anticipated this being for our oldest children. It came as somewhat of a surprise that this would be for our youngest children as well. **Our plan is to reopen from 8<sup>th</sup> June to children in Nursery, Reception, Year 1 and Year 6.**

The aim of this letter is to set out how the school will be run and how we are making it as safe as possible for children and staff, while taking into account how we can make the school feel as familiar and welcoming for the children attending. As I have said previously there will be no consequence for your child not attending the school. It is only right that you decide what is best for your child and make an informed decision. You are the best people to judge what is in the best interests of your child.

#### Our plans for reopening

Following the DFE guidance the concept we will be adhering to is of bubbles. There will be different social distancing expectations for different year groups based on their age and what is reasonable. For all year groups we will not be constantly, strictly enforcing the 2m distancing protocol. In the DFE guidance for Primary schools it states that this may not be possible and we think that it is neither possible or desirable.

We will be organising the school as follows;

- All children in relevant year groups will be allocated a bubble. Their class will be split into 2, Bubble A and bubble B. Bubble A will attend Monday and Tuesday, bubble B Thursday and Friday.

On Wednesdays the school will be closed. This will enable:

- The classroom to be given a high level clean to minimise the risk of infection spreading from 1 bubble to another.
- To allow teachers to plan and prepare online learning for the children

The allocation of the children will be done by teachers based upon their knowledge of the children, their friendship groups and the number of children attending. If you have twins in the same year group but different classes they will be placed in the same bubble to minimise the risk to your family. We will make every effort to ensure siblings attend on the same day.

The reasoning behind this;

- To minimise the risk of the spread of infection.
- If a child or adult in a bubble has a positive covid test then that bubble is temporarily shut down and for testing/self-isolation and other children, not in that bubble, can continue coming to school.
- Ensure all children have at least one adult they are familiar with (for most it will be their class teacher) in their class when they return to school.
- The potential for growth in numbers will be built in. We will not have to adjust timings or groupings if numbers of children attending increase over the summer term.

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### Drop off and pick up

For all;

Only one adult from each household will be able to drop off and pick up children. If you can avoid bringing younger siblings, please do so. This is to minimise the number of people at drop off and pick up and allow social distancing. Please do not stop for a chat or congregate by the school gates. If parents do this social distancing will not be possible. **We will not allow adults to drop off or pick up children from other households. This breaks social distancing guidance and is an offence.** On entering the school children will have their temperature checked and given hand sanitizer. If a child has a temperature above 37.8C or a continuous cough they will not be allowed in school and we will ask for the child to be tested for Covid.

**Nursery** – The morning session will run from 9:30 to 11:30. The afternoon session from 1:30 – 3:30. Drop off and pick up will be from the normal place. Please obey social distancing rules.

**Reception**- There will be 3 different starting times for Reception (8:30, 8:45 and 9:15) and 3 finishing times (2:40, 2:55 and 3:15).

For drop off, parents will enter with their child through the normal entrance. Crosses will be painted on the floor of the reception play area to help families stand 2 metres apart. Parents will then exit through the school car park. This will allow a one-way flow as a 'pinch point' for people is the entrance to our new build.

For pick up, parents will enter through the carpark, walk past the year 2 classes and enter the reception play area. You will then exit through the gate as normal.

**Year 1**- There will be 3 different starting times for Year 1 (8:30, 8:45 and 9:15) and 3 finishing times (2:40, 2:55 and 3:15).

For drop off, parents will enter with their child through the normal entrance. Crosses will be painted on the floor of the Year 1 play area (where you normally drop off) to help families stand 2 metres apart. Parents will then exit through the school car park. This will allow a one-way flow as a 'pinch point' for people is the entrance to our new build.

For pick up, parents will enter through the carpark, into the Year 1 play area and wait for your child. You will then exit through the gate as normal.

**Year 6** – There will be 3 different starting times for Year 6 (8:30, 8:45 and 9:15) and 3 finishing times (2:40, 2:55 and 3:15).

For drop off and pick up children and parents will enter through the normal entrance, stand on one of the painted crosses and wait to be called to the entrance by a teacher. Pick up will also be at the same place.

**Please try not to be late as social distancing will be enforced in the Main Reception area and it will take longer than usual for your child to be registered.**

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### What learning will look like in the different year groups

#### Nursery

The nursery staff will do their best to ensure that Nursery feels like a safe and welcoming environment for your child. Unfortunately, we will not be able to offer the same level of physical comforting as we used to but if your child becomes distressed we will offer lots of reassurance and comfort through various distractions using the resources in the classroom. If your child becomes distressed on arrival to nursery and unable to separate comfortably from yourselves, you may have to take them home or your child will have to have a shorter session initially. Regular hand washing will be encouraged throughout the sessions as well as the use of hand sanitiser.

Whilst in class, staff will encourage children to keep as much distance as possible from one another. However strict social distancing with children so young is neither possible or desirable. I am sure as parents you understand this. Choice of toys or resources will more limited but staff will wash them at the end of each session.

Please ensure that you provide your child with a bag of spare clothes that are kept in nursery if needed. I am fully aware that some are already in nursery.

All children will also need bring a clearly labelled water bottle each day including a piece of fruit of their choice in a clearly labelled container/bag that they will eat at snack time.

#### Reception

The Reception staff will do their best to ensure that Reception feels like a safe and welcoming environment for your child. Unfortunately, we will not be able to offer the same level of physical comforting as we used to but if your child becomes distressed we will offer lots of reassurance and comfort through various distractions using the resources in the classroom. If your child becomes distressed on arrival to Reception and unable to separate comfortably from yourselves, you may have to take them home or your child will have to have a shorter session initially. Regular hand washing will be encouraged throughout the sessions as well as the use of hand sanitiser.

Whilst in class, staff will encourage children to keep as much distance as possible from one another. However strict social distancing with children so young is neither possible or desirable. I am sure as parents you understand this. We will encourage children to wash their hands after playing with each activity e.g. playing with the construction set, they will wash their hands immediately afterwards before moving onto something new.

We will continue to provide an outdoor curriculum and this will be carefully timetabled so each 'bubble' can access the outdoor area. Only one 'bubble' will be allowed in the Reception outdoor area at one time but each 'bubble' will have the same amount of access.

Please ensure that you provide your child with a bag of spare clothes that will be kept in their box for when it is or may be needed.

All children will also need bring a clearly labelled water bottle each day including a piece of fruit of their choice in a clearly labelled container/bag that they will eat at snack time.

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### Year 1

Children's individual boxes will be moved to outside the classroom to allow more space in the corridors but also to enable us to monitor the use of them. Children will have their own individual space at a table (marked with their name) and on the carpet. They will be sat in small groups of no more than up to three with social distancing measures put into place. This will allow some social interaction between the children, whilst keeping them safe. Each individual child will be given an allocated zip wallet, filled with resources they will need during the day eg, pencil, ruler, rubber etc. This will also include reading books and books from the book corner. Shared resources will be limited and if used will be disinfected at the end of the day. We will continue to provide an outdoor curriculum and this will be carefully timetabled so each 'bubble' can access the outdoor area. These activities will be carefully planned in line with social distancing and shared resources being reduced. Only one 'bubble' will be allowed in the Year 1 outdoor area at one time but each 'bubble' will have the same amount of access. We will be showing children games which discourages close contact but to strictly enforce the 2m rule is neither possible or desirable.

### Year 6

Year 6 classes will follow the model of the other year groups in school and each class will be split into a smaller bubble. The children will be taught in these bubbles and remain with this smaller group of children to minimise the amount of children they mix with and to make social distancing in the classroom easier. The children will have their lessons, break time and lunch with these children and will have the same members of staff working with them. Although the children will be having maths and English lessons the curriculum will not return to normal as children will not be able to work collaboratively, children will be spread out across the classroom, seated at individual desks and will need to work independently. We will be covering subjects like PSHE and topics like transition to prepare children for their move to secondary school. In order to minimise risk of spreading the virus, the timetable will place emphasis on outdoor learning where possible. Although we will do everything that we can to support the Year 6 children in their last few weeks at primary school we will not be able to have the usual end of year celebrations due to social distancing measures. During break and lunchtime children will be able to play with only children from their bubble. We will be showing children how to adapt their games to discourage close contact but to strictly enforce the 2m rule is neither possible or desirable.

### **Lunchtimes and break times**

Children will have lunchtimes and break times with their bubble. Lunches will be packed lunch (whether provided from home or from the school) and they will be eaten in their classrooms) They will then have the opportunity for outdoor play with the other children in their bubble. The children will not be mixing with other groups.

### **Hygiene and cleaning**

Hygiene and cleaning will be a key feature of each day.

- Classrooms, toilets and communal areas will be cleaned more often than usual. Teachers will wipe down surfaces/ door handles in classrooms between sessions.

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- Bubbles will be given separate toilet cubicles and wash basins within toilets.
- There will be additional handwashing and use of hand sanitiser in school, particularly on entrance and exit to the school building.
- On Wednesdays a high level clean will happen in all classrooms and toilets.

### School uniform

Children will not be required to wear school uniform. This is because;

- Children will be expected to have their clothes cleaned each day
- Children may well have grown out of their uniform and it would have been difficult to purchase new uniform.

Children should come dressed appropriately. Trainers and jogging bottoms/shorts would be a good idea as it will enable children to play and take part in outdoor activities. Shoes should be disinfected before coming to school each day. It is also vital that children bring in a water bottle as the water fountains will not be used for obvious reasons.

### Emotional and Mental health

Although the above sounds very different scary and worrying the staff are already planning lots of lessons about understanding the reasons for the changes and the fact there will be a 'new normal'. Lots of time will be spent focusing on well-being. It is going to take time for everyone to adjust and we need to support the children do this.

### Online learning

Online learning will still be taking place but for the year groups that are in their will not be the same level of interaction as those teachers will be teaching the children in the school. All staff will also need to be in school more often as there will be less staff to cover the key worker/vulnerable group and this will impact the level of interaction the staff in all year groups will be able to have with the online learning.

### Key worker families/vulnerable children group

This group will initially run as it has been for the children that are attending. This may have to change if numbers significantly rise as more people have to go back to work.

The main thing to note here is that parents from Reception, Y1 and Y6 who have been accessing this will have to choose whether they continue accessing it or whether they join their class. I understand this will be a very difficult choice for some of you but children cannot be part of 2 groups as this obviously goes against the guidance on creating bubbles.

### Other year groups

Given the current guidance on maximum numbers of 15 children in a class and the creation of bubbles it will not be possible for other year groups to attend. I am aware that the Prime Minister has spoken about other year groups joining in the following weeks but guidance will have to be changed significantly for that to happen. There are so many unknowns at this point it is difficult for me to comment further.

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### Opportunities to see what this will look like in practice

I understand going through this and the massive changes to the way the school has run may feel overwhelming. For the parents in Nursery, Reception, Year 1 and 6 we will be inviting you to the school during the week of June 1<sup>st</sup> – 5<sup>th</sup> so you can see what drop off and pick up looks like. *Parents will not be allowed in the building.* Even if you choose that you do not want your child to attend you can still come to see what it looks like.

### Letting us know

Please let us know **whether or not** your child will be attending by **5pm Thursday 21<sup>st</sup> May**. That way we can allocate children to bubbles and let you know at the start of the week beginning 1<sup>st</sup> June.

**You can let us know by emailing** [reopening@highfield-pri.enfield.sch.uk](mailto:reopening@highfield-pri.enfield.sch.uk) with the following information;

Class:

Child's name:

Will/will not be coming back to school from June 8<sup>th</sup>

Name of Parent:

If you have more than one child in more than one class please give us that information.

If you do not want your child to return now but change your mind this is fine. Please let us know by the same [reopening@highfield-pri.enfield.sch.uk](mailto:reopening@highfield-pri.enfield.sch.uk) address. Please be aware we will require a full week's notice e.g. let us know on Monday for your child to come in the following Monday. This will enable us to make proper preparations. Please do not just turn up at the gate with your child. If you say you want to send your child in but then change your mind, please let us know the day before.

### Finally

Please remember this is the first steps to reopening the school. It is right that we proceed with care and caution. There are far too many unknowns to do otherwise. From the survey we have done and from what we see in the wider media we know there are very different opinions on this. What we have tried to do is develop a plan that follows the DFE guidance and will be as safe as possible for children, staff and their families.

Kind Regards

Mr Wilson  
Headteacher  
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