

Highfield Primary School



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

14th July 2020

Full Reopening of School in September

Dear Parents,

This letter is regarding the full reopening of Highfield from September. I am going to try to give you as much information as possible, as it will be more important than ever that we work together to limit the risk of the spread of Covid and limit the possibility of the partial or full shutdown of the school.

To confirm the following will be the case from September;

- All children in all year groups will be expected to return full time (unless they are either classed as clinically vulnerable or shielding. Please see attached guidance <https://www.highfieldprimary.co.uk/school-opening-from-september-2020/>)
- The expectations for attendance will be as before lockdown. Children are legally required to attend school
- We are planning to run breakfast club and after school club, however they will look very different (children will have to stay with children in their year group and will therefore be in different rooms across the school)
- The length of the school day will remain the same but there will be staggered start and finish times to enable more social distancing
- Children will be expected to wear school uniform

What we ask of parents:

- If your child is in Year 5 and 6 and you feel comfortable with your child coming to school by themselves, please let them and email the school office to let us know. This will reduce the number of people around the school at the beginning and end of the day
- Only 1 parent can bring in and collect their child/ren
- Please do not send your child (or any other child in the household) to school if they have any covid symptoms. Please get them tested as soon as possible and inform the school as soon as you have the result.
- Parents will not be allowed on site without a pre- arranged appointment and only if the meeting cannot be held remotely. *If you would like to speak to your child's teacher, please use the year group email. For any other issues and enquiries please use the office email.*

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- Limit what children bring from home; children will only be able to bring their water bottle, reading book, snack and packed lunch (if they are having one). We will also allow children to bring in a small bottle of hand sanitiser if they wish.
- If your child is doing P.E they need to arrive in their P.E kits (jogging bottoms and tops will be allowed) and they will be wearing them for the day. P.E kits will not be kept in school.

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What will be happening in school;

Before school/on entrance

- The school phone will be manned from 8:00-8:30 every day so that if parents have questions about whether they should keep their child/ren at home we will be able to advise you.
- In each year group there will be three, 10 minute slots for children to arrive; 8:30-8:40, 8:40-8:50 and 8:50-9:00. They will then end the day at 3:00, 3:10 and 3:20 respectively. This will mean that only one class per year group will arrive at one time and will reduce congestion outside the school and will allow for more social distancing.
- Any child showing symptoms of covid will not be allowed in the school building and any other children in the household will also be sent home.
- All entrances and exits to the school (plus other areas in the school) have hand sanitiser stations. Children will be expected to use them.

During the school Day

We are a school that on a daily basis has around 750 people in it. Strict social distancing is just not possible. It is also very important that children feel safe, secure and happy in school and their emotional needs are met. We are also committed to delivering a high quality education for your children and want to ensure that all children are given the support they need to succeed. Our plans attempt to balance the need to reduce the spread of covid with the need to support children to thrive and enjoy their education.

We will be going for the class bubble+ model. This means that each class will have its own bubble, but to meet children's educational and care needs they may be in contact with other children within their year group. We will enforce social distancing between children in different year groups as much as possible. To enable effective track and trace we will have a list of contacts for all children and adults in the school. These are people that they would have been in contact with inside, where it is not reasonable to enforce social distancing. If a child or an adult has a positive Covid test, all staff and children on that contact list will be sent home to self-isolate. This will be their class plus any other children and adults in the year group that is on their contact list.

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If there is a positive Covid test in the school Public Health England will be contacted and we will be advised on our next steps.

In class

- In most year groups children will sit in rows to limit face to face communication. (Nursery, Reception and Year 1 will not be sat like that as we would not be able to meet the development needs of the children). Over the Autumn term children in year 1 will be moved to desks but it is important that there is a transition, especially as they have missed a lot of their Reception year.
- Windows and doors will be open as much as possible to allow for ventilation.
- Each child will be given their own set of equipment (please do not send in pencil cases etc from home). There will be regular cleaning of any shared equipment and there will need to be either a 72 hour gap or thorough cleaning of equipment that goes from one class to another.
- When specialist teachers come in (they will be working across different classes) they will be socially distanced from the children. Class markings will help to support this.
- Class teachers and support staff regularly working in a class will not be expected to socially distance from children, but have been asked to avoid close face to face conversations.

Breaktimes and lunchtimes

- At break times and lunchtimes children will be able to play with other children in their year group outside. The playground will be split into sections so that year groups don't mix.
- Children will be encouraged to play games that encourage social distancing.
- Reception/KS1 and KS2 will have completely separate lunchtimes and break times .
- In the dining hall classes will be socially distanced from each other and every time one class finishes, tables and chairs will be cleaned before the next class sit down.

Other information

Masks

Public Health England does not recommend the routine wearing of masks in school, however parents may want their children to wear masks on their way to and from school (particularly if they use public transport). If children have masks they will need to be put in a plastic bag and then put in their school bag before they enter the school building.

School trips

The only school trips that are planned in the autumn term are trips that the children can walk to and are outside, such as the Firs Farm wetland area.

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Assemblies

Assemblies will continue to take place via video in the children's classrooms. No class assemblies have been planned for the Autumn term

Other Clubs

We will not be running extra-curricular clubs in the Autumn term. Most of these clubs are not viable without mixing children from different year groups and the number of rooms needed to run breakfast club and after school club means that we do not have the space.

Please note that we have now been advised by Public Health England the routine checking of children's temperature is not reliable and therefore we will not check every child's temperature on arrival from September. We will only check if they appear unwell.

The information given is as up to date as possible. What we have found is that throughout the lockdown and the partial reopening of school the guidance often changes. If there are any significant changes to the school day as a result of any changes to guidance we will inform you. We will also be reviewing our own risk assessment every fortnight once the children are back in school.

All information regarding the full reopening of school will be on the following page

<https://www.highfieldprimary.co.uk/school-opening-from-september-2020/>

As I said in my video, it is really important that we all work together and follow the procedures the school has put in place. At times this will cause some inconvenience but the procedures are designed to reduce the risk of the spread of covid which in turn reduces the likelihood of part or all of the school having to close.

Start of day/end of day times

Nursery

Class	start time	Finish time
Am	8:45	11:30
Pm	12:45	3:30

Reception

Class	start time	Finish time
RB	8:30-8:40	3:00
RF	8:40- 8:50	3:10
RL	8:50-9:00	3:20

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Year 1

Class	start time	Finish time
1J	8.30-8.40	3.00pm
1D	8.40-8.50	3.10pm
1S	8:50-9:00	3.20pm

Year 2

Class	start time	Finish time
2S	8.30-8.40	3.00pm
2M (Ms Moody)	8.40-8.50	3.10pm
2RM (Ms Myers)	8:50-9:00	3.20pm

Year 3

Class	start time	Finish time
3J	8.30-8.40	3.00pm
3L	8.40-8:50	3.10pm
3D	8:50-9.00	3.20pm

Year 4

Class	start time	Finish time
4CF	8.30-8.40	3.00pm
4M	8.40-8:50	3.10pm
4C	8:50-9.00	3.20pm

Year 5

Class	start time	Finish time
5BD	8.30-8.40	3.00pm
5P	8.40-8:50	3.10pm
5CM	8:50-9.00	3.20pm

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Year 6

Class	start time	Finish time
6A	8.30-8.40	3.00pm
6P	8.40-8:50	3.10pm
6C	8:50-9.00	3.20pm

Yours Sincerely

Mr Wilson
Headteacher

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