



Hawthorn Community Primary School

Coronavirus (COVID-19): Full Opening Handbook for Parents

The Purpose of this Handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID19) pandemic. We are now in a position where we are able to open the school to all of our pupils, in line with government advice.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we fully open. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Hawthorn Community Primary School has taken all the necessary precautions in preparing to welcome all pupils back to school. It is important to be aware that guidance may change – as guidance changes, this handbook will be updated and we will communicate changes via email and the Class Dojo app.

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:30am until 4:00pm and contact may be made by e-mail office.hawthorn@gmail.com or 01536 512204. Please do not attend the school office in person unless absolutely necessary.

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1. Opening the School to all Pupils

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all pupils from Thursday 3rd September 2020.

The government has relaxed its shielding guidelines from 1st August. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school.

We will resume our usual opening days but will need to have a slight staggered start and finish time to accommodate the safe entry and exit for all children.

Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Risk Assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment will be available on the school website, once it has been approved by the Trust Board and Governing Body.

2. Protecting Clinically Vulnerable Individuals



If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, eg. wearing a face covering, please contact the headteacher via head@hawthorn.northants-ecl.gov.uk to discuss these arrangements.

3. Attendance

The government has advised that schools should resume taking their usual attendance registers at the start of the new academic year. Attendance is mandatory, and penalties for unauthorised absence are again in place.

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. The government has announced that penalties for non-attendance will resume, but the school will only implement these as a last resort.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is suspected of having Coronavirus, please let the school know as soon as possible on 01536 512204. You will not be penalised if your child cannot attend school due to following clinical or public health advice to stay at home.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. We will be contacting parents to confirm that the emergency contact details we have on record are correct and to ask for any additional emergency contact numbers where they are available. Please contact the school office on 01536 512204 to update us if your details have changed over the summer break.

4. Social Distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

Group Arrangements

To maximise the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to have children in phase bubbles. Children will still work in their classes as much as possible, but will be in phase groups when they are on the playground, and will also share some phase group resources. Social distancing will be maintained within classes as much as possible.

- Class sizes will be back to the usual sizes.
- Individuals within a bubble will not be permitted to mix with members of another bubble.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.
- Members of staff will minimise their close contact with pupils and other staff; however, staff will be able to move between bubbles in order to deliver the full curriculum.
- Desks and chairs in classrooms will be front-facing with rows as far apart as possible.
- Lunchtimes and break times will be staggered and will vary per bubble.

- Frequently-used equipment, e.g. pens, will be provided or brought from home so that all staff and pupils have their own – sharing frequently-used equipment will not be permitted.
- Classroom resources, e.g. books, can be shared within bubbles, but should be cleaned frequently, e.g. at the end of each day.
- Communal resources, e.g. sports equipment, can be shared between bubbles if they can be thoroughly cleaned between uses.
- Pick-up and drop-off times will be staggered and determined by your child's bubble.
- Pupils will be kept within their bubbles when moving around the school, except to use the toilet.

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all pupils to remind them of the importance of staying within their bubbles. If you are concerned about any of the arrangements listed above, please contact the school as soon as possible.

Start and Finish Times

Pupils' start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. **We ask that pupils are dropped off or picked up by only one accompanying adult.**

There will be 2 different start and finish times to the school day to ensure that crossover between parents is kept to a minimum and to ensure that there are no 'gatherings'. It is vital that children arrive and are collected on time. For families with siblings in school who have different drop off or collection times, we ask that you do not linger at the school gate between times, but move away from the gate so that we can ensure safety measures of reducing the number of people in a confined space.

We kindly ask that parents do not enter the school building or gather in groups within or outside of the school premises. Parents must follow the entry and exit arrangements that we have set up. The table below outlines pupils' start and finish times, depending on their bubble. Please note that times may differ for any Breakfast and After School Care – further clarification is provided later in the Before and After School Care section of this handbook.

	Start of day arrangements - EYFS and KS1 children should be dropped off at the main school entrance on Hawthorn Road.	End of day arrangements - all children should be collected from the top playground accessed by the Broadway gate.
EYFS (Apples and Cherries)	8.55am (from w.b 28/09/2020)	3.10pm (from w.b 28/09/2020)
KS1 Year 1 and 2 (Ash, Bay and Elm)	8.40am	3.10pm

EYFS and Key Stage 1 children will be expected to be dropped off at the main school entrance gate with Mrs Billingham, who will then direct the children to their class teacher. Please note that parents will not be able to enter the school grounds at drop off times in the morning.

	Start of day arrangements - All KS2 children should be dropped off at the Broadway gate entrance	End of day arrangements - all children should be collected from the top playground accessed by the Broadway gate.
LKS2 Year 3 and 4 (Redwoods, Silver Birches and Willows)	8.55am	3.20pm
UKS2 Year 5 and 6 (Cedars, Maples and Oaks)	8.40am	3.25pm

All Key Stage 2 children will be expected to be dropped off at the Broadway gate with Mrs Clubley, who will then direct the children to their class teacher. Please note that parents will not be able to enter the school grounds at drop off times in the morning.

If your child is in year 5 and 6 and you are happy for them to walk home from school on their own, you must complete a permission form. These were sent out by e-mail before the summer break, but are also available on the school website.

Please note that if your child needs to take medication that has been prescribed by a doctor when they are at school, this should be handed to Mrs Billingham or Mrs Clubley in a named bag when your child is dropped off. You will be contacted by phone by the Office staff to confirm dosage and the timing of administration.

Moving Around the School

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, pupils will be expected to remain within their bubbles except to use certain facilities, such as toilets. Wherever possible children will be accompanied by an adult when they leave the classroom.

Each bubble will have timetabled slots throughout the day when the children will be encouraged to use the toilet facilities. In an emergency (if it is not their timetabled slot) they will be accompanied to the toilet by an adult to ensure that they do not come into contact with anyone from another bubble. If a child has a medical condition that requires them to have free access to the toilets this will be managed within the bubble. If you feel that your child may struggle with any toileting issues, please contact your child's class teacher through the Class Dojo, or contact the school office on 01536 512204.

The different bubbles also have different break and lunchtimes to avoid the crossover between any bubbles.

5. Infection Control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after eating, before and after break times, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water. Alcohol-based hand sanitiser will also be available. Younger pupils and pupils with complex needs will be supervised when washing hands.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.
- Anyone showing symptoms associated with coronavirus will be sent home to self-isolate for at least 14 days and will be encouraged to take a test.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned thoroughly at the end of each day, and frequently touched surfaces will be wiped and disinfected regularly throughout the day. The Hall and Diner will be out of action for the time being.

Hand Sanitiser

Hand sanitiser (70% alcohol) is available in every classroom and pupils will be encouraged to use this throughout the day. Please contact the school if your child is unable to use the hand sanitiser provided and please provide a suitable alternative.

Personal Protective Equipment (PPE)

Public Health England (PHE) does not currently recommend the use of face coverings in schools. However, staff can wear their own face coverings if they would like to, following the appropriate guidance related to the wearing of face coverings.

PPE will be used by staff where:

- An individual pupil becomes ill with coronavirus symptoms while at school and a two-metre distance cannot be maintained from them.
- A pupil already has routine intimate care needs that involve the use of PPE.

If any pupil arrives at school wearing a mask, they will be asked to remove this and store or dispose of it safely unless the wearing of a mask has been agreed by the Headteacher.

Bringing Items into School

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them.

Pupils are able to take items from school, such as books, home with them to aid their education. Books and other equipment that has been taken home will be taken out of circulation with the wider school community for at least 3 days before being shared with others.

Pupils **should not bring** rucksacks or bags into school with them as there is no space to store them within the classroom and the lockers will remain out of action for the foreseeable future.

The following equipment can be brought to school:

- Essential medication and medical equipment (e.g. inhalers)
- Coats and other essential outdoor wear
- Glasses and glasses cases
- Packed lunches and a named water bottle
- Reading book and book bag
- Mobile phone if necessary (**year 5 and 6 only**)

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

6. Procedure if a Pupil Becomes Unwell on Site

It is extremely important that all parents and pupils remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

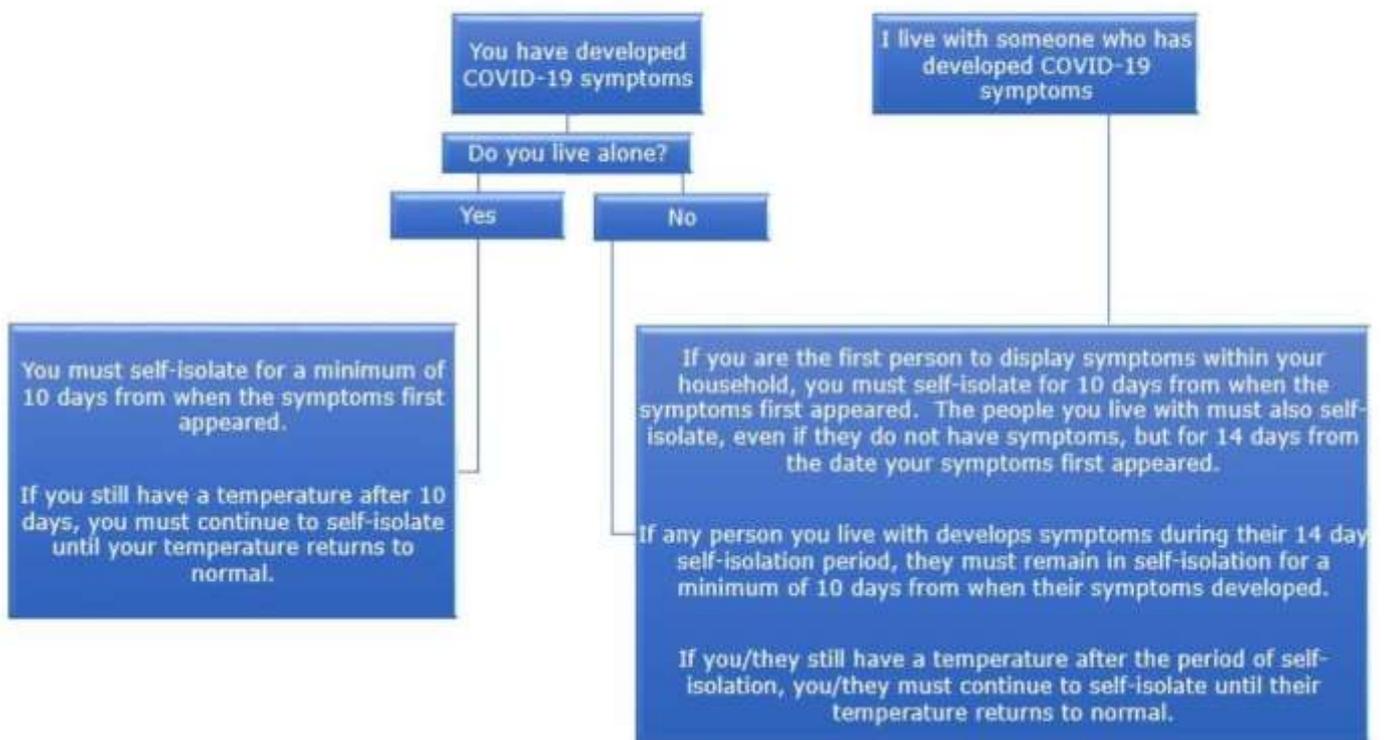
- **A high temperature** – this means they feel hot to touch on their chest or back.
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual).
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal.



It is also important that you **do not send your child to school** if somebody in your household has tested positive for, or has symptoms of, coronavirus.

Please notify **the school office via telephone** as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You will be advised to get your child tested for coronavirus and to notify the school of the result. See below for information on accessing a test.

When must I self-isolate?



If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area (the Quiet Room) where they will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- If there is a concern that your child has a high temperature, we will use a non-contact digital thermometer to confirm if this is the case.
- You will be encouraged to have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.
- Areas your child has occupied will be disinfected as soon as possible.

If an individual in your child's class tests positive for coronavirus we will follow the current up to date guidance from Public Health England, which may include all members of the bubble being asked to self-isolate for 14 days.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and will be able to access one toilet.

Parents will only be notified if a positive test result is confirmed within your child's bubble.

First Aid

If your child has any minor injuries during the school day they will be checked and treated by a staff member trained in first aid wearing full PPE – gloves, face mask and apron. A text message will be sent to the first named parent on our system to inform them of the injury and treatment given.

7. Access to Testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period. We encourage you to inform the school immediately of test results.

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

8. Uniform

We expect pupils to attend school in full uniform in the Autumn term. We will be upholding our School Uniform Policy as normal. Uniform does not need to be washed or cleaned any more than normal.

On the day that your child has their P.E. lesson they should come to school in their P.E. kit rather than their school uniform and they will remain in their P.E. kit for the whole day. This will avoid the need for the children to get changed in school. Your child will not need their P.E. kit for the first 2 days of term (Thursday 3rd and Friday 4th September) and you will be informed of your child's P.E. day before the start of the first full week back at school once timetables have been confirmed. Please note that your child will be expected to wear a plain white tee-shirt, plain black shorts and trainers for P.E. lessons (not brightly coloured items or football kits) and they should have a dark coloured tracksuit or jogging bottoms and sweat shirt if the weather is cooler.

9. Food Arrangements

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime. Please note that for the Autumn term a packed lunch option will be the only lunch available to be ordered from ABM catering for all pupils who require one. These lunches will be taken to classrooms by Midday Supervisors at their designated time and all children will eat their lunch in their classroom. Pupils who bring a packed lunch from home will also eat their lunch in their classroom.

The school will continue to provide free school meals (FSM) for eligible pupils, but these must be ordered by parents if they are required. If you require any further information about the provision of FSM, please contact the school office as soon as possible.

10. Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

If your child travels to school by bike they should wait in line with their teacher and then drop their cycle into the storage racks by the KS2 entrance when they walk into school. If your child is in EYFS or KS1, please consider if it is essential for your child to travel to school by cycle or scooter, because of the difficulties in storing these safely without the children potentially crossing bubbles. If it is essential for your child to travel by cycle or scooter, they should walk their cycle up to the playground where it will remain until it is safe for it to be moved into the storage racks.

11. The Curriculum

Our focus is to support all pupils' health and wellbeing and to help them transition back into school life successfully.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning, where possible
- Additional support for pupils who are at risk of falling behind their peers
- Continued support for pupils with SEND
- Provision and contingency plans for remote education

Lessons will work in a similar way to normal as far as possible; however, more focus will be placed on wellbeing, core subjects and ensuring pupils have a secure understanding of the content covered through remote learning during the lockdown period. An adequate amount of time will be spent getting pupils up-to-speed on material from the previous term that they may have missed due to partial school closures.

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and pupils will remain in small, consistent groups with other pupils from their bubble throughout the term. All PE lessons will take place outside for the time being so a warm PE kit or dark, plain tracksuit bottoms and top will also need to be provided.

Parents who are continuing to help educate their children at home will be continually supported by the school. Further information about learning from home is available below.

12. Remote Learning

Although all pupils can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for pupils to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's circumstances and ability to access learning material for their children differs, and not all families will have access to on-line learning. We are committed to doing all we can to help pupils who are learning at home, and will provide packs of worksheets for those families who need them.

The school will continue to provide pupils with access to learning materials remotely via Class Dojo detailing when tasks are to be completed by and the introduction of the assignment facility will come into force this term.

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education while they are at home. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when they return to school.

We advise all parents to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact your child's teacher via Class Dojo, or the headteacher, if you are experiencing any problems.

13. Behaviour Expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules:

- Partaking in additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Not lingering in corridors, and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Keeping to their classroom seating plan.

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behaviour Policy, and parents will be informed as necessary.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

A letter will be sent out from the CEO of Pathfinder Schools before the start of term to remind and reinforce the Pathfinder Pledge.

14. Safeguarding

Our Safeguarding Policy was updated regularly throughout the lockdown period as an addendum to account for the change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. If you need to report any changes, please contact Miss Amy Brown our Family Support Worker by telephone (01536 512204).

15. SEND Support

Mrs Billingham, in her role as acting SENCO, along with other key members of staff and external agencies, will continue to coordinate support for pupils with Special Educational Needs. She will work with parents to identify support needs for pupils with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with Mrs Billingham.

16. Wellbeing

One of our key priorities as we fully open the school is ensuring pupils are given the wellbeing support they need.

In the first instance, pupils will speak with class teachers and class-based support staff to discuss how they are feeling. Pupils may also need to speak to pastoral staff face-to-face in school. These staff members will be on hand to support pupils themselves or to direct them to external support that may be required.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please contact Miss Amy Brown.

17. Visitors on Site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents.

Parents who need to come into school will need to make an appointment first. Meetings will only be held with parents where absolutely necessary and at a safe distance. Please remember that Class Dojo can continue to be used by parents who wish to send a direct message to their child's teacher.

18. Breakfast and After School Care

Please note that the Holiday Play Scheme will not operate on the two training days on Tuesday 1st and Wednesday 2nd September and Breakfast and After School club will not be in operation for Thursday 3rd or Friday 4th September. We hope that the service will be able to resume from the week beginning Monday 7th September and will provide parents with more information about this and how places can be booked next week, providing you with as much notice as we can.

The decision to run Breakfast and After School Care has been made based on an assessment of whether children are able to be safely distanced and in smaller groups, and whether sufficient staffing is available. For the time being this will be run from the school hall with access to the community room for toilet and kitchen facilities. This will allow for social distancing measures to be more readily adhered to and for children from different bubbles to be spaced out so they do not mix.

Information about this paid for care provision can be found on our school website and MUST be booked and paid for in advance. We will not be able to take last minute booking for the time being.

Sadly, there will be no other clubs, including choir, at the current time. They will only be restarted when it is safe to do so. You will be informed of any changes.

19. What can you do to help?

The support and understanding from our families is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus.
- Keep your child at home if they develop symptoms.
- Ensure your child washes their hands before they leave for school and after they return home.
- Adhere to your child's pick-up and drop-off times.
- Maintain social distancing on or near the school grounds.
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted.
- Communicate with school staff by telephone or digitally instead of in person, e.g. via Class Dojo.
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils.

If you wish to discuss anything in this handbook, please ring the school office to arrange a telephone call with either Mrs Clubley or Mrs Billingham or contact your child's class teachers or a member of the leadership team via Class Dojo.

On behalf of the whole school team we look forward to welcoming you all back to school.