

Dear Parents

I am writing to you with regards to the wider opening of Hill View Primary Academy beyond Educare. We are in the process of finalising our Risk Assessments in order to ensure the safety and well-being to children, staff and parents following the current guidelines from both the Government and REACH South Trust. The risk assessment will be shared in due course.

In planning the wider re-opening of the school, both the premises (including toilets) and the staff have been divided into Educare and Main School. Timetabling of playground areas will be in place to ensure that they are used separately, avoiding any cross-over.

### **Main School** re-opening

Having carried out the risk assessments following Government and REACH South Trust guidance, we will initially be opening the **Main School** on 3<sup>rd</sup> June for Reception children only. Any Reception children in Educare will be in this group.

The organisation of this is as follows:

- You will need to book a place for your child/children on a weekly basis; further details will follow.
- Children will be assigned to a class bubble of no more than 12; they will have a designated classroom which will be within the South part of the building.
- Each class bubble will be assigned two teachers and one member of support staff – these adults will be from across the school and will stay with this bubble.
- Where possible, children will be with friends or other class members; however, this will be dependent on children attending school. Once a child has been assigned to a class bubble, this will not change.
- Each class bubble will have a number; this will be issued to you once you have booked your place so that your child will know where to line up when they come into school.
- Drop Off and Pick Up Points – you will need to use the staff car park entrance in order to drop off and pick up your children. There will be a designated route and area.
- School will open between at 9:00 a.m. for Bubbles 1, 2, 3 & 4 and at 9:10 a.m. for bubbles 5, 6, 7 & 8.
- Collection times will be 2:50 p.m. for Bubbles 1, 2, 3 & 4 and 3:00 p.m. for Bubbles 5, 6, 7 & 8.
- Please ensure that you adhere to these times to avoid overcrowding outside the school and enable social distance to be maintained.

- Upon arrival with your child, a member of staff will ask key questions to ascertain your child's health.
- Each child will be allocated their own personal set of resources – children will not be allowed to share these or other resources.
- The classroom has been adapted to enable social distancing following Government guidelines. There will be pictures available on our website under "Covid 19" later this week.
- The Reception Quad will be timetabled and deep-cleaned after each class bubble has accessed this resource.
- The children will be following the Foundation Stage curriculum; more details to follow.
- Main School Breakfast Club and Main School After-School Club will run separately to Educare Breakfast Club and Educare After-School Club. This will be based in the South Building Dining Hall and can be accessed via the side gate. It will need to be booked via Wisepay and paid for in advance.
- The staff who run Main School Breakfast Club and Main School After-School Club will be assigned and not cross over with Educare.

**Educare** along-with **Educare Breakfast club** and **Educare After School club** will continue to run as usual, however please see below for outlined changes that are required for the continued successful running of this provision.

- You will now need to book a place for your child/children on a weekly basis; further details will follow.
- Drop-Off and Collection Points – you will need to use the side gate in order to drop off and collect your children.
- School will open between 8:40 – 8:50 a.m. for Key Stage 2 and between 8:50 – 9:00 a.m. for Key Stage 1 – please ensure that you adhere to these times to avoid overcrowding outside the school and enable social distance to be maintained.
- There will be a designated route and area in which you will say goodbye to your child.
- Upon arrival with your child, a member of staff will ask key questions to ascertain your child's health.
- If your child walks to school alone, and arrives feeling unwell, then we will need to send them home. We will call you so that you are aware prior to them leaving the school.
- Children will access the small playground for their break-times; they will have timetabled access to the large playground.
- Educare Breakfast Club and Educare After-School Club will continue to run as before via the main entrance of the school.

Other information that you need to know for Educare and Main School

- There will continue to be a team of Designated Safeguarding Leads on site at all times.

- The well-being of all children is a priority; over the next few weeks, we will provide daily opportunities for our children to talk about their experiences and how they are feeling with adults and each other.
- The provision for children with SEND will continue, however, allocation of specific staff to specific children is not possible.
- First Aid will be administered as always and staff have been provided with PPE to ensure safety for all. There are two fully resourced first aid stations; one for Educare and one for Main School.
- We will continue to follow the school's Behaviour Policy. Currently it is under review in light of Covid 19 and we will publish an amended document shortly.
- As there is an expectation for children to wear clean clothes every day, you may wish for them to alternate between wearing school uniform and "home" clothes.
- A packed lunch and a personal water bottle will need to be brought in every day. You may also wish to provide a healthy snack for break-times.
- Lunches will be eaten sat at each child's assigned space in their assigned classroom.
- Coats will be hung on the back of your child's chair.
- If you feel that your child may need it, please provide an additional change of clothes.
- The large playground will be timetabled for access by all bubbles of children during lunchtime.
- Please ensure that only one parent/carer drops off or collects your child.
- A strict regime of cleaning is in place and details of this will available in the Risk Assessment.

**Home Learning** will continue to be provided for all children who do not attend school on a weekly basis. Class teachers will call their children once a fortnight, unless other arrangements are in place.

As you are aware these arrangements will be constantly under review along with the Risk Assessment. There will be a FAQs document on the Covid section of website in due course.

Yours sincerely



Victoria Buckland  
Headteacher