



4th September 2020

Dear Parents and Carers

VERY IMPORTANT
Information for September re-opening for ALL pupils Parents Guide

Following the publication of government guidance for the full opening of schools in September, I have worked with all school staff and trustees in interpreting the guidance and formulating a plan that is right for the Harlington and Sundon Academy Trust. I am pleased to say that we now have a clear and detailed plan for how we intend to have all children return in September. This plan balances the need to provide high quality education whilst minimising risk and keeping everyone as safe as possible. Much of this information has been communicated to you in previous letters and newsletters during the last few weeks of July. However, as you are aware Dfe guidance continues to evolve daily, sometimes hourly! I appreciate that a lot of information may be repeated or you have missed this as we have had to send out many updates. However, **please take time to read through the information below** which clarifies all the latest and most up to date information for school reopening on 7th September 2020.

FREQUENTLY ASKED QUESTIONS

Classes and Groups

Will my child be in their usual class with their usual teacher and classmates?

- Each class will be a teaching group or 'bubble' with up to a maximum of 30 children per class.
- Children will be with their classmates, new class teacher and teaching assistant.
- Teaching bubbles will remain in consistent groups or bubbles wherever possible.
- Staff will be as consistent as possible although they may work across different groups to deliver the school timetable but they should keep their distance from children and adults as much as they can.
- **At Harlington**-children are in single year groups with their class teacher:
 - Reception-Oak class- Mrs Puntrello and Mrs Ghuman
 - Year 1- Chestnut class-Mrs Greaves
 - Year 2-Hawthorn class-Mrs Carter and Miss Jackson (Trainee Teacher)
 - Year 3- Rowan class-Mrs Edmonds and Mrs Farrugia
 - Year 4- Beech class-Miss Hines
- **At Sundon**- children are in mixed year classes
 - Nursery and Reception- Swan class- Miss Sanby
 - Year 1 and Year 2- Dove class-Mr Heritage
 - Year 3 and Year 4- Owl class-Mr Callender and Mrs Roy
 - Children will not be moving between bubbles during teaching time and staff should be as consistent as possible although they may work across different groups to deliver the school timetable but should keep their distance from children and adults as much as they can.

Organisation of the school buildings and grounds

In line with government guidance, we have organised the school into key stage 'zones'. This means each key stage will keep to its defined area in school, with its own entrances and toilets. For example, children in Year 3 and 4, Key Stage 2 may be together. The intention is to limit the number of interactions across the school day as much as possible.

The playgrounds and fields will also be zoned so pupils from different key stages will not mix at playtimes and lunchtimes.

The Harlington and Sundon Academy Trust is a company limited by guarantee. A list of members is available for inspection at the registered office

Registered address: Harlington Lower School, Westoning Road, Harlington, Beds LU5 6PD

Telephone number: 01525 752500 e-mail: harlingtonlower@harlington.cbeds.co.uk

Registered Number: 8231721



School times

In order to manage the flow of children into and out of school at the beginning and end of the day, school times will be operate using staggered drop off and pick ups. These will be based around our school's normal school day: 8.50am – 3.30pm day at Harlington and 8.50- 3.15pm day at Sundon. I must ask for your support with this so please keep to your allocated timings.

Measures for arriving and leaving school

Since lockdown we have been operating successfully using staggered start and finish times for different teaching groups or bubbles. We will have to continue with this prevention measure in September so that we avoid large gatherings at the school gate as well as keeping different groups apart. Unfortunately, parents will not be able to come onto our school site without first making an appointment. The start and finish times for each class are below. Please be punctual with keeping to these timings. These staggered start and finish times will not reduce the overall teaching time as we will adjust lunchbreaks accordingly.

Families with sibling must use the later time to arrive and the earlier time for collection and teachers will release children out onto our playground to stand with their sibling/s. Please do not send children earlier and be prompt with timings to ensure the flow of movement and people at the gate.

Harlington	Reception	Year 1	Year 2	Year 3	Year 4
Start	9.00am	8.55am	8.55am	8.50am	8.50am
Finish	3.10pm	3.15pm	3.20pm	3.25pm	3.30pm

Sundon	Nursery	Reception	Year 1	Year 2	Year 3	Year 4
Start	9.05am	9.00 am	8.55am	8.55am	8.50am	8.50am
Finish	3.00pm	3.05pm	3.10pm	3.10pm	3.15pm	3.15pm

Please wait at the school gate and phone the school office if you are late arriving for any reason and a member of staff will come and collect your child and see them safely into school.

Harlington

Children will enter through the school gate.

Children will line up on the playground (socially distancing) by class and a member of staff will collect them and escort them to their class. Cones identify class lines.

Children will enter their classrooms through their class doors. Hawthorn class through the front entrance.

Sundon

Owl class will go around the back of the school as normal to enter their class

Dove class will use the front entrance door.

Swan class will use Early Years entrance.

At the end of the school day children will be brought out onto the playground by their teacher and wait in line until parents collect.

Siblings will be given times so all children arrive and depart together. Please be punctual so children are not waiting on the playground.



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Will children have to wear School uniform?

- Our usual school uniform policy will be implemented from September. Children will need to wear their school uniform which includes appropriate school shoes. We will need you to label your child's sweatshirts/cardigans and children will be encouraged to keep them at their desk when they are not wearing them to avoid any lost items.
- Please ensure clothing is clean.
- PE kits. Please bring your child's PE kit into school. Children will change into their PE kit for their PE lessons and children are required to wear school uniform as normal on PE days.

What should my child bring into school each day?

It is recommended that children limit the amount of equipment they bring into school each days to essentials. This will include:

- Book bag and reading book
- Piece of fruit/ vegetable. **No** other snacks are permissible.
- Lunch box
- Named water bottle
- Hat and coat (if required)
- Sun hat/ cap (if required). Please apply any sunscreen before school.
- Homework
- Your child will need their normal **PE kit** to be brought in on the **first** day and left in school for use all half term. We will avoid sending it back and forth between home and school to avoid cross-infection
- **Sorry, NO** Rucksacks or keyrings please for any year group.
- Library books will be sent home and to be returned as normal. Hand washing before handling books please. This will also happen at school.

Where will my child play and have their lunch?

- All the playground areas and fields will be divided off into sections or zones. Only a class/ key stage at a time will be able to go to play in any section. This will be on a rota basis.
- We will resume offering school lunches from our caterers Caterlink. We will organise meals to be collected from the hall and eaten in teaching 'bubble' classrooms, in the hall or outside weather permitting. This will be on a rota system.
- Cold packed lunches will be on offer from the kitchen for the first two weeks of term and we hope to be able to offer hot meals after that. Details will follow in Autumn term.

What about moving round the school?

- The main hall and corridors will only be used for one teaching bubble at a time to reduce the risk of infection. We plan to have key stage Celebration and Values assembly time keeping to social distancing and key stages.
- Children move at 3 second intervals and have marked spaces in class rooms to sit at or set chairs to sit on.

What about Social distancing?

- Within the classroom, we will encourage social distancing, but the Nursery/Reception classroom is not set up in this manner. We will speak to the children about trying to keep apart and this will be discussed with them as they settle back into school.



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- Desks in the classroom will be arranged so that they are facing forwards alongside a number of pieces of equipment kept in their drawer on the table. This will eliminate movement around the classroom. Again, we will talk to the children about social distancing and will find innovative ways of interacting.
- Significant measures will be put into place to promote social distancing including zoned play spaces, children seated apart and designated toilet facilities. However, the Government have made it clear that "early years and primary age children cannot be expected to remain 2 metres apart from each other and staff" and as such, I am unable to guarantee this social distancing requirement to you.
- There will be no whole school gatherings such as assemblies however, we will deliver assemblies in key stages/year groups throughout Autumn term. Sadly, we will not be about to invite visitors or parent helpers into school until later in the term.
- We will remind and encourage children that they are not hug their friends and please do emphasise this with them at home.

Will the rooms be clean?

- All teaching bubbles will have cleaning materials for staff to use throughout the day.
- All cleaning requirements will be adhered to daily by our cleaning staff.

What about handwashing?

- There will be a strong emphasis on handwashing during the day.
- Children arriving at school will wash their hands once they have entered the classroom.
- They will continue to wash their hands as they move from activities during the day, before/after play and lunch times.
- Desks and work areas will be sprayed regularly. Equipment will be sprayed at the end of the day.
- There is no necessity for your child to bring in hand sanitiser.

What about Before and After School Clubs and Care?

- At Harlington Lower, we hope that Wrap Around Care will be available later in the Autumn term once they have had time to get this provision back up and running. WAC are currently working through their plans and further details may be available next week. Please note places may be restricted as they have to meet strict criteria and guidance. Please liaise with WAC separately for places.
- We will not have any before or after school clubs for the first term however we hope they may start back later in the year subject to meeting guidance.

Attendance

Returning to school is vital for children's education and for their wellbeing. From September 2020, the government expects all pupils to return full time to school.

- This means that school attendance will be mandatory from the beginning of the autumn term. The usual school rules on attendance will apply including:
- Parents' duty to ensure their child attends regularly at school where the child is a registered pupil and they are of compulsory school age
- School's responsibilities to record attendance and follow up on absence
- If your child does not return to school our normal attendance policy will come into force and sanctions may be issued, including fixed penalty notices/ fines in line with local authority code of conduct.



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National/ Local Lockdown

In the event of a localised or national lockdown we plan to resume our remote learning provision as we have been successfully doing since March. We sincerely hope this does not happen but would be in contact with parents should this be necessary.

Start of term

The new term starts on Monday 7th September 2020 for Years 1, 2, 3 and 4. Nursery and Reception children have different dates and have been notified as part of their transition arrangements.

Further questions?

We are aware that we have sent out a great deal of very detailed information and updates since July and you may well be feeling overwhelmed. Even though we have tried to cover everything if have any further questions please email the school office respectfully at:

harlingtonlower@harlington.cbeds.co.uk

sundonlower@sundon.cbeds.co.uk

More information for parents can be found at:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Thank you for your continued support, understanding and patience at what continues to be, a very challenging and stressful time. I really do appreciate us all working together.

We look forward to welcoming all our children and families back into school next week.

Many thanks and kind regards,

Yours sincerely

A handwritten signature in black ink, appearing to read 'C White', on a light blue background.

Mrs C White
Head Teacher