



**Aspiring to achieve our best:  
moving forward together!**

## HEATHCOAT PRIMARY SCHOOL

Broad Lane  
Tiverton  
Devon EX16 5HE

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[www.heathcoat.devon.sch.uk](http://www.heathcoat.devon.sch.uk)

**Head of Federation:** Sammy Crook BA(Hons), NPQH  
**Head of School:** Demelza Higginson, BEd(Hons), NPQH

29<sup>th</sup> May 2020

Dear Parents and Carers

You are doing an amazing job home schooling. We are all really impressed with all that we have seen and heard and whilst we accept that your children have missed being in school, we hope that they have benefited from spending quality time with their families.

Thank you for taking your time to consider your options about your child/children returning to school. We know the letter from Mrs Crook and I was stark, but we wanted to give you a realistic picture of what to expect. We will endeavour to provide a safe and caring learning environment do the best that we can to protect our children and staff in these circumstances. However the learning environment, resources and equipment, play, etc. will be very different to what we are all used to and we may all find this quite difficult.

Governors have been heavily involved throughout this process and provide support and challenge in equal measure to the leaders within the federation. We have and will continue to use Microsoft Teams to conduct meetings and to enable group briefings from school leaders, as well as regular one to one discussions between the Executive Head, Mrs Crook and our chair of governors. A "Covid Governor" has also been appointed to ensure all Governors have access to all the current guidance in the fast changing environment and in line with school leaders. Safeguarding during the Covid emergency remains a primary concern for our children and staff, and is a key focus as we plan for, and implement, the partial re-opening of schools for certain year groups.

The final decision on whether and when to re-open rests with the Executive Head, Sammy Crook, but this decision has been following discussions with other leaders within the Federation and governors. Governors have had access to the views and concerns raised by staff and have carried out a robust review of the plans for re-opening, including the necessary formal risk assessments, for each of our schools. We accept that this is an ongoing and constantly evolving task and school leaders are reviewing risk assessments weekly, or more. School leaders and Governors are working together to try to make the right decisions and at the right time. Following our Prime Minister's confirmation that schools should reopen from 1<sup>st</sup> June and supported by DCC, we plan to start to welcome some additional children back to school week commencing 1<sup>st</sup> June 2020.

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All Personal Data is collected and processed in accordance with GDPR and the Data Protection Act 2018. Full details can be found for all the Personal Data and Special Category Data we collect and process, in our Data Protection Policy and our Privacy Notices which can be found on our website [www.heathcoat.devon.sch.uk](http://www.heathcoat.devon.sch.uk)

## Next week

Our first week of opening for wider year groups will need to be managed very carefully to ensure that all children are happy and become settled quickly, acclimatising to the new ways of working and lay out. To give them every possible opportunity to do this we are staggering when the year groups start over the next few weeks. This will enable us to focus on one year group at a time before introducing the next year group. Once a year group has started, they will be in school for the foreseeable future unless circumstances around COVID 19 change. We will only be offering places to those children whose parents indicated they would be happy to return their child to school. We have planned provision for these numbers and will be unable to offer places to any other children at this stage. This is the planned timeline for additional children returning to school if it is safe to do so and if we have staffing capacity.

- **Monday 1<sup>st</sup> June.** Staff training day going through the risk assessments and health and safety aspects of the changes to the way we will be working. **We will not be open for any children on this day**
- **Tuesday 2<sup>nd</sup> and Wednesday 3<sup>rd</sup> June** open for key workers and vulnerable children only
- **Thursday 4<sup>th</sup> June** – children in reception start school
- **Monday 8<sup>th</sup> June** – 1 ‘bubble’ of nursery children start school
- **Thursday 11<sup>th</sup> June** – ‘bubble’ 2 of nursery start and year 1 start school
- **Tuesday 16<sup>th</sup> June** – year 6 children start school

**Please note that in line with government guidance children of key workers and those children considered vulnerable have priority over the other year groups identified for school places. Therefore, if numbers increase in these 2 categories we may find it difficult to accommodate all of the children currently eligible for places. We will of course keep parents informed if circumstances change.**

Parents of those children who are returning to school will be given further information specific to your child nearer the time.

## **Nursery**

We looked at the number of children wishing to attend together with the provision we are able to provide in terms of staffing and rooms. Most recent government guidance states that ‘bubbles’ in nursery should not exceed 8 children and therefore we will be offering provision for each child for 2 consecutive days a week. Miss Neale will be sending out a letter with further details to these parents.

## **Start and end of the day**

There will be a staggered start and end to the day to reduce the number of parents and pupils arriving at one time. Children of key workers and vulnerable children need to arrive between 8.40 and 8.55am and are to be collected at 3.15. All children need to be dropped off at the car park gate where they will be met by the class teacher in the car park. **No cars will be allowed to enter the carpark during this time.** Once they have all arrived, they will go to the classroom. Parents will not be allowed onto the school site and we ask that you don’t gather at the gate once your child has entered school and that you maintain social distancing to ensure effective infection control. Any messages for the school, please contact the office via email or telephone.

To reduce the number of people on the ‘school run’ we ask that only one parent brings their child to school and where possible any other siblings remain at home. We would also encourage you to walk to school where possible.

School will close at **12.30pm** on a Wednesday to allow for a mid-week deep clean and for teachers to have PPA time to plan for your children’s learning, time to respond to emails, to upload and prepare home schooling resources.

**However, given that we will have had staff training on Monday 1<sup>st</sup> June the formal closure of the school for PPA will commence on Wednesday 10<sup>th</sup> June.**



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## What can my child bring to school?

The only things a child can bring to school are;

- Coat (if needed)
- Packed lunch in disposable packaging (this packaging has to be thrown away at the end of lunch)
- Drinks bottle( essential)
- Sun cream and sun hat (essential in hot weather)

The children will have a tray at their table to keep their belongings in. If they need a bag it can be a carrier bag that can be folded up and put in their tray.

Please no toys, pencil cases, books from home, mobile phones etc., should not be brought into school by children.

## Lunches

All lunches will be eaten in the bubble's classrooms.

Children will be able to order a hot meal from a limited menu or bring in a packed lunch. Children in Reception, year 1 and 2 are entitled to a Universal Free School meal. Children in KS2 who are not entitled to FSM will need to pay for their lunch. This will need to be paid online as we won't be accepting any cash payments as I am sure you understand.

School lunches will be provided in a takeaway container with wooden cutlery which will be disposed of at the end of lunch.

Children will have a staggered break and lunch time to enable children to access the outside space whilst remaining in their 'bubble'.

## Uniform

We are very aware that many children will have grown out of uniforms or shoes and that parents are unable to replace these currently. With this in mind, we are saying school uniform is optional. If your child is not able to wear school uniform, then the clothing must be suitable for a school environment with shoulders and knees covered. Trainers or sensible shoes (no open toed sandals) are recommended as they will be spending periods of time learning outside. We are insisting, in line with the guidelines that we are following, that children wear fresh clothes every day, therefore you may decide it is more practical for your child not to wear school uniform. We would strongly advise you to wash your child's clothes when they return from school.

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## Behaviour and safeguarding

There will be an appendix to our behaviour policy and our safeguarding policy which will be available on our website to take into account the current COVID 19 pandemic.

## Curriculum

We need to be clear that school learning will be very different from how your children remember it. We will continue to focus on promoting daily reading, maintaining a love of learning, recapping key maths and phonics skills and supporting wellbeing. Children will also be spending time learning outside.

## Toilets

Each 'bubble' will have access their own toilet. For the younger children each bubble will have access to the same toilet and they will be supervised. For the older children, their 'bubble' will have their own portaloo outside their classroom.

## Suspected and Confirmed cases of Coronavirus

To ensure that school remains a safe environment for our children and staff, we need to minimise all risks of spreading CoVid-19. We please ask that you follow the government guidance of 'Stay Alert, Control the Virus, Save Lives'. We would kindly ask that you are mindful about your family's interactions with others and that you maintain all government advice and guidance. Please ensure that your child/children has very limited access to other people outside their 'bubble', including when you may be out and about. If at any point you think that there could be a possibility of contamination, please advise us immediately. If your child or any member of your family is showing any symptoms of CoVid-19 again advise us immediately.

If a child or adult in the 'bubble' presents with any symptoms of CoVid-19 they will be sent home and you will be asked to organise for them to take a test. Our cleaning staff will perform a deep clean of the 'bubble' area and resources. **If the test is positive** that child will self-isolate for 7 days, all other children and adults in the bubble will be asked to self-isolate for 14 days along with their family members. If the test comes back negative the child or member of staff who took the test can return to their 'bubble' and return to school. Parents will need to show proof of the results of the test in line with government guidance.

If any of our staff are unable to work due to illness, COVid- 19 or other illness, we may not be able to offer a school place until the staff member returns. We cannot combine bubbles and we do not have the capacity to get in cover or supply teachers at this time. Obviously, we will try to do our best and give you sufficient notice so that you can make alternative arrangements.

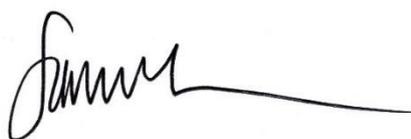
There will be photographs of how the school looks now on the school website towards the beginning of next week.

These are indeed unusual times, we know that many people are feeling the pressure and stress of the lockdown fallout not to mention the virus itself.

We wish you and your family well, take care and be safe.



Demelza Higginson  
Head of School  
and all the team at HPS



Sammy Crook  
Executive Head of The Federation of  
Tiverton Schools



Flora Wood  
Chair of Governors