



# HEATHCOAT PRIMARY SCHOOL

Broad Lane  
Tiverton  
Devon EX16 5HE

Tel: 01884 252445

Email: [admin@heathcoat.devon.sch.uk](mailto:admin@heathcoat.devon.sch.uk)  
[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

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Friday 17<sup>th</sup> July 2020

Dear Parent/Carer

## Planning school organisation for September 2020

We hope this letter finds you well. This has been a long and very difficult term for all of us and we are delighted to be writing to you today to provide you with information about our plans for welcoming all pupils back in September.

Whilst the government have said that all pupils should return to school full time in September there are still some strict government guidance that needs to be adhered to especially around social distancing. Information for parents from the DfE can be found on our school website.

When we all return to school, we will have to accept that there will be new ways of working- 'the new norm'. Fundamentally the school buildings, staff and pupils will be the same but how we work together within it will be different for some time. We all have a part to play in making sure that it works for all of us and that we are as safe as possible whilst the risk of COVID-19 is still apparent.

As a school we have completed a comprehensive risk assessment which will be published on our school website over the summer holidays, but in essence a summary of it is included in this letter.

### Staggered starts

In September, in line with government guidance to promote social distancing, we will be operating a staggered start and finish of the school day along with a one-way system.

- Children will be dropped off by a parent at the school gate. Only **one** parent to accompany children to school. At the end of the day parents are to follow the one-way system for collection.
- In line with the government guidelines pupils are encouraged to walk to school where possible.
- If you have siblings, please arrive at the earliest time and collect at the latest time for your children. For example, if you have a child in year 2 and year 5, they would both arrive at 8.45am and leave at 3.15pm. If the siblings are in Nursery or Reception, please all come through the park gate.

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	<b>Entry</b>	<b>Exit</b>	<b>Start time</b>	<b>Finish time</b>
<b>Nursery</b>	Park gate		9.15 am	3.15 pm
<b>Reception</b>	Park gate		8.55am	3pm
<b>Year 1</b>	Main gate – carpark	Main gate following the one-way system	8.55am	3pm
<b>Year 2</b>	Pedestrian gate Broad Lane	Pedestrian gate following the one-way system	8.50am	3.05pm
<b>Year 3</b>	Main gate – carpark	Main gate following the one-way system	8.45am	3.15pm
<b>Year 4</b>	Pedestrian gate Broad Lane	Pedestrian gate following the one-way system	8.40am	3.10pm
<b>Year 5</b>	Pedestrian gate Broad Lane	Pedestrian gate following the one-way system	8.45am	3.15pm
<b>Year 6</b>	Main gate – carpark	Main gate following the one-way system	8.40 am	3.10pm

Cars will not be allowed in the car park during the start and end of the day whilst children are being dropped off and collected.

At the end of the day there will be a one-way system so parents enter through their allocated gate, follow a route to collect their child who will be waiting just inside the gate with their class, and then exit the school site. Siblings will be waiting with the child who has the latest collection time.

Further information and photos/videos will be shared on the school website towards the end of the summer holiday. We will let you know when they are available via email.

Please email [admin@heathcoat.devon.sch.uk](mailto:admin@heathcoat.devon.sch.uk) before Monday 7th September if your child/children are in year 5 or 6 and will be walking home alone at the end of the school day.



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As the majority of pupils have not been at school since March, we want to settle children back into school smoothly. To ensure that the new routines work we will be having a staggered start to the term and therefore different year groups will return as follows:

On Monday 7<sup>th</sup> September Nursery, Reception, Year 4 and Year 6 will return to school.

On Tuesday 8<sup>th</sup> September in addition to the above year groups we will welcome back Year 3 and Year 5.

From Wednesday 9<sup>th</sup> September **all** children will return to school.

### New Rules and Routines

- Year groups will be contained within their own bubbles and kept apart from other bubbles in line with our risk assessment.
- The children will all be expected to wear school uniform.
- As a school we will be engaging with the NHS Test and Trace process.
- Enhanced cleaning arrangements will continue including the cleaning of frequently touched surfaces.
- Contact in corridors will be minimised.

### Routines for start and end of the day

- Each year group must use their designated entrance/exit point and adhere to the timings.
- Upon entering school, children will go straight to their classroom whilst maintaining social distancing. They will be met by their teacher at their classroom door where they will wash/sanitize their hands on entering.
- A member of the leadership team will be on duty at the gates.
- Only bring a school bag if it is essential. Where possible use their book bag.
- Each child will be given a set of resources to be used in the classroom. Children therefore should not bring pencil cases, toys or other items from home.
- Children in Year 5 and 6 who are walking home on their own may bring their mobile phone into school. This must be placed in a named plastic bag and given to their class teacher.
- Parents will only be allowed into the school building with a pre-arranged appointment.

### Class rules and routines

- Hands must be washed or sanitized regularly. This includes at the start and end of the day, before and after playtimes, before eating, after sneezing or coughing and at other times that are appropriate.
- The children where possible, will sit at tables, facing the teacher at the front of the class and not placed into groups around tables.
- Children must not share their individual resources with each other.

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- Social distancing will be adhered to whenever possible. It is acknowledged this will be easier with the older children.
- In Nursery and Reception, children will have access to normal classroom resources, and they will be cleaned/sterilised daily.
- We intend to spend the start of term building relationships with the children, teaching the new routines and focussing on the children's well-being. We intend to teach an ambitious, broad and balanced curriculum in the full range of all subjects across the year.
- Children will be reminded regularly of '**catch it, bin it, kill it**'.
- The children will be expected to adhere to the adapted rules and routines to keep everyone safe.
- **If at any point during the school day a pupil feels ill, they must tell an adult immediately and staff will make a decision based on the symptoms.**

### Playtimes and lunchtimes

- Lunches will be eaten in the classroom. Hot meals will be brought to the classroom. Packed lunch boxes need to be plastic so they can be washed each day. Each child will need to have a drinks bottle.
- Year groups will play together at lunchtime.
- All meals must be paid for in **advance** via the online Scopay system. If you are not already registered to make payments online, please contact the school office who will provide you with the relevant details.
- MTAs will supervise children during lunchtime.
- Children will be escorted to and from the playground.
- Regular toilet breaks during the school day.
- Maximum number of children allowed in the toilets at one time. Hands must be washed and dried thoroughly.

### Behaviour

- Children will be reminded of our school values and what this means.
- Weekly rewards will continue to be given out such as learner of the week.
- Remind children of sanctions for unacceptable behaviour, such as red and yellow cards.
- Spitting or coughing at/towards other people are now considered a serious breach of the school's behaviour policy and will be dealt with accordingly.

### Attendance/absence

In March when the coronavirus (COVID-19) outbreak was increasing, the government made clear that no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, and it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Attendance is therefore mandatory from the start of the new school year. We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield. Therefore, the majority of pupils will be able to return to school. A very small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they have been in close contact with someone who has coronavirus. Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus. This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Obviously if your child becomes ill and have Covid-19 symptoms they must **not** be brought into school and parents should request a test. If any member of your household has a positive test, please follow the government guidance on self-isolation. If your child has an illness that is not Covid-19 related, please be aware we will be asking about their symptoms.



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Absence should be reported **every day** that your child is unwell/unable to come into School.

Please **do not** send your child in if they are being sick or have been sick within the last 48 hours or if your child has any of the COVID-symptoms.

### Face coverings

At the time of sending this letter (17/09/2020) the current guidance regarding face coverings in school is as follows; Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

“Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops.”

We appreciate that this document is very detailed, but it is important that we provide you all with as much information as possible. You will also need to be aware that things might have to be adjusted based on any updates of government guidance. We anticipate receiving further communication regarding the existing guidance around the middle of August. **If there are any changes to what we have already shared with you, we will send an update over the summer break.**

We would normally have the opportunity to say goodbye to you all and wish you a lovely summer, however, as we are unable to do this in person this year, the teachers have created a short video which can be found on the transition page of our school website. <https://heathcoat.devon.sch.uk/transition/>

Thank you, as always for your continued support. We wish all of you a very happy summer, in whatever form it takes, and we are really looking forward to welcoming the children and you back in September.

Kind regards

Mrs Crook and Miss Higginson

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