



# HEATHCOAT PRIMARY SCHOOL

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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

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

2<sup>nd</sup> September 2020

Dear Parents/Carers

I hope that you have all well and have enjoyed the summer break. We are looking forward to welcoming you and your child(ren) back to school. We know that many of you may be anxious about returning to school, but you can be reassured that we have put measures into place to keep our pupils and staff as safe as possible.

As you are aware school will work differently when we return, due to the guidance from the Government regarding COVID 19. We sent out a detailed letter at the end of last term with key information about times of the day, procedures for the start and the end of the day, which day different year groups were returning etc. That letter is included in this communication. Please be aware that any of this information could be subject to change.

Below is some additional information about returning to school.

## Communicating with staff

As the procedures for the start and the end of the day are different, staff will not be available during these times to speak to parents. Therefore, if you have any messages for the class teacher please either call or email the school office and they will then pass the information onto the class teacher. You can also email the class teacher but please be aware that they will be teaching and may not have time to check their emails during the school day. So, if the message is important please contact the office. If you wish to speak to the teacher then they can arrange to call you at a mutually convenient time.

Members of the leadership team will be on duty on the gate each day to welcome children to school but again we will be unable to pass on any messages as it would be easy to forget due to the busy nature of the start and ends of the day.

## Breakfast club and after school club

We will be running breakfast and after school club from the new hall. Children will eat and play with other children from their year group only within that space to maintain the bubbles. Any children needing this provision will need to be booked into the club in advance by emailing the school office to request a space. There will be a slightly adapted menu of food/snacks on offer and these will be served to the children rather than encouraging them to be more independent.

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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)

## **Paying for school meals etc**

Continuing from last term we will no longer be able to accept cash payments for school meals, breakfast and after school club or trips. All payments will need to be paid online via Scopay, if you are not registered with Scopay, please contact the office and we can issue you with a registration code.

**All school meals must be paid for in advance.**

## **PE**

We will be making the most of our outdoor space for PE and all PE lessons will be outside wherever possible. Initially, children in Reception will need a pair of daps or trainers in school so they can change their footwear for PE lessons. Children in Year 1 to Year 6 will come to school wearing their PE kit on the 2 days that they have PE. Children may want to wear tracksuit bottoms (blue, black or grey) over their shorts as the weather gets colder as well wearing either their school jumper over the top of their PE shirt. Your child will not need to wear their PE kit during the first week back, and we will let you know which days your child will be having their PE sessions. A spare pair of socks in school would be useful. Please make sure your child's hair is tied back and earrings have been removed on PE days.

The PE kit is black or blue shorts and either a white T shirt or a T shirt in their house colour.

## **Coat**

In addition to PE lessons, we will be making the most of our outdoor space for breaktimes, lunchtimes and learning during the day. Therefore, it is vital that your child has a waterproof coat in school.

## **Face masks**

The guidance on children at Primary School wearing masks remains the same stating *"Primary school children will not need to wear a face covering. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided."*

If children arrive at school wearing a face covering, they will need to wash their hands before removing the face covering and placing it in a sealable plastic bag (which they will need to bring with them) and then wash their hands again. They will place the plastic bag in either their school bag or tray for the rest of the day.

Any visitors or parents will be asked to wear a face covering whilst on site.

## **Risk assessment**

The DfE updated their guidance for schools at the weekend and we have updated our risk assessment in line with any changes. Our risk assessment is a live document so changes will be made over the coming weeks. The risk assessment can be found on our website.



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### Videos of arriving at school

Mrs Budden and I have recorded some videos explaining the start and end of day procedures. These can be found on our website. <https://heathcoat.devon.sch.uk/entry-points-new-term/> Please can we ask that only one parent from each family drops off or collects their child/ren. We encourage all children to walk to school where possible. If you need to drive, please park responsibly and not on double yellow lines or on the pavements.

There are also some photographs of different areas of the school.

### Illness

We will be engaging with the NHS test and trace process. If your child or a member of the household develop any of the symptoms of the virus, do not send your child to school. You will need to book a test and self-isolate. If your child develops any of the symptoms of the virus while at school, they will be taken to our isolation room whilst we call you to come and collect them. When you arrive at school to collect your child, please wait outside the main gate and call the office to let them know you have arrived. We will then bring your child out to you. You will need to book a test. **Please inform us immediately of the results of the test and follow this guidance:**

1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
2. If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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## Supporting children in their return to school

As we all start returning to the 'new normal', it is understandable that our children will require some help and support to settle into new routines and process what has happened over the past few months. This is a partnership between home and school so we would like to share some information to help this happen positively and support parents in managing this at a time that may also be adding a level of personal anxiety too.

To support the return to school we would recommend that you spend some time talking to your children about our new routines and reassuring them that these are there to help keep them healthy. There is a video from a Child Psychologist on BBC bitesize which may help you to do this. The link is <https://www.bbc.co.uk/bitesize/articles/zkxwbnb>

We have also found two booklets to help them understand more about returning to school and the concept of 'bubbles'. These will be placed on our school website for you to share alongside some information about managing anxiety when talking to children.

In school, class teachers will be spending lots of time over the first few weeks helping to settle children back and getting them to share their experiences of the past few months as we recognise that this has been different for everyone. We will use circle time and pupils will have many opportunities to talk about and share their thoughts and worries, with additional support from the pastoral team targeted as needed. Classrooms will have their usual 'worry boxes' where pupils can put these if they do not wish to talk in front of classmates. As always, these will be dealt with discretely and may stimulate topics for general classroom discussion or initiate a more targeted discussion with an individual child if appropriate. Class teachers will contact parents if they feel that a worry needs sharing.

We recognise that all pupils will have had different information shared with them regarding Coronavirus and some parents may worry about what may be discussed in school.

We believe that it is important for our children to have an age appropriate understanding of the Covid-19 pandemic, along with understanding how to maintain good hygiene measures to combat germs and viruses generally. We will be using the following resources to support this work:

- ELSA booklet 'children's story about coronavirus' - <https://www.elsa-support.co.uk/coronavirus-story-for-children/>
- Primary 'e-bug' lessons around microbes and hygiene - [https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)

We are all looking forward to welcoming you back to school next week. If you have any questions, please contact the school office.

Kind regards

Miss Higginson  
Head of School