

3rd March 2021

Dear Parents and Carers

We look forward to welcoming all of the children back in school full time from 8th March. We've reviewed our risk assessment and protocols in light of new guidance and preparations have already been made for the return to school.

The school risk assessment can be found at: https://www.heronsgate.org.uk/wp-content/uploads/2021/03/COVID_19_Risk_Assessment_updated-5th-March-2021.pdf

The main change to our risk assessment and protocols in line with DFE guidance, is that in corridors and shared spaces for example, the staff room, teachers will now be wearing face coverings. It is still not a DFE requirement for face coverings to be worn in classrooms.

We appreciate that, whilst at home most children will not have been wearing their uniform and school shoes over the last few months and some will have outgrown these. Therefore, we will be slightly relaxing our school uniform policy for the rest of this academic year. Wherever possible children should come to school in uniform both for normal days and PE uniform on PE days. If school uniform has been outgrown, then please make sure children are wearing school colours. As the classroom windows are kept open all day and the weather is still quite cold at times children are welcome to bring an extra layer to wear in the classroom. Jumpers/hoodies/sweatshirts with large logos are still not allowed. School shoes should be worn if they still fit, if not, children are welcome to wear their PE trainers provided they are in school colours.

Breakfast, afterschool and holiday clubs can be booked with Premier as before please follow the link: <https://www.premier-education.com/parents/venue/courses/4438/?location=mk7%207bw>

School lunch information can be found at: <https://www.heronsgate.org.uk/parents/school-meals/>

From the 8th of March School attendance will be mandatory for all children. If children are isolating in relation to Covid-19, school should be informed in order for the correct attendance code to be applied. If a child is unwell and too poorly to come to school and it is NOT Covid-19 related school should be informed as normal. If a child is displaying Covid -19 symptoms they must isolate at home, parents must inform school and a Covid test should be done.

The following information is a reminder of the arrangements that will be in place, all of which remain the same as prior to the Christmas holiday.

Class Organisation

Children will be in normal full classes.

Year Group	Class	Class Teacher	PE Days
	Nightingales	Mrs Clare Fisher	Thursday/Friday

3	Wrens	Mrs Anna Graban	Wednesday/Friday
	Sparrows	Mr Alexander Paine	Wednesday/Thursday
3/4	Swans	Mrs Rebecca Oubridge- Lyons	Tuesday/Wednesday
4	Kingfishers	Mrs Kim Williams	Monday/Tuesday
	Hérons	Mrs Gardner-Potter / Ms Lorna Hynds	Monday/Wednesday
	Moorhens	Miss Georgina King	Thursday/Friday
5	Peacocks	Mrs Cheryl Dimmock	Monday/Thursday
	Penguins	Mr Josh Bowskill	Monday/Tuesday
	Puffins	Mr Owen Jones	Wednesday/Friday
	Pelicans	Mr Chris Wilson	Tuesday/Friday
6	Kestrels	Mr Ian Dobson	Wednesday/Thursday
	Hawks	Miss Michelle Eddy	Tuesday/Friday
	Eagles	Mrs Julie Timmins	Monday/Wednesday
	Falcons	Miss Melissa Robinson	Tuesday/Thursday

Classes and timetables are organised to minimise contact with other groups of children.

Children will remain in their allocated classroom for the majority of the day, with the exception of break times and toilet visits. Staff providing PPA (planning, preparation & assessment) such as MFL and music will go to the children in their classroom rather than pupils moving around the school. Lunch will be eaten in classrooms. Children entitled to free school meals and those whose parents pay for a school meal are able to order online through Chartwells. Break times will take place in year groups with classes zoned into different areas. The different zones will be rotated in each year group organised by year managers.

Start and end of the day organisation

In order to make sure we can keep to social distancing regulations when parents and children are on the premises, we will continue with the staggered start and end times. **See timetables below.**

Start of the day timings

Morning entry to school will continue to be through the two gates either side of reception depending upon the year group the children are in. Markings from those gates into the school are in place to ensure social distancing guidance is followed.

Year Group	Start Time	Gate	Entry to School
Year 3	8.30 am	The Heronshaw shared car park pedestrian entrance	Rear of school bike shed entrance (off the playground)
Year 4	8.45 am	Front entrance by the bike racks	Year 6 corridor entrance
Year 5	8.45 am	The Heronshaw shared car park pedestrian entrance	Rear of school bike shed entrance (off the playground)
Year 6	8.30 am	Front entrance by the bike racks	Year 6 corridor entrance

The school gates will be locked at 8.55 am. Any children getting to school once the gates are locked should enter the school through the main entrance. NO child will be recorded late until after 9.00 am. **Siblings** of children who come into school at 8.30 am should come with their brother or sister through the allocated gate for their year group. For example, a year 6 pupil who has a younger sibling in year 4 or 5, their sibling would enter the school with them through the front entrance by the bike sheds and go round into school together. A year 6 pupil with a year 3 sibling should be able to go to their line independently whilst the year 3 children are brought to their gate by parents.

All class teachers will be in their classrooms ready to receive children from 8.30 am.

Children will be expected to walk as instructed following the social distancing rules. They will enter through one of 2 doors, sanitise their hands and have their temperature checked with a thermal camera. If children have a raised temperature they will not enter the classroom but will be isolated and looked after by a member of staff until parents collect them. The parents should then follow the current guidance regarding self-isolation and testing.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

End of the day timings

Year Group	End Time	Collected from	Exit gate
Year 3	3.10 pm	Line in playground	Front entrance by the bike racks
Year 4	3.25 pm	Line in playground	Front entrance by the bike racks
Year 5	3.25 pm	Line in quiet playground	Front entrance by the bike racks
Year 6	3.10 pm	Line in quiet playground	Front entrance by the bike racks

Collection of children at the end of the day, again staggered, will continue to be by a one-way system. Children will be dismissed at designated end times from the playground and lined up in two rows for each class/group. Year 6 and Year 5 classes will line up on the top playground at different end times. Years 4 and 3 will line up on the main playground. Signs will be in place showing the name of each class. Children in Years 4 or 5 who have siblings leaving at 3.10pm will line up beside their brother or sister so they can be collected together.

If the pick up time for your child is 3.25pm, please do not arrive and join the line at 3.10pm. This causes congestion at the gate and makes social distancing very difficult. We assure you your children will be returned to you at the end of the day! ☺

A social distancing pathway for parents will be set out depending upon the year group, and parents will move from the entrance to the school playground, (the pathway via the Heronshaw/Heronsgate carpark). Children will remain in line until their responsible adult comes to the front of the line, collects them and continues out via the gate at the front of the school using the one-way system and maintaining social distancing. As a school community we expect our parents to follow our social distancing measures, staff will be on hand to support this. If parents choose not to, thereby potentially put others at risk, they will be politely asked to leave the premises.

For those parents who wish for their child to walk home by themselves, once the child leaves the school site the behavior of their child is the parent's responsibility.



Entry to the school for collections at the end of the day.

Any parent or child with a disability who would normally park in the staff car park and has a Heronsgate permit, should direct their child onto the pedestrian path taking care to ensure they keep to the social distancing marks.

At the end of the day, if requested, a member of staff can bring children to the car park to meet parents with a disability.

If you have a child in year 4 or 5 and you require them to be collected at 3.10 pm to coincide with collection from Heronshaw please inform the school office on Monday morning so teachers can be informed in plenty of time.

The key to this working efficiently is to collect the children promptly and exit via the one way system. **If you have any queries, or information which needs to be shared with your child's class teacher or the school it is important that this is emailed the school office – heronsgate@mket.org.uk and messages will be forwarded to the appropriate person for action or a response.**

Emergency Evacuation

If an emergency evacuation is required, the one way system will be overridden to ensure children and staff are evacuated safely and quickly. Once outside, children will line up in their designated assembly points on the playground whilst social distancing.

First Aid

Normal first aid e.g. trips, falls, bumps and grazes will be dealt with as normal - outside wherever possible or in the medical room if necessary. Designated first aiders are on duty for each playtime and will wear personal protection equipment (PPE) if required to administer first aid.

Classroom Organisation

Classrooms have been set out to ensure children are not seated facing each other. Following current guidance, two children will sit at a table, side by side facing forward. They will sit in their allocated place for the whole time they are in the classroom. Each child will have a tray which will contain all of the books they require, a set of their own personal equipment consisting of stationary, whiteboard, dictionary etc. They will be able to place their coat in the cloak room and their lunch box just outside the classroom on the class lunch trolley. Their water bottle will be placed on the table. Yellow outlines have been placed around the teacher's area to maintain social distancing in line with current guidance. The collection of lunch boxes and coats will be supervised by teachers in order to minimise contact with each other and other class bubbles.

Classroom Hygiene

Each classroom has been provided with hand sanitiser, tissues, pedal bin for used tissues, virucidal cleaner for hard surfaces and disposable cloths for applying it. Additional cleaning will take place each day for high touch area such as door handles, toilets and taps. At the end of each day thorough cleaning

of classrooms will be carried out. This includes cleaning of all hard surfaces including chairs and tables, door handles, glass and light switches. Excess furniture in classrooms and shared areas has been removed to ensure cleaning can take place effectively.

Finally

I apologise for the length of this letter and any repetition however I do think it is important for you to receive as much information as possible.

We look forward to seeing you all safe and well on Monday 8th March.

Kindest regards

A handwritten signature in cursive script that reads "J Edwards".

Mrs Jane Edwards
Headteacher

Headteacher: Mrs J. Edwards B.A. (Hons)
Deputy Head: Mrs C. Gardner-Potter B.Ed (Hons)

Chair of Governors: Mr K. Gowans
Business Manager: Mrs K. Greenhalgh