



15th July 2020

Dear Parents / Carers,

I hope that you are all having a good week. I am sure that you are all keen to hear about our plans for September. As with our response throughout the last five months, we are determined to work out what is best for our HTPD community while following the government guidance, in order to welcome all the children back in the autumn term. Throughout this time, it's been wonderful to see how the children have lived out our values; they've "embraced the future with hope and confidence" as they've adapted to all the changes. As we set everything up for a new academic year, we will continue to ensure that our vision to "learn to live" is at the centre.

Working with the governors and staff, we have completed a thorough risk assessment which will be published on our website before the end of term, and carefully planned for our next steps. This letter details a summary of this planning that will hopefully help you to support your child moving forward. We have prioritised actions that will reduce the number of contacts that pupils and staff make, as well as being careful to include hygiene measures. We have also considered how to make the return to school a positive experience, with a focus on mental health. It will involve big changes for everyone.

How will children be organised?

One of our main safety arrangements will be to minimise contact between groups of children. Each class will be a 'group' or 'bubble'. You will be notified about your child's new class and their teacher in their report envelope. These classes will not be mixing during the school day, apart from at lunch time (year groups will eat together in the hall, but a different class will be at least 2 metres away). Schools have been asked to limit interaction between groups as much as possible and to adapt classrooms to support distancing. There won't be whole school assemblies or year group meetings. Movement around the school will be kept to a minimum.

The classes will have specified arrival and leaving times so that contact with others is minimised – we will let you know these arrangements before the end of term. We would really encourage you to stick to these times and do all that you can to be prompt, because it supports our plans to follow the guidance on keeping classes separate. It avoids too many children arriving/leaving at the same time. However, if you have more than one child, choose one start and finish time for them.

Holy Trinity Pewley Down School, Junior Site - Addison Road, Guildford, GU1 3QF

Telephone: (01483) 539 033

Headteacher: Clare Brunet

Deputy Headteachers: Debbie Chadwick & Helen Pronger

As you already know, there will be a **reduced extended hours service** (breakfast club, Clubs+ or PUPS) which will need to be pre-booked and will be made up of small, consistent groups. For the time being there will sadly be no clubs (either free clubs or run by external providers) to reduce contacts. We will continue to review this in September as we're fully aware of the impact this has on so many of our families.

Parent access to school buildings and social distancing on site

Unfortunately, no parent or carer will be able to come into the school building. If you would like to speak to a member of staff, that can of course be arranged. Just send the office an email or phone. We would also ask that you abide by social distancing rules while coming onto the school site, waiting 2 metres apart from others. Please do not congregate in the playgrounds.

If possible, choose green ways to get to school and avoid public transport.

Lunch and water bottles

Lunch will be served by Harrison's, our usual caterers. You will need to notify us about whether your child will be bringing a packed lunch from home each day, or having a hot meal (Parentmail to follow). All children will need to bring a **named water bottle**.

Equipment and belongings

Activities in the classrooms will involve as little sharing of equipment as possible (to that end, if possible the children in Year 3-6 should bring in a small pencil case containing pencils, pens, rubber, ruler etc.) and children will have an allocated space in which to work. Children **do not need to bring in PE kits**. Children can choose to wear trainers every day so that they can be ready to take part in PE lessons – or they can wear school shoes and bring their trainers in with them.

If children are keen to show something to the class, please email the teacher a photo instead. Children at Pewley can bring a book bag and in September you will be informed which days to bring these in. Children at Holy Trinity can bring a small bag, although this will be kept with them in the classroom. Please discourage them from bringing in extra belongings.

Times for lunch and break will also be organised through the day and children will not be able to mix with other classes, but will stay within a specified area.

Hygiene and infection control

Children will be asked to **wash their hands** on arrival and regularly through the day. Children will not be able to use the sanitiser that is provided for staff as it is much less effective than soap and water. Equipment and furniture will be cleaned regularly throughout the day. Windows and doors will be kept open in classrooms, so children may need to wear an extra layer – and coats will definitely be needed as the temperature falls as we will still spend breaktimes outside, even when it rains.

We will all need to be vigilant for the symptoms of Covid19. **Any child or member of staff experiencing a high temperature, persistent cough or loss of taste/smell should not attend school for at least 7 days.** Should anyone become ill during the day, they will be isolated in the medical room, away from their class and sent home as soon as possible. Where a case is confirmed, the whole class will have to self-isolate for 14 days and we would seek advice from Public Health England. Any child with a member of their household becoming ill, should also self-isolate and not attend school for 14 days.

We encourage all members of the school community to engage with the NHS Test and Trace process.

The advice states that pupils and staff who wear a mask on the way to school, should remove it when they arrive. If necessary, please support your child in taking off their mask before they enter the building.

Behaviour expectations

To support the whole school community, we have created an appendix to our behaviour policy (see attached) and would be really grateful if you could partner with us in sharing these expectations with children returning to school. We will also be talking with the children and supporting them to adjust to these new ways of looking after each other and staying safe.

In September, I will continue to communicate with you regularly, particularly regarding adjustments to our curriculum in response to any learning gaps, how we will be using the "Catch-up" funding should we receive any, and ways that we will continue to support children's emotional wellbeing.

Thank you for your ongoing support – I hope you all have a happy and relaxing summer holiday.

Kind regards,
Clare