



Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL

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Headteacher: Mr Coert van Straaten MA. Ed, Dip Edu, NPQH

We are a learning community with the spirit to succeed

21st May 2020

Dear Parents/Carers

As you are aware the plan is for pupils in Nursery, Reception, Year 1 and Year 6 to return, in some form, to school from Monday 1st June 2020. We are waiting for a final decision from the government regarding this and will inform parents as soon as we have more information. Thank you to those parents who have completed our survey about returning to school.

Pupils in Nursery, Reception, Year 1 and Year 6 should **not** attend school

- If they show symptoms of the coronavirus (a new continuous cough and a temperature of 37.8 degrees and above, they must self-isolate).
- If they are clinically vulnerable (in which case they must follow medical advice).
- If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. We cannot guarantee social distancing for any pupils; parents need to carefully consider sending their child into school if someone in their household is shielding.

We are working hard to make sure that we can have everything in place for Monday 1st June 2020.

I am writing to inform parents of the steps that we are taking to ensure that staff, parents and pupils are safe, and social distancing is in place as much as feasible, to contain the spread of the Coronavirus.

The following steps will be taken as part of the reopening of Holywell Primary School

1. PPE

- We do not encourage the wearing of face masks, but parents can choose to send their child with a facemask – any inappropriate type of face mask will be confiscated.
- Staff have the option to wear a face mask if they wish.
- Staff will have access to gloves for their use in class.
- Staff will have access to cleaning products in class, this will be used as and when needed.
- Those administering first aid will wear full PPE (mask, gloves and plastic apron).



2. Learning

- Learning will still be set on Google Classroom for all pupils.
- A lot of learning will take place outside.
- To start with, there will be a strong focus on the wellbeing of pupils.
- Teacher will provide feedback to pupils as they have been doing up to now. This is to stop contamination through sharing equipment like books.

3. In class

- Pupils will be taught in small group (no more than 15 per group) and not in classes – these groups will be allocated on Monday 1st June 2020.
- Pupils will stay in their groups throughout the school day and will not be allowed to mix with pupils from other groups.
- Each group will have at least one adult (not always a teacher) who will be part of their group and will help with their learning.
- Each pupil will be issued with their own learning kit. Pupils cannot share resources.
- Tables in classes' will be spread out to try and meet social distancing rules.

4. Behaviour

- Risk assessments will be completed for some pupils who need to be carefully monitored during social distancing. Parents will be contacted if their child has a risk assessment in place.
- Where a child puts themselves or any member of the school community at risk through not following social distancing requirements a meeting will be called to determine what happens next.

5. Moving around the school site and building

- We will have in place a strict plan for moving around the school site and building, a one way system; this will be adhered to by everyone.
- Drop off and collection times and locations will be different for most groups of children.
- Communal areas (toilets, hall, canteen, library, ICT suite, PE cupboard) will be out of use.
- Pupils will play in particular zones only, and with their allocated group only.
- Pupil will only be allowed to use toilets in their classroom.
- No visitors, including parents, will be allowed into the school buildings until after a further review.

Drop off and collection times and locations are set out below

- 6. Children will be divided into home groups with an allocated adult. On Day 1 everyone can arrive at school between 8:45am and 9:30am and go straight to their normal class, where they will be allocated their group.**

NURSERY

| | Mrs McDonald – Nursery 1 Left | Mrs Whawell & Miss Akbar Nursery 2 Right |
|---------------------------|--|--|
| Drop off/collection point | Nursery gate following the advised route | Nursery gate following the advised route |
| Drop off/collection time | 8:45am – 9:00 am 11:50am – 12:00pm | 9:00am – 9:15 am 12:00pm – 12:10pm |

RECEPTION

| | Mr Szajko – Blue Base | Miss Agbaniyaka/ Mrs Roberts Green Base | Mrs Baxter/ Mrs Cokl Red Base |
|---------------------------|--------------------------|---|-------------------------------------|
| Drop off/collection point | Conference Room | Conference Room | Conference Room |
| Drop off/collection time | 9:05am - 2:50pm | 8:55am - 3:00pm | 8:45am - 3:10pm |

YEAR 1

| | Mrs Hussain – Maple | Mrs Dattani – Hawthorn | Miss Whiting – Sycamore |
|---------------------------|------------------------------------|------------------------------------|------------------------------------|
| Drop off/collection point | Tolpits Lane gate | Tolpits Lane gate | Tolpits Lane gate |
| Drop off/collection time | 8:50am – 9:15am 3:10pm – 3:20pm | 8:50am – 9:15am 3:10pm – 3:20pm | 8:50am – 9:15am 3:00pm – 3:10pm |
| Playtime times and zone | Zones 1 and 2 10:30am – 11:00am | Zones 1 and 2 10:30am – 11:00am | Zones 4 and 5 10:30am – 11:00am |
| Lunchtime times and zone | Zones 1 and 2 11:45am – 12:45pm | Zones 1 and 2 11:45am – 12:45pm | Zones 4 and 5 11:45am – 12:45pm |

YEAR 6

| | | | | | | |
|----------------------------------|---|---|---|--|--|--|
| | Mrs Bancroft Rowan 1 Rowan Classroom | Mrs Geze Rowan 2 Old Elder Classroom | Miss Rogers Birch 1 Chestnut Classroom | Miss Akhtar Birch 2 Current Elder Classroom | Miss Patrick Elm 1 Elm Classroom | Mrs Bryon Elm 2 Birch Classroom |
| Drop off/ collection point | Tolpits Lane gate | Tolpits Lane gate | Tolpits Lane gate | Tolpits Lane gate | Tolpits Lane gate | Tolpits Lane gate |
| Drop off/ collection time | 8:50am/9:15am 3:00pm | 8:50am/9:15am 3:00pm | 8:50am/9:15am 3:00pm | 8:50am/9:15am 3:00pm | 8:50am/9:15am 3:00pm | 8:50am/9:15am 3:00pm |
| Playtime times and zone | Zones 1 and 2 11:00am – 11:30am | Zones 1 and 2 11:00am – 11:30am | Zones 5 and 6 11:00am – 11:30am | Zones 5 and 6 11:00am – 11:30 | Zones 4 and 7 11:00am – 11:30am | Zones 4 and 7 11:00am – 11:30am |
| Lunchtime times and zone | Zones 1 and 2 12:30pm – 13:30pm | Zones 1 and 2 12:30pm – 13:30pm | Zones 5 and 6 12:30pm – 13:30pm | Zones 5 and 6 12:30pm – 13:30 | Zones 4 and 7 12:30pm – 13:30pm | Zones 4 and 7 12:30pm – 13:30pm |

7. Routes and drop off points – please see map here.



Routes and collection points – please see map here.



8. Cleaning and hygiene

- Hand washing

GUIDANCE FROM NHS UK

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):

1. Wet your hands with water.
2. Apply enough soap to cover your hands.
3. Rub your hands together.
4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
5. Rub your hands together and clean in between your fingers.
6. Rub the back of your fingers against your palms.
7. Rub your thumb using your other hand. Do the same with the other thumb.
8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
9. Rinse your hands with water.
10. Dry your hands completely with a disposable towel.

- The usual daily cleaning will take place, with an extra focus on touch points. In addition to this throughout the day cleaning and emptying of bins will be carried out. The classes that we will use have all had a deep clean and fogging.
- As the virus can stick to some materials for longer periods it is recommended that everyone has their clothes washed daily.
- Staff training has taken place on social distancing in school.

9. Attendance

- Pupils who choose not to attend because of the risks involved will have their absences authorised at this stage.
- For those pupils not in school, learning will continue to be set in Google Classroom or Tapestry for pupils in Early Years.
- Families should notify the school as normal if their child is unable to attend. This will enable staff to explore the reason with them and address barriers together. Parents will not be fined for non-attendance at this time, and schools and colleges will not be held to account for attendance levels. Schools and colleges will continue to inform social workers where children with a social worker do not attend.

10. Food

- Each child must bring to school a water bottle (water fountains will not be in use). These bottles will be refilled using a jug in class.
- Parents must send their child into school with a packed lunch for the first week. We will provide packed lunches for pupils who are entitled to Universal Free School Meals and Free School Meals. Once social distancing rules have been established in school we will start to roll out a limited hot meal plan.
- We will continue to provide vouchers for children entitled to Free School Meals in Year 2, Year 3, Year 4 and Year 5, who are not returning to school on Monday 1st June 2020.

11. School day and times

- To ensure that teachers have sufficient time to plan and assess pupils work, and for us to maintain hygiene levels around the site, school will only be open from Monday until Thursday.
- Please note the times and places in the table and maps above.

Staff have been in today to get ready for a potential return to school for pupils in Nursery, Reception, Year 1 and Year 6 on Monday 1st June 2020. New routines and procedures have been established and we will take time to get pupils ready and used to the new normal.

Thank you for your ongoing support. Once the final decision about school opening on the 1st we will update parents with more information that we feel you might need.

Yours faithfully

Mr C van Straaten
Headteacher