



Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL

Tel: 01923 225188 email: admin@holywell.herts.sch.uk

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

we are a learning community with the spirit to succeed

29th June 2020

Dear Parents/Carers

As you are aware pupils in Nursery, Reception, Year 1 and Year 6 returned to school on Monday 1st June 2020 and pupils in Year 2, 3, and 4 from Monday 22nd June 2020. Thank you to those Year 5 parents who have completed our survey about returning to school on Tuesday 30th June 2020, your place is confirmed and we look forward to welcoming you tomorrow morning.

At this time we are unable to offer a place to any more children. If you would like to register your interest please contact the school office and you will be put on a waiting list. We will contact you when a place becomes available.

Pupils in Year 5 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.

Teachers have been in school today to have everything in place for tomorrow.

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 for pupils in Year 5.

1. PPE

- We do not encourage the wearing of face masks, but parents can choose to send their child with a facemask – an 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 leaning will take place outside.
- To start with there will be a strong focus on the wellbeing of pupils.
- Teacher will provide pupils with a learning kit to stop contamination through sharing equipment.

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 Tuesday.
- 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 pupils who need to be carefully monitored during social distancing.
- 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 groups 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.

6. Cleaning and hygiene

- Coughing and sneezing use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') and (wash hands afterwards)
- 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.
- 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.

7. 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.
- 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.

8. 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 can order a school hot lunch as normal. We will provide lunches for pupils who are entitled to Universal Free School Meals and Free School Meals.
- If your child is entitled to a Free School Meal then you can order a packed lunch to be picked up from school if you are not sending your child back to school yet.

9. 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.

- Drop off and collection times and places are:

Year group and class plus collection / drop off point	Drop off times	Collection times	One way in and out
Nursery (Small gate in car park)	9:00 am	12:00 pm or 3:30 pm if full time	Enter and exit through alley gate on High View
Reception (Conference room)	Red base – 8:45 am Blue base – 9:00 am	Red base – 3:15 pm Blue base – 3:00 pm	Enter and exit through gate on Tolpits Lane and High View
Year 1 (Small green gate by playground entrance)	Sycamore – 8:50 am – 9:00 am Maple – 8:50 am– 9:00 am	Sycamore – 3:00 pm – 3:10 pm Maple – 3:10 pm – 3:20 pm	Enter and exit through gate on Tolpits Lane and High View
Year 2 (Small green gate by playground entrance and collect under trees by new built)	Hawthorn – 9:00 am – 9:10 am Hazel – 9:00 am – 9:10 am	Hawthorn – 3:00 pm – 3:10 pm Hazel – 3:10 pm – 3:20 pm	Enter and exit through gate on Tolpits Lane and High View
Year 3 (Small green gate by playground entrance)	Pine – 8:50 am Aspen – 8:50 am Combined class – 8:50 am	Pine – 3:20 pm Aspen – 3:20 pm Combined class – 3:20 pm	Enter and exit through gate on Tolpits Lane and High View
Year 4 (Small green gate by playground entrance drop off / collection in car park in front of office)	Mulberry – 9:00 am Mulberry 2 – 9:00 am Cedar – 9:00 am Cedar 2 – 9:00 am	Mulberry – 3:10 pm Mulberry 2 – 3:10 pm Cedar – 3:20 pm Cedar 2 – 3:20 pm	Enter and exit through gate on Tolpits Lane and High View
Year 5 (Small green gate by playground entrance drop off / collection in car park)	Elder – 9:10 am Elder 2 – 9:10 am	Elder – 3:15 pm Elder 2 – 3:15 pm	Enter and exit through gate on Tolpits Lane and High

in front of office)	Chestnut – 9:10 am Chestnut 2 – 9:10 am	Chestnut – 3:15 pm Chestnut 2 – 3:15 pm	View
Year 6 (Small green gate by playground entrance)	Rowan - 9:00 am Birch – 9:00 am Elm – 9:00 am	Rowan – 3:00 pm Birch – 3:00 pm Elm – 3:00 pm	Enter and exit through gate on Tolpits Lane and High View

Yours faithfully



Mr C van Straaten
Headteacher