



Carlisle & Hampton Hill Federation



Carlisle Infant School

Broad Lane, Hampton, TW12 3AJ

Tel: 020 8979 2770

E-mail: info@carlisle.richmond.sch.uk

www.carlisleandhamptonhillfed.richmond.sch.uk

Headteacher: Mrs Z Brittain BA (Hons)

Deputy Head: Mr D Wells BA (Hons)

Hampton Hill Junior School

St. James's Avenue, Hampton Hill, TW12 1HW

Tel: 020 8979 3019

Email: info@hamptonhill.richmond.sch.uk

www.carlisleandhamptonhillfed.richmond.sch.uk

Headteacher: Mr A Went B.Ed (Hons)

Deputy Head: Mrs A Appleyard BAQTS

Thursday 25th February

Dear Parents,

Following the recent government announcement, we are very much looking forward to welcoming the children back to school on **Monday 8th March**.

We have forwarded relevant DfE guidance (via Parent Hub) which we hope to be informative.

Our priority is the safety of our children, families and staff and we will continue to put in place the protective measures required, in order for us to make the school the safest place that we can.

The majority of our routines and procedures will be as they were in the autumn term and we would like to remind you of the following.

PROTECTIVE MEASURES AT HHJS

We will be supporting children to be aware of how to keep themselves safe at school. This does involve having an awareness of distancing. We are however aware that this is not always possible within a school context and therefore the focus within school is to maintain the class and year group bubbles as a protective factor.

Routines will be in place to reduce movement around the building. Lessons will mostly be delivered in the children's own classroom (PE and Music being exceptions to this).

External teachers, where used, will follow the school's requirements in terms of its wider controls including hygiene and social distancing. Tables in classrooms will be in lines, so that children are facing the front in well ventilated rooms. Movement around the classroom will be mindful of the need to reduce contact and interactions.

Staff will be encouraged to maintain a two metre distance as much as is practical, throughout the day.

Signs will be put up around school reminding all of the need for social distancing and children will be reminded at regular intervals by their teachers.

Wearing a face covering or mask in school is not required. If your child does wear a mask to school they will need to dispose of it at the gate or store it safely in a re-sealable bag.

We know that good hand and respiratory hygiene are particularly important at this time and so the children will be reminded and supported by staff to wash their hands regularly throughout the day and at specific times. The staff will also continue to encourage good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach for coughs and sneezes.

The school has an enhanced cleaning regime. Cleaning will take place throughout the day – with thorough cleaning in the evenings of all classrooms and toilets.

TRAVELLING TO SCHOOL

We are expecting that most children will walk or scoot to school with their parents/carers. If you use public transport and your child wears a mask to school, they must dispose of it (with you) at the gate or store it safely in a re-sealable bag

DROP OFF AND COLLECTION ROUTINE

We will operate the same approach as in the autumn term. Gates will open in the morning for pupils at 8.40am. They will then be opened at the end of the day from 3.20pm to allow a staggered collection until 3.35pm. We ask that only one parent attends for collection, wears a face mask (unless you are exempt) on site and remains aware of the need for social distancing when on site.

ATTENDANCE

The government has made it clear that attendance is mandatory. We do understand that some parents may have some concerns or questions about the return to school and are happy to respond accordingly. Please make sure you are contactable during the school day.

WHAT TO DO IF YOUR CHILD IS UNWELL?

As all children will be back at school it is even more important that families make the school aware of any medical conditions which your child or a member of your household may have. Please email the school office if you would like to inform the school of any medical needs or if you would like to discuss anything with a member of the senior leadership team. The NHS link provided below may help you to identify any conditions which may apply to your child or a member of your household.

Link: [NHS list of high risk and moderate risk conditions](#)

It is essential that children and staff **MUST NOT** enter school if they or any member of their household are displaying any **symptoms** of COVID-19. Please telephone or email the school office to inform them that your child will be absent from school if your child cannot attend school due to this reason. If you need further advice regarding testing, then a member of the school office team will be able to support you with this.

Similarly, we will be ensuring that anyone visiting the school, only does so via pre-arrangement and they will only be allowed to enter the school site if they too can confirm that themselves or any member of their households are not displaying any symptoms of COVID-19.

We have a clear procedure in place if anyone becomes unwell in school with a **new, continuous cough**, a **high temperature** or a **loss of the sense of taste and/or smell**. If your child becomes unwell whilst in school, then we will contact you immediately to come and collect them and you will be advised to follow the [staying at home guidance](#) and arrange a test to identify whether they have COVID-19.

Please make sure we have records of your most up to date emergency contact details. Whilst we are waiting for your child to be collected, they will be supported by a member of staff in a designated space.

CURRICULUM

We will continue to offer a broad and balanced curriculum, whilst ensuring that vital reintegration and wellbeing support activities are incorporated into the daily class and year group routines.

Curriculum gaps and learning losses due to the lockdown will be identified as the children return and then addressed. This will need ongoing consideration and further details will follow. Key areas of core curriculum learning from the previous academic year will be revisited as appropriate. In-school therapy sessions (such as OT and SALT), will take place as scheduled.

Children will be kept in consistent class groups for PE. They will be expected to wear their PE kit to school on the days they are doing PE (you will receive this detail from class teachers). Contact sports will not take place. PE sessions will take place outside, alongside green mile sessions and additional movement breaks.

Equipment used for sports and PE will be cleaned frequently or rotated.

Any external coaches, will follow the school's requirements in terms of its wider controls including hygiene, social distancing and non-contact sports.

Music lessons will be taught in the hall, with resources being carefully cleaned.

Music lessons by Richmond Music Trust and other providers can continue in group rooms, with protocols in place to support the staff and the pupils.

UNIFORM

Children need to wear their school uniform to school. There is no requirement for this to be washed more than normal. If your child has grown out of uniform or school shoes and you have not been able to replace them, please do inform us, as we may be able to support you with this.

We will ensure that our classrooms remain well ventilated and so families may wish to provide additional layers of clothing under their uniform if it turns colder.

COMMUNICATION

Communication between home and school remains very important to us and we will be striving to continue to work in partnership with you. We will be requesting that families do not visit our school office. Any important communication should be done via email or telephone call to the school office where queries will be answered or passed on to relevant staff. Please ensure when you are speaking with school staff at the start or end of the day that you maintain social distancing.

LUNCH

ISS will be providing school meals. Alternatively, children may bring their own packed lunch.

BEFORE AND AFTER SCHOOL PROVISION

Our breakfast and after school club will start again on Monday 8th March. Children will be grouped by HHJS and CIS groupings and eat and play in assigned zones both inside and outside to minimise mixing of bubbles.

Other clubs (when they are reintroduced) will be in small consistent groupings. Start dates and further details will follow.

REMOTE LEARNING

Should the school or a class be required to stay at home at any point in the future, remote learning will be introduced and further details will follow.

EQUIPMENT

Children will need to bring their own resources in a pencil case and a water bottle. This can be in their school bag. Y3 will store these in the cloakrooms. Y4-6 will keep them in their classrooms.

Resources used in lessons will be wiped down so they are ready to be used by another group.

We are now looking forward to the children returning to the site. We will be working hard to ensure that our curriculum and provision is fully supportive to pupil well-being and mental health.

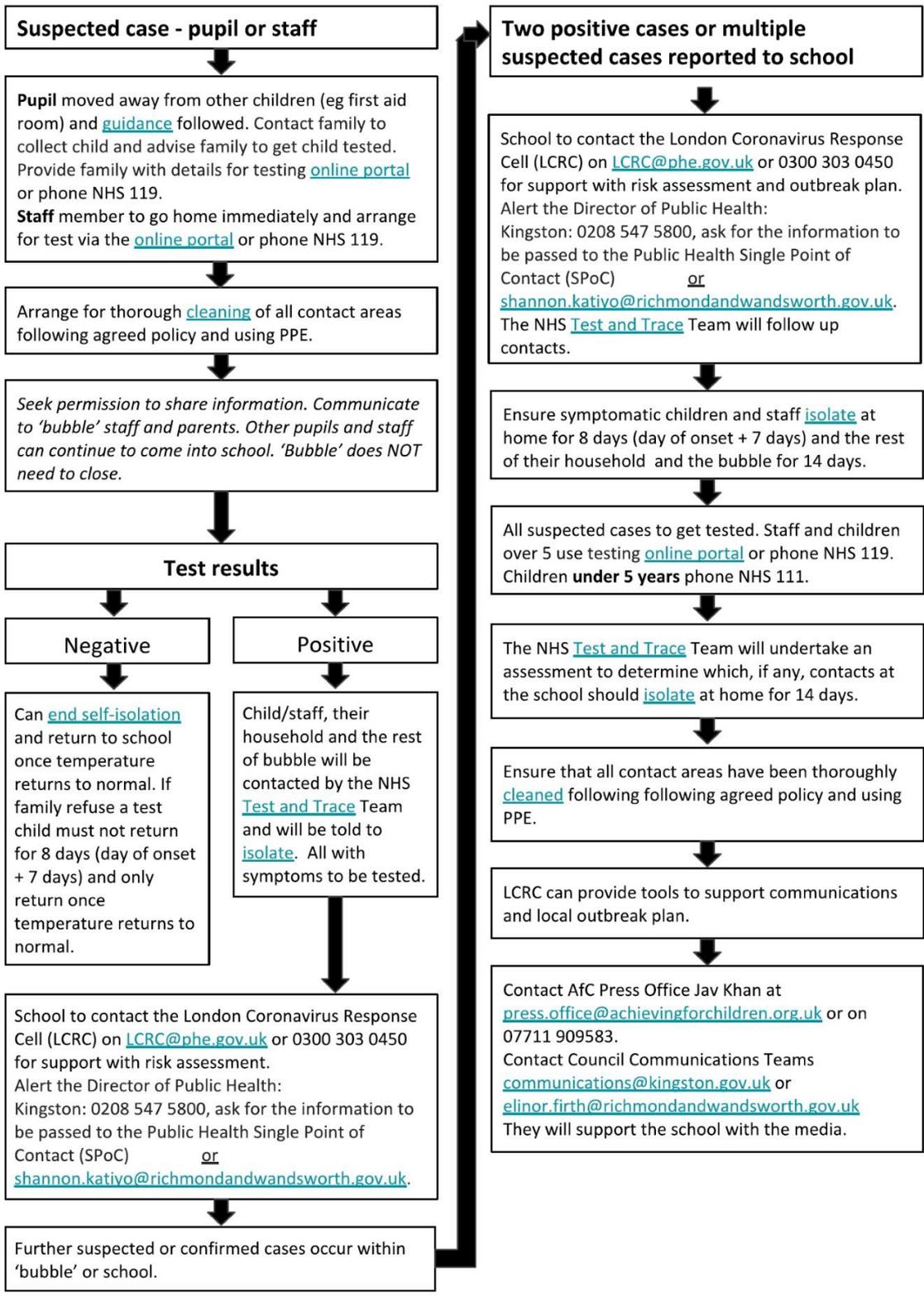
We greatly appreciate your ongoing support.

If you have any concerns or queries, please contact the school office through our student@hamptonhill.richmond.sch.uk e-mail address.

Best wishes

Alan Went
Headteacher

Action to take in the event of COVID 19 incident in the school v2



STAY ALERT • CONTROL THE VIRUS • SAVE LIVES

7 July 2020

