

# HIGHGATE PRIMARY SCHOOL

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22<sup>nd</sup> May 2020

## **Coronavirus – School Closure Updates:**

Dear Parents

We hope you and your families are keeping safe and well during these exceptional times. Thank you to those who have completed the questionnaire, your answers have been very helpful.

This letter has been written to explain what we intend to do, should the government go ahead with their decision for schools to open to certain year groups across England in June. I apologise for its length but need to make all expectations as clear as possible.

### **Full time places:**

Firstly, if you decide that you would like your child to return to school, they should need to come back into school full time (with very few exceptions). Until now we have been fairly flexible with our arrangements however due to the need for organisation and to consider the welfare of our staff team, we need to have consistent numbers of children.

### **Bubbles:**

Children will be taught in school in “bubbles” of no more than 15 pupils. They will be in a designated group with allocated members of staff so we can do our utmost to maintain social distancing. We cannot however guarantee that this will be adhered to 100% of the time as we are dealing with children. They will also be designated to one classroom (where they will also have their lunch) and outdoor areas to play in.

### **Staggered reintroduction:**

We will be staggering the reintroduction of year groups and reviewing how the introduction of each year impacts on the school before introducing the next group. Following government guidelines and similar processes in other Leicestershire schools, priority will be given to those children already booked in as Key Workers, then starting with the youngest children first.

From **Monday 1<sup>st</sup> June** (government decision pending), children of **key workers** who have already been coming into school will continue to attend (but on a full time basis). We will then reintroduce those children who have booked in from **Reception (Early Years) from Thursday 4<sup>th</sup> June**. We will then review how things have gone and if this works well, children who have booked in from **Y1 will be reintroduced from Monday 8<sup>th</sup> June**. This will be reviewed again. If successful, children who have booked in from **Year 6 will be reintroduced from Wednesday 10<sup>th</sup> June**.

### **School Closure Days:**

To allow deep cleaning time and planning time for teachers, please note school will be closed on **Friday 12<sup>th</sup>** and **Friday 26<sup>th</sup> June** to all pupils.

### **Booking places:**

**Booking can only be done once during the period between Friday 22<sup>nd</sup> and Tuesday 26<sup>th</sup> May.**

There will not be another opportunity to book.

Places will need to be booked via the office email which is [office@highgate.leics.sch.uk](mailto:office@highgate.leics.sch.uk). Once we are at full capacity, we will not be able to offer further places. Please do not just turn up at school and expect a place as we do not want to embarrass anyone by having to turn them away. Please book these places by **12 noon on Tuesday 26<sup>th</sup> May**.

**‘LIVING, LEARNING AND LAUGHING TOGETHER’**

**Notification of places:**

Once we have closed the booking window, we will notify those who have places later next week. As I am sure you will appreciate, we only have a limited number of classrooms and staff available to offer this provision. Should we have more demand for places in priority groups, this will impact on our ability to open up to other children.

**Staggered pick up and drop off:**

Drop off/pick up times and areas will be staggered to try to allow parents to social distance themselves. It is important that you are prompt with drop off/pick up. All children will need to be dropped off at the designated points and will be taken to their classrooms (including anyone using breakfast club). **All children must be brought to and collected from school by one parent only. Children cannot walk to school by themselves.**

**Please respect our request that families observe social distancing guidance as they walk to school and do not congregate at the gates before/after collection.**

**Please observe the 2 meter markers we will temporarily put out on the pavement outside the collection gates.**

Year Group	Pick Up / Drop off times	Where
<b>Keyworker children</b>	Breakfast Club from 7.45am All children in by 8.45am at the latest. Collect at 3.15pm prompt.	Lower playground gate. Please do not enter the playground and follow signage.
<b>Reception</b>	Drop off – 9am Collect at 2.45pm	Top pedestrian entrance on Highgate Road (near to Prior Road).
<b>Year 1</b>	Drop off – 9.15am Collect at 3pm prompt.	Lower playground gate. Please do not enter the playground and follow signage.
<b>Year 6</b>	Drop off – 9.30am Collect at 2.30pm	Lower playground gate. Please do not enter the playground and follow signage.

**Breakfast Club & After School Club:**

It is with regret that we will not be able to provide these facilities fully at present as it would be impossible to keep children within their bubbles. Breakfast Club will only be available for those key worker's children who have already accessed this so far this term and we will no longer be able to provide food – please ensure children have eaten before arriving. There will be no After School Club facility.

**School Lunches:**

Children will eat their lunch in their own classrooms and have designated outdoor space to play in. We are working with school food support to arrange for packed lunches to be available to buy. More information about this will follow. **Please note there will be no hot school dinners.**

**Children's Equipment:**

Children will need to bring in their own **water bottles**. Children of Key Workers and those in Y1&6 will need to bring in **named pencil cases** to put equipment we provide into to keep them safe.

**Managing of contractors:**

Preparations have been underway to redevelop our Reception Building to create two classroom spaces. We are working with the local authority closely to ensure contractors working on this building will also be following social distancing measures.

Thank you in anticipation of your continued support with each of the measures set out above to try our best to keep our school community safe.

Kind regards

Mr T. Jenkinson