



RED HALL PRIMARY SCHOOL

Zoar Street, Lower Gornal
Dudley. DY3 2PA
Tel: 01384 813850/812478

Headteacher: Helen Tomlinson

14th July 2020

Dear Parents/Carers,

Here are the procedures we will be putting into place to help keep your child safe as they return to school in September 2020. In creating these procedures school have followed the latest guidance from the DfE:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations>

- Only children and staff who are symptom free or who have completed the isolation period are allowed to attend school.
- If a child develops symptoms whilst at school, they will be isolated in school until someone can collect them.

Attendance to school:

From September 1st 2020 school is compulsory. Where concerns arise it is important you work with school so that we can encourage your child back into full-time education.

- Non-attendance to school will be penalised. If for whatever reason your child is unable to attend school, we would request that parent/carers contact us on that day in line with our attendance policy of reporting absence. Our Attendance Officer **Mrs Claire Clifton** will be on hand to support with this.

Entry and exit into school:

- Opening times are flexible with a 10-15 minute slot for when you can arrive. We ask that you **do not arrive** until your designated start time. It also means that you do not have to arrive at the beginning of this time.
- Parents are to leave the school premises promptly after dropping off their child. There must be no congregation of parents around the school site or near the school access points.
- Signage will clearly indicate the pathways that children and parents will walk
- Parents are responsible for ensuring their child/ren remain with them in their bay whilst waiting to come into school and upon exiting
- Personal conversations about your child will be kept to a minimal. We would ask that you phone or email to communicate any worries or concerns and a member of the staff team will get back to you promptly.
- The car park is not for the use of any parent or carer.
- Gates will be closed at 9.15am on both sites and access into school is not possible.
- Access into school will not be allowed after this time. If your child arrives after 09:15 they will not be able to attend school that day. **This will be marked as unauthorised absence in the register. Admin staff cannot supervise late entry to school.**
- Please see the table below which provides you with the detail of the staggered start and finish times.

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	Start time	Finish time	Entry/Exit
Nursery AM children	8.30am	11.30am	One-way system marked across the carpark on Infant site
Nursery 30 hour offer	8.30am	2.30pm	One-way system marked across the carpark on Infant site
Nursery PM children	12.15pm	3.15pm	One-way system marked across the carpark on Infant site
Reception	8.30 -8.45am	2.45pm	One-way system via rear gate on Bank Road. Bottom gate into EYFS playground Exit follow line markings towards Zoar Street. Child will be dismissed to parent at front of the queue one at a time.
Year 1	8.45 – 8.55am	2.50pm	One-way system via rear gate on Bank Road. Bays marked for both year 1 classes. Entry/exit through green picket fence one at a time. Child will be dismissed to parent at front of the queue one at a time.
Year 2	9.00 – 9.10am	3.00pm	One-way system via rear gate on Bank Road. Bays marked for both year 2 classes. Entry/exit through green picket fence one at a time. Child will be dismissed to parent at front of the queue one at a time.
Year 3 and 4	8.45 – 8.55am	3.05pm	One-way system via car park on Junior site. No adults allowed onto the playground. Child enters the playground when gates open and parent leaves. Child queues on the playground until 8.55am. Exit: 3 lines for parents to queue on one for each class. Child will be dismissed to parent at front of the queue one at a time.
Year 5 and 6	9.00 – 9.10am	3.20pm	One-way system via car park on Junior site. No adults allowed onto the playground. Child enters the playground when gates open and parent leaves. Child queues on the playground until 9.10am. Exit: 3 lines for parents to queue on one for each class. Child will be dismissed to parent at front of the queue one at a time.

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Clothing:

- Children will be expected to wear school uniform. This includes shoes that cover toes – no flip-flops or sandals. Support is available for uniform so please do ask by phoning the school office.
- P.E. kits will not be allowed into school. Instead on the day your child has P.E. we ask that they come to school in their P.E. kit. This should include appropriate clothing for outdoor P.E. (tracksuits plain black or blue). We will notify of your child's P.E. day.
- We would ask that you regularly wash school uniform which will help prevent the risk of spread of Covid-19.

Classroom arrangements:

- Children are not permitted to bring from home any stationery items or any personal belongings from home. School will provide them with their own personal pack of items which will remain at their desk at the end of the school day.
- We ask children do not bring backpacks/ bags into school. They have no need for them.
- Reading books will not be sent home initially so there is no need for a book bag.
- Children will be allocated the same seat each day.
- Children will have very limited movement around school.
- Water bottles will be stored in the classroom so that they do not touch anyone else's. Only water should be brought into school.
- Children will have to wash their hands in warm soapy water for at least 20 seconds on entry into school. They will be allocated a set of toilets which will only be used by their year group.
- Each class will be treated as a bubble group, with the exception of nursery which are one bubble group and all of Reception which are one bubble group.
- Children will have lessons that focus on phonics, writing, reading and maths.
- Our priority will be to ensure that your child feels safe in school. We will talk with the children about looking after their mental wellbeing. Relaxation strategies and mindfulness activities will be taught to your child.
- Soap and sanitiser are readily available in all classrooms, toilets are checked on at least twice a day.
- Pedal foots bins will be emptied at least twice a day.
- Touch points will be thoroughly cleaned at the end of the day but also after lunch.
- Assemblies will be conducted in class and then through an online platform for us to virtually meet each other
- Children who have an inhaler must return to school with it ensuring it is named and in date.

Break time:

- Children will have to wash their hands before going out for break and upon their return to the classroom.
- There will be no tuck provided in school. If children wish to have a healthy tuck this will need to come from home.
- When going outside children will not mix with the other bubble groups but will remain with the group they have been with for lessons.

Lunchtime:

- Children will have to wash their hands before having lunch and after having lunch.

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- Nursery 30-hour children and Reception will eat their lunch in the dining hall.
- All other classes will eat their lunch in their classroom.
- Free School Meals and Universal Meal (Reception, Year 1 and Year 2) children will be entitled to a grab bag which will be brought to the classroom. There will not be an option to pay for a lunch.
- Only grab bags will be provided at lunch-time. The school site creates particular challenges for serving hot food in classrooms. This will be reviewed
- The **government voucher scheme ceases** at the end of the Summer holidays.
- No nuts or nut based products can be brought to school due to a child who has a severe nut allergy.
- A midday supervisor will be allocated to the group.
- Children will have to wait for all their group to finish eating before they can go outside.
- Desks will be cleaned before and after lunch.
- When going outside children will not mix with the other groups but will remain with the group they have been with for lessons.
- On entry back to school children will wash their hands.

Visitors:

- The main reception is not open for visitors unless there is a pre-arranged appointment.
- The toilet in the main reception has been closed.
- We would hope that you would be able to discuss any matters via the telephone or email.

Wrap around care and after school clubs:

- Breakfast and after school clubs will not start until Monday 14th September. The normal booking system on the website must be used.
- A maximum number of 15 children will be allowed access to the club.
- Children in this club will be asked to socially distance and will be grouped in their bubbles
- Limited resources will be used, and everything will be meticulously cleaned at the end of each session.
- Drop off is from **7.30am**. Latest drop off is **8.15am**
- Collection is at the latest **5.45pm**
- Any clubs offered in school will only be offered to one bubble group at a time. Sport clubs will only be offered that are non-contact and where resources are not shared.

Testing:

- We would ask that you [book a test](#) if you or a family member are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. We will ask that you inform school immediately of the results of a test.
- If someone tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from

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the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

- If Red Hall has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, we would work with our local health protection team who would advise us if additional action is required. We would notify you promptly of these actions.

To further support your child returning to school not all children will be returning on the same days. We recognise there has been a significant time away for many children and we wish to work with you in safely transitioning your child back to Red Hall Primary School.

Tuesday 1 st September	INSET Day							
Wednesday 2 nd September	INSET Day							
	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Thursday 3 rd Sept	Not in school. Phone call or Zoom meeting as per invite	Mrs Hollingsworth class only (RH) 8.30 – 11.30am	In school	Not in school	In school	Not in school	In school	Not in school
Friday 4 th Sept	Not in school. Phone call or Zoom meeting as per invite	Mrs Ashworth and Mrs Williams class only 8.30 – 11.30am	Not in school	In school	Not in school	In school	Not in school	In school
On the day when your child is not in school they will be provided with home learning from Reception to Year 6.								

From the **w.c Monday 7th September** Y1-6 will be in full time Monday to Friday.

	Nursery			Reception
	AM	PM	30 hours	
Monday 7 th	8.30 -10.30am	1.15 – 3.15pm	1.15 – 3.15pm	8.30 – 11.30am
Tuesday 8 th	8.30 -10.30am	1.15 – 3.15pm	1.15 – 3.15pm	8.30 – 11.30am
Wednesday 9 th	8.30 -10.30am	1.15 – 3.15pm	12 noon – 3.15pm	8.30 – 1.30pm
Thursday 10 th	8.30 -11.30am	12.15 – 3.15pm	11.30 – 3.15pm	8.30 – 1.30pm
Friday 11 th	8.30 -11.30am	12.15 – 3.15pm	Either full day or staggered depending on transition for your child	8.30 – 2.45pm

From the **w.c. Monday 14th September** Nursery and Reception will be on their normal timetable. We know that some children may still need a staggered personalised transition and we will work with you on this.

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As you can tell from the length of this letter there has been a great deal of planning gone into fully reopening the school. Ultimately the most important thing is to keep your child and the team at Red Hall safe and well. A copy of the full return plan is available on the website should you require this.

We will be sending out a virtual walk of the school to help you know how to enter school. This will not be ready until the end of August.

After having read this letter if you have any further questions or queries please do not hesitate to email (info@redhall.dudley.sch.uk) or call school.

With warm regards to you all and wishing you a happy and safe holiday and very much looking forward to seeing you all in September.

Mrs Tomlinson
Head teacher