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**Houghton Conquest
Lower School**

Growing together

Headteacher
Miss C A McCarthy

Value of the Month: Happiness

17th July 2020

Dear Parents/Careers

RE: Full school opening in September

Please read this letter in full as it includes important information about our prospective reopening of the school to full capacity.


Firstly, we would like to thank you for your continued support and patience during these unprecedented times. We have received so many emails from parents expressing their thanks to staff for their care, hard work and guidance over the last few months; we are sure you will agree that we have an amazing staff team. We would also like to take this opportunity to thank our pupils, so well supported by their parents, who are continuing to work from home; you are all doing a great job!

Well done to the pupils who have returned to school, for their resilience, effort and commitment to their learning. We have been impressed by their understanding of the new structures and their ability to follow the safety instructions that we have had to put in place.

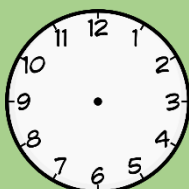
We are in the midst of finalising our detailed plans for full reopening and refining our risk assessments to meet the new requirements as detailed by the DfE. Their guidance is continually updating and may change again before September; if this does occur, we will communicate any updates to you towards the end of the summer holidays, so please do check your emails.

With this in mind, we would like to share the comprehensive plans that we have put together with regards to reopening to full capacity in September. As always, the safety and well-being of our pupils, staff and wider community will always remain at the forefront of our decision making. We do hope you are reassured with our comprehensive plans below to make this work successfully. We cannot express our delight to be planning for full capacity to all children as we have missed them all so dearly.



<u>Key Decision</u>	<u>Additional Explanation</u>
<p data-bbox="197 275 497 389">All children in Reception to Year Four are <u>expected</u> to return to school in September.</p> 	<p data-bbox="533 275 1362 421">The Department for Education have made clear, that now the circumstances with regard to the Coronavirus have changed, it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p data-bbox="533 456 1337 544">School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.</p> <p data-bbox="533 580 1353 759">The government have published guidance about how schools should work to facilitate all children returning from September. In interpreting this guidance, we have given careful consideration to pupil and staff safety, the logistics associated with how school will run given our classroom and external spaces, size of buildings and corridors, numbers of entrances and exits, timetabling and staffing capacity.</p> <p data-bbox="533 795 1353 940">We have planned for a staggered drop off and collection with children in two/three classes allocated to a “bubble”. Within this wider bubble there will be a sub-bubble which will be your child’s individual class. These bubbles will remain together at allocated times of the school day, for example at playtimes and at lunch.</p> <p data-bbox="533 976 1299 1064"><u>Bubble Group 1:</u> Sub bubbles containing – Robins (Reception), Doves (Y1) and Owls (Y2)</p> <p data-bbox="533 1099 1198 1158"><u>Bubble Group 2:</u> Sub bubbles containing - Hawks (Y3) and Eagles (Y4)</p> <p data-bbox="533 1193 1115 1252"><u>Bubble Group 3:</u> Sub bubbles containing - all Preschool children</p> <p data-bbox="533 1288 1337 1375">These classes have been assigned to a bubble as members of staff will be moving between classes as we have a small staffing team. It also enables children to widen their social groups at playtimes.</p> <ul data-bbox="580 1411 1358 1805" style="list-style-type: none"> • As advised by DfE staff will arrange the classrooms with forward facing desks and staff are required to maintain their distance from pupils and other staff as much as possible. All of this forms part of our revised, detailed risk assessment which will be carefully considered by Governors. • Each child will be given their own pack, containing equipment which they need and which will not be shared. • Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. • Where whole-school shared resources are needed, these will be cleaned before and after use with appropriate cleaning materials.

Timings of the day staggered starts and collection times

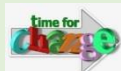


Arrival and departure times for school children will be confirmed to you once our parent consultations regarding timings for the school day are completed.

Bubble Group	Arrival	Departure
Bubble Group 1 - Robins, Doves, Owls	TBC	TBC
Bubble Group 2 – Hawks and Eagles	TBC	TBC
Bubble Group 3 – Preschool	9am normal start time	12pm, 1pm or 3:30pm dependent on session booked

- For those who are not familiar with the arrival/departure system, parents are asked to form an orderly line along the left-hand side of the walk-in path to prevent gathering of groups of people.
- The path is marked with a one-way system and 2-metre markers, which we require you to adhere to.
- You will be asked to walk up the one-way system and stop at the white box at the green gate. At that point it is expected that your child will walk in through the school gates independently.
- We would appreciate that only one parent/carer drops off their child.
- No parents will come beyond the school playground gates unless you have an appointment prearranged.
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Friday Afternoons Collection











Once our consultation has been completed we will be communicating with you our response to it.

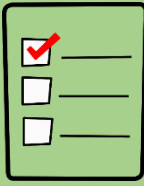
Pre-school



- We are delighted to be able to safely open Houghton Conquest's Pre-School once again to **full capacity**.
- Children who are returning to preschool can start from Monday 7th September at 9am depending on the sessions you requested.
- New pre-school joiners will be required to arrange a settling in sessions with our Room Leader prior to starting. Our Room Leader will be in touch with you.
- All children in pre-school will remain in one larger bubble.
- Timings for arrival and departure will remain as the official times, and stated above; however, your child will be expected to enter the external door that is supervised by your child's key worker. This will be communicated to you directly.
- We have looked at the equipment we use and have selected those toys which are most easily cleaned.
- We will limit the number of children playing at any activity at any time, but it must be recognised that children will be playing alongside their friends and sharing equipment and that cleaning and handwashing will be key ways that risk is minimised.
- Parents of children who attend more than one setting will be

	<p>asked to share this information with the pre-school, in order that we can feel assured of alternative settings plans to keep children and staff safe prior to agreeing to any sessions in our pre-school.</p>
<p>Curriculum</p> 	<p>The wellbeing of pupils will be high priority on our return, with time given to have individual conversations, more focused learning time and more frequent breaks for exercise outside. Teaching staff have been discussing information about their new class, which will show where there have been gaps in the teaching; so, lessons in September can then be planned to meet these needs.</p> <ul style="list-style-type: none"> • Curriculum delivery will return to normal. Children will receive a broad and balanced curriculum with wellbeing being at the heart of curriculum decisions. • As all year groups will be spending as much time outside as possible, please could you send your child to school with a pair of (named) wellies or outside shoes. We will store these at school and it means that the children can get outside regardless of the weather.
<p>Lunchtimes Packed Lunches</p> 	<p>We have opted to continue with the 'pack-up' lunch, as this means children can either eat in their classrooms or with their wider bubble in the school hall, cleaned in between each bubble. We will review the implementation of packed lunches on a half termly basis, and we wish to reintroduce hot dinners as quickly and as safely as we can accommodate it.</p> <ul style="list-style-type: none"> • All children in Reception to Year Two remain entitled to Universal Infant Free School Meals, and therefore the school can provide a packed lunch for you child/ren upon request each day. • Alternatively, your child can bring in a packed lunch which contains a healthy, balanced diet.
<p>Play times</p> 	<ul style="list-style-type: none"> • We feel that children in their 'wider bubble' (key stages) can play together, outdoors, with socially-distanced inspired play, where they have washed their hands before and after their playtime. This will allow further social opportunities and support social and emotional wellbeing. • The playground will be partitioned into these widened bubble zones. Each zone will also contain a calming area if children would prefer to play quietly. • Playgrounds will be equipped with their own 'bubble boxes' which will be used only by children in that bubble and cleaned daily.
<p>Things to bring into school on a daily basis</p> 	<ul style="list-style-type: none"> • Book bag • Water bottle • Packed lunch if you are not universal free school meals or free school meals. • Coat • Sun hat (depending on the weather) • Children will be allowed to take home reading books. When children return them, they will be 'hibernated' (left unused and out of reach) for a period of 48 hours.

<p>Uniform</p> 	<ul style="list-style-type: none"> • All children will be expected to wear school uniform. Further information can be sought on our school website. • On your child's PE day, your child will be required to come dressed for PE that day in the appropriate attire. Your class teacher will inform you of the designated day upon return to school.
<p>Home from Home Out of hours care provision</p> 	<p>The Department for Education guidance explains that, "both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for...wraparound care."</p> <p>Therefore, we will be running Home from Home wrap around care provision for the Autumn Term 2020. Please do understand that your child may be mixing with children from another bubble. Unfortunately, we are unable to run separate sessions to align bubbles with the school, due to limited staff numbers. We are delighted to be able to support working families once again and please understand we will be encourage socially distanced care as much as possible.</p>
<p>Sickness</p>  	<p>A child who has symptoms should not be sent into school.</p> <p>Children or staff who developed symptoms within school will be sent home. In this scenario, the individual with symptoms would need to be isolated, following government guidance and should be tested. The group that this individual is a part of will be informed and they may also require testing but at this stage would not need to isolate and can still come to school. If the individual with symptoms tests positive, all members of the bubble will be informed and isolate too. If the test is negative, the individual may return to school. The government have ensured test results are received within a couple of days.</p> <p>Further information is provided on our school website with regards to the process we follow in line with government guidance and or local authority guidance.</p> <p>We will not be allowing children to enter the school building wearing a face mask. We would kindly ask the parent to take home their child's face mask before entering the school grounds. You are more than welcome to wear them on your commute to and from school; however we will not be excepting children who are wearing them coming onto the school premises.</p>
<p>In addition to the above, we can confirm that the following actions will be a part of your children's experience:</p>	<ul style="list-style-type: none"> • A comprehensive cleaning routine will continue in the new school year – at the beginning, middle and end of the day, in addition to a continuous cleaning programme of commonly touched surfaces. • Entrance and exit to school will be at strictly allocated times to limit footfall. • Children will be encouraged to come onto the school site with one parent.



- Parents will not be allowed into classrooms and at times, not allowed on site unless prearranged meetings are scheduled
- Parents will be responsible for maintaining the social distancing of their child upon entry and exit to the school.
- Scooters and bicycles will not be allowed past the main green gate onto the school playground but can be used in getting to school and placed in the racks outside the green gate or alternatively, parents can take them away after.
- Children will be required to wash their hands on entering their classroom. Children will be required to wash their hands very regularly with soap and water and will be monitored in doing so.
- Children will be allocated toilets which will be used by their wider bubble only.
- Where possible, children will be encouraged to apply their own basic First Aid (e.g. the comfort of a wet paper towel). Where children require First Aid, the adult will be wearing personal protective equipment.

It is important that we reaffirm that the above guidance similarly remains **subject to change** during the Summer Holiday. Any adaptations that need to be made based on government or local change in guidance will be communicated. Therefore, we would appreciate it if you do check your emails over the summer break.

Please rest assured that whilst some of the above information can appear startling, we have had children in Reception, Year One and key workers children in school for a significant period of time already. The children have been welcomed with the warm and loving faces of the team at Houghton and have responded accordingly. Children who have been in are skipping into school and are enjoying, achieving and learning as they did before. There are some changes, but nothing that our resilient and amazing children have not taken into their strides superbly. If your child is yet to return, rest assured they will be fine! We for one cannot wait to see and hear our school filled with the buzz for learning it has missed for so long.

End of year Reports:

Children's end of year reports, written by their class teachers should be with you already or on their way in the post. A polite reminder that as a result of the Coronavirus pandemic, and in accordance with guidance from the Department for Education, it will not be possible to include the outcomes of key stage one or phonics screening statutory tests.

As a result, your child's end of year report will include:

- brief particulars of achievements in all subjects and activities forming part of the school curriculum
- comments on general progress

If you have any questions, please do not hesitate to contact your child's class teacher.

Summer reading challenge:

We love reading in our school because we know it opens up a world of learning. The Summer Reading Challenge is the biggest children's reading for pleasure programme in the UK. This year is going to be a bit different. The Reading Agency has developed a Digital Summer Reading Challenge on the theme of Silly Squad, which is running until September.

Click here https://virtual.library.culturalservices.net/webingres/bedfordshire/vlib/0.children_teenagers/src_cbc.htm to find e-books, audiobooks, activities and information on how to sign up for the reading challenge. We are confident that lots of our children will participate in this and we look forward to hearing of their accomplishment

We are here:

We would like to remind you that we are here for all our parents. Safeguarding is and will always remain a priority for us. Any changes in your family circumstances that will have an impact on your child/ren and that you feel we need to be aware of please email head@hschool.org.uk. This is a confidential email address that only Miss Heaslip and Miss McCarthy have access to. Information shared with us will allow to prepare for your child's return to school in September.

To make an urgent immediate safeguarding referral, because you are concerned about a child's safety, please use the access and referral hub line on **0300 300 8585**.

A big thank you!

My thanks to you for your continued time in reading these important updates and for the efforts you are making each day to support your child or children. It has been a remarkable period of time in the life of our school, which we are unlikely to forget. Nevertheless, we hope you have been able to remain committed and in support of our school.

We are hopeful that our future together will be one of mutual support to the benefit of our children. They are after all, what matters most. On behalf of the staffing team at Houghton Conquest Lower School, we hope each and every one of you enjoy a well-deserved rest over the summer holidays and spend some wonderful family time together in the hopefully warm weather.

Yours sincerely



Miss Heaslip and Miss McCarthy
Co-Headteachers