



HEATHWOOD LOWER SCHOOL, Heath Road, Leighton Buzzard, Bedfordshire LU7 3AU
www.heathwoodlower.com Telephone: 01525 377096 E-mail: office@heathwood.beds.sch.uk
Headteacher: Mrs Susanne Dove B. Ed (Hons), NPQH

10th July 2020

Dear Parents and Carers,

Great news....we are able to open safely to all children in September back to Classes with all their friends 😊.

We are very excited about welcoming new and returning children when the Autumn Term starts on Monday 7th September.

To do this safely, we are following Government guidance, including that published on 2nd July 2020. If you would like to read that guidance in full, it is available at:

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

This letter provides extracts of the key principles and precautions in the guidance, along with the [Heathwood Lower School response and planned provision](#), which we will apply during the Autumn Term, and until further notice. It also highlights that we will be seeking your views and information, through an emailed SurveyMonkey link, to help us plan ahead to make our school provision the best that it can be in the circumstances. Finally, this letter also invites all children to pop in on Friday 4th September, as part of managing the transition back to school (parents of Pre-School children will be contacted separately).

I know that this is a very long letter, but it is important that you read through it all and respond to the survey that will be sent to you shortly.

Firstly, for those children who have been able to return to school in the last few weeks, it has been wonderful to see how happy and resilient they have been, even though their school experience has been very different than before.

For the Autumn Term, the focus has now moved to accommodating bigger groups of children, but keeping those groups apart. **Central to our plans is that Heathwood Lower School will be one big BUBBLE**, made up of individual class or Key Stage groups BUBBLES.



1. Government guidance: Section 1 Public Health Advice: Protective Measures

- Minimise contact between individuals and maintain social distancing wherever possible - schools will be asked to minimise the number of contacts that a pupil has during the school day. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

To do this at Heathwood, children will stay in their Class or Key Stage BUBBLES for the majority of the day and movement around the school will be kept to a minimum. In order to offer the education and standard of learning and care that we all desire, adults will be able to move from classroom to classroom.

We will adapt some of our practices to minimise mixing - so no assembly in the hall, Enrichment will continue, but in Class BUBBLES rather than House Groups, and we will not be able to have the same range of after-school clubs.

We need to minimise contact at the beginning and end of the day, but we do not propose to stagger entry and exit times because we know that this will inconvenience all the families with children in multiple classes. Instead, we will be opening ALL the gates to the school to give multiple entrance and exit points. There is no designated gate - please choose the one which is most convenient for you. Some key points to note:

- School hours are 9.00-3.30 Pre-School hours are 9.00-3.20
- In the morning, all gates will be open **between 8.55 and 9.05am**, with a member of staff at each gate
- Other than children in Pre-School or Class R, we will be encouraging you to drop your child/children off at one of the entrance gates. We are doing this at the moment and it is working really well - children are happily skipping across the playground and taking themselves into class
- If your child is at first reluctant to be left at the gate, we will be there to offer support and encouragement
- For Pre-School children, please drop them off at one of the Pre-School gates
- For Class R children, please bring them into the Class R garden where they will be met by members of the Class R staff
- At the end of the day, ALL gates will be open **between 3.20-3.35 pm**. Please come into the playground and wait (socially distanced) for your child to be sent out by a member of staff as soon as they see you arrive
- We ask that only one adult comes, unless it's your child's first day at Heathwood.



These arrangements will allow you all to safely bring and collect children. If you arrive before these times, please wait outside the gates at a social distance.

Within school hours, we will have staggered playtime, and extended and staggered lunchtimes. Children in Classes R and 1 will eat in the Hall supervised by their allocated Midday Supervisor. Classes 2, 3 and 4 will eat in their classrooms supervised by their allocated Midday Supervisor. Children will be encouraged to keep their lunch space clear and clean and will help to prepare the area for learning again in the afternoon.

Children will have 30 minutes to eat their lunch, 15 minutes to play outside and 15 minutes of Daily Mile exercise. These times will be staggered to prevent too many children on the playground at any one time.

If your child has a packed lunch, **please practice over the summer** to ensure that what you are providing can be eaten in 30 minutes.

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

At Heathwood, it is absolutely necessary that children with any signs of illness (including those not COVID-19 related) - cough, cold, upset tummy, temperature etc. **STAY AT HOME** for 48hrs.

If any of your family, including your child, display symptoms of COVID-19, you must not come to school and instead need to get tested immediately. Symptoms include a high temperature; a new, continuous cough; a loss or change to sense of smell or taste. In the event of a positive case of COVID-19, you must self-isolate for 14 days and follow 'Test and Trace' advice. If your child becomes unwell whilst in school with any symptoms similar to COVID-19, they will be removed to the COVID-19 isolation room, with a member of staff, and we will need them to be collected immediately.

In the event of a positive case, the individual BUBBLE will be closed and all members will be advised to self-isolate for 14 days. **Anything that you can do to keep us from closing is very much appreciated.**

- Clean hands thoroughly more often than usual.

At Heathwood, we ensure children and staff wash their hands regularly with soap and water for at least 20 seconds. A good supply of antibacterial soap is available in all



classes and bathrooms. We have switched off all hand dryers and are using disposable blue paper towels. Hand sanitiser is also available in all classes and communal areas of the school.

- Ensure good respiratory hygiene. Public Health England does not (based on current evidence) recommend the use of face coverings in schools.

At Heathwood, we encourage 'Catch it, Bin it, Kill it'. A good supply of tissues are in each classroom so these can be used once and then disposed of appropriately. We encourage good ventilation in all areas of the school with windows open and outside learning.

You may see some members of staff wearing face visors or masks; this is in order to minimise risk if they are seeing multiple groups of children, and may be because they are clinically vulnerable or extremely clinically vulnerable to infection.

- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

At Heathwood, we will maintain increased cleaning routines using Antiviral solution. Our Cleaning Policy is available on the website, and includes all door handles and push plates to be cleaned daily, and regularly cleaning tables, chairs, school resources and equipment etc.

2. Government guidance: Section 2: School operations

- School attendance will be mandatory again from the beginning of the Autumn Term. Shielding is expected to end on 1 August 2020.

All children are expected to be back at school full time in September.

At Heathwood, we continue to expect good attendance and timekeeping, but we also appreciate that children become ill from time to time and attendance is not permitted for 48hrs for children who are poorly - you will NOT be penalised for this.

The gates will be open long enough for you not to be late, and we urge you to keep to these timings. If you are late beyond these times, you will need to report to the school office and sign in - you and your child may have to wait (socially distanced) for a member of staff to be available to escort your child to class.

If your child has an appointment during the day, you will need to sign in and out via the office as usual.

Holidays in term time are not granted except in exceptional circumstances.



- School leaders will want to consider how to minimise the number of visitors to the school where possible.

In order to maintain our Heathwood BUBBLE, NO visitors will be invited into school if they are not exclusively in our BUBBLE (except where absolutely necessary for Health and Safety, Health Professionals or for Safeguarding reasons). Unfortunately, this means that there will be no peripatetic music lessons, visitors or volunteers, no face to face parents' evenings, and no mass assemblies or productions for the time being.

- We expect that kitchens will be fully open from the start of the Autumn Term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.

Universal Free school meals continue to be available to children in Classes R, 1 and 2. School meals are also available for those children in Pre-School (already included in fees), and Classes 3 and 4 who wish to pay for them. All our meals are prepared onsite in our Heathwood Kitchen BUBBLE by our lovely staff, Jill and Rachel, using ingredients which are sourced locally.

At Heathwood, we have a 5 star Hygiene Award (the highest grading achievable). This confirms our standards are the best they can be, relating to the handling of food, how food is stored, how food is prepared, cleanliness of facilities, and how food safety is managed. Our staff wear protective clothing and the cleaning of preparation areas is meticulous.

In order for us to cater for September, it would be useful for us to understand now if you intend your child to have a school meal. **We will be collecting this information soon, via SurveyMonkey sent to your email address.**

- Educational visits: in the Autumn Term, schools can resume non-overnight domestic educational visits. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum.

At Heathwood, we always undertake full and thorough risk assessments in relation to educational visits to ensure they are safe. As part of this risk assessment, we always consider what control measures need to be used and ensure that we are aware of wider advice on visiting indoor and outdoor venues.

School trips will be limited to those that are out in the open air, where possible, and do not involve mixing with other schools in a confined space.

Until further notice, swimming for Classes 3 and 4 is cancelled.



- Extra-curricular provision - schools should consider resuming any breakfast and after-school provision, where possible, from the start of the Autumn Term.

I am delighted to be able to offer wrap around care on site for both before and after school. This will be in the Rainbow Room for children in Classes R to 4. As with current arrangements, we are not able to offer this provision to Pre-School children.

In order to maintain our Heathwood BUBBLE, this will be provided by Heathwood staff for Heathwood children exclusively, and will no longer be shared with Doverly Down.

Breakfast Club operates 8-9am on Monday - Friday. It costs £4.00 (including breakfast). After School Club will operate 3.30-5.30pm on Monday - Friday. It will cost £8.00 (including a drink, a snack and enrichment activities).

In order to plan staffing for September, we need to know now if you would like to use this service. **We will be collecting this information soon via SurveyMonkey sent to your email address.** Please also **apply for wrap around care using the Registration Form** on our website.

3. Government guidance: Section 3: Curriculum, behaviour and pastoral support

- The aim is to return to the school's normal curriculum in all subjects by summer term 2021. Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge.

Schools are being asked to reintroduce 'education as usual' but with additional precautions to minimise the risk of virus transmission for children, staff and therefore the whole community.

Our focus for the first week in September will be 'Transition and Wellbeing', helping the children to get to know their new teachers, support staff and friends again. We will be using some wonderful books and pictures to help the children express themselves, which will start to give us insights into how they are doing, both educationally and emotionally.

We will then take action to address any gaps in our children's learning. In doing so, we will continue to teach an ambitious and broad curriculum in all subjects, making use of existing flexibilities to create time to cover the most important missed content. We will NOT be focusing exclusively on Maths and English. We are keen to keep learning fun.

- Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.

At Heathwood, we have a programme of 'Personal, Social, Health and Wellbeing' for which we allow time every day. Children are supported and encouraged to talk, listen to



others and be empathetic. This could take the form of stories, Circle Time, games etc. aimed at supporting individual needs.

To further support our children's wellbeing, we will continue to have the Daily Mile (15 minutes of physical activity), daily Mindtime (15 minutes of relaxation activities to prepare children for learning after the lunch break) and weekly Enrichment on Fridays.

- Schools should consider updating their behaviour policies with any new rules/ policies, and consider how to communicate rules/ policies clearly and consistently to staff, pupils and parents. They should set clear, reasonable and proportionate expectations of pupil behaviour.

At Heathwood, we have reviewed our Positive Behaviour Policy which maintains the promotion of good behaviour through positive reinforcement. We will remind all children of 'The Heathwood Way' and our behaviour expectations as we return to a fully open school. More information on our Positive Behaviour Policy is available on our website.

4. Government guidance: Section 4: Assessment and accountability

- Statutory primary assessments will take place in summer 2021. The Early Years Foundation Stage (EYFS) profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021, in accordance with their usual timetables.

This includes:

- the phonics screening check
- key stage 1 tests and teacher assessment
- the Year 4 multiplication tables check

The statutory rollout of the reception baseline assessment has been postponed until September 2021, giving schools flexibility to sign up to an early adopter year in 2020 to 2021.

We are anticipating that National EYFS, Phonics and Yr 2 assessments, and the Yr 4 multiplication tables check will all take place as usual during the Summer Term 2021. The Government has not yet set this out in detail, so we will share further information as and when we hear more.

During the first few weeks back at school, we will be completing a baseline assessment to determine where the children are up to with all of their learning. This will NOT be in the form of conventional 'testing'. We will then be able to address any gaps in learning.

Parents' advice presentations that we usually run throughout the year (such as phonics morning for parents) will be shared via the website and/or email, if we are still not able to offer face to face meetings later in the school year.

5. Government guidance: Section 5: Contingency planning for outbreaks

- Every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.



- If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.

Obviously, we all hope this will not happen. At Heathwood, if a small number of pupils, an individual or a BUBBLE needs to self-isolate, or there is a local lockdown requiring all pupils and staff to remain at home, we have the capacity to offer immediate remote education using Padlet. **If you have not yet accessed Padlet, please do that now so you can check how it works and ask any questions via email to the class teacher.**

I appreciate that this has been a very long letter but it is important that all of our school community understand, agree and follow the restrictions that we need to put in place in order to protect our children, adults and wider community. We need to minimise the risk of virus transmission, whilst still creating a great school experience.

To aid Transition and to familiarise yourselves with coming in safely, we are inviting you (one parent only) and your child to meet their September Staff Team for a socially distanced 15 minutes on **Friday 4th September** in the playground at the following times:

Class R with Mr Dicker, Mrs Dicocco, Mrs Bisby, Mrs Davis & Mrs Smith : **1.00-1.15 pm**

Class 1 with Mrs Hudson, Miss Murphy, Mrs White, Mrs Mansfield & Mrs Fontana : **1.30-1.45pm**

Class 2 with Miss Leary & Mrs Stanford : **2.00-2.15pm**

Class 3 with Miss O'Reilly & Mrs Randall : **2.30-2.45pm**

Class 4 with Mr Waterhouse, Mrs Marsh, Mrs Wallace, Mrs Cunningham & Mrs Collins: **3.00-3.15pm**

All gates will be opened during these times by a member of the Senior Leadership Team for you to enter by your most convenient gate. **School uniform is not necessary on Friday 4th September.**

We have missed you all incredibly but know that you have kept yourselves safe and some have even enjoyed their time in Lockdown. We can't wait to see you all in September 😊

Susanne Dove, all the Staff and Governors of Heathwood Lower School BUBBLE

