Our Ref: HP8047

Dear Parents/Guardians

**RE: School arrangements for full re-opening**

I would like to reassure you that the safety of our school community is our priority. Our risk assessment has been updated to ensure that we have measures in place to minimise any risks, as far as we are able, and is on our school website.

**Symptoms of Coronavirus include:**

* a high temperature
* a new continuous cough
* a loss of taste/smell

Any child(ren) or member(s) of staff who show any of these symptoms must self-isolate immediately, along with their household; they must then book a free COVID-19 test at nhs.uk/coronavirus or call 119. They will not be permitted to return to school until the test result is confirmed and the period of isolation is complete**. You must not wait for the result to self-isolate; this begins from the on-set of symptoms.**

If a **positive test result is confirmed** they will be required to self-isolate at home for **10 days** from when the symptoms started (or from day of test if no symptoms). School **must be informed immediately about test results**. The pupil may return to school after 10 days, once they feel better and have been fever-free for at least 48 hours. Any pupils and members of staff they have been in close contact with (e.g. the rest of the pupil’s bubble) need to self-isolate for 10 days.

If someone in your child’s household has symptoms, your child, plus all household members, must self-isolate immediately and the household member with symptoms should get a test. When the household member’s test is **negative** and the child does not have COVID symptoms they can return to school. If the household members test was **positive** your child must self-isolate for 10 days from the day the other person’s symptoms started. This is because it can take 10 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you or your child has been in close contact with someone who has tested positive for Coronavirus, you may be contacted by the NHS Test and Trace service.

Information on the NHS Test and Trace service is available here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

If you think your child may have been exposed to or has coronavirus, please contact the school on 01332 272249 at the earliest opportunity.

We recognise that some of you may have concerns about your child returning to school and that this can be an unsettling time. If you would like to talk to us about your child and any concerns you have about their return to school, please contact school via [**admin@hardwick.derby.sch.uk**](mailto:admin@hardwick.derby.sch.uk)or on 01332 272249. If your child has an EHC plan please contact our SENCO via **senco@hardwick.derby.sch.uk** who will support you and your child with their return to school.

**Allocating Pupils to a ‘Bubble’**

In line with Department for Education (DfE) guidance, we have made arrangements for all children to attend school as part of a small consistent group, referred to as a ‘bubble’. Children will be in bubbles which will remain together throughout the school day and will not interact with other bubbles in school. This is an important measure to limit the spread of any infection. Children from the same family who are in different year groups will be in different bubbles, which is in line with the DfE guidance.

**Attendance**

**All children** need to be in school. We have a responsibility to record attendance and follow up any absence, which may mean a fine for non-attendance. Please see our school attendance policy, which is published on our school website.

**Maintaining a safe school environment**

In accordance with government advice, the following actions for infection control are in place:

* Displaying coronavirus infection control information posters around the school
* Emphasising the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  + Before leaving home
  + On arrival at school
  + After using the toilet
  + After breaks and sporting activities
  + Before food preparation
  + Before eating any food, including snacks
  + Before leaving school
* Installing alcohol-based hand sanitiser dispensers throughout the school
* Ensuring everyone understands that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away
* Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
* Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing separate toilet facilities where possible
* Arranging classrooms so that children are seated side by side, facing forwards and removing unnecessary furniture and equipment.

Please support your child in understanding the importance of good hygiene.

**School Uniform**

All pupils will be expected to come to school in their full school uniform (other than on PE days). In accordance with DfE guidance, uniforms do not need to be cleaned any differently to usual. Details of our school uniform policy, are available on our school website.

**School Bags**

We must limit the amount of equipment pupils bring to school each day. Therefore, only essentials can be brought to school by pupils, such as reading books, hats and coats. Each child will be provided with their own individual set of stationery. Reading books will be changed every Friday.

**Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place, but we need to maintain safe distancing. We have therefore implemented the following measures:

* Different gates will be identified for certain year groups to avoid congestion.
* Year 5 and 6 children should be dropped off at the gate in the morning, rather than parents entering the grounds.
* Walk to school wherever possible.
* Only 1 parent to bring children to school and parents must wear face coverings on school grounds unless exempt.
* There is a 15 minute window to drop off and collect children to avoid congestion. Please drop off your children as quickly as possible. The times for dropping off and picking up pupils for each year group are:

**Nursery AM session:**

Entry: 8.45am – 8.55am Dover Street Exit 11.45am – 11.55am Dover Street

**Nursery PM session:**

Entry: 12.15pm – 12.35pm Dover Street Exit: 3.15pm – 3.30pm Dover Street

**Reception:**

Entry: 8.40am – 8.55am Dover Street Exit: 3.15pm – 3.30pm Dover Street

**Year 1, 2, 3 & 4**

Entry: 8.40am – 8.55am St James Rd Exit: 3.15pm – 3.30pm St James Road

**Year 5 and 6:**

Entry: 8.40am - 8.55am Hastings Street Exit: 3.15pm – 3.30pm Hastings Street

* A marked one-way system has been set up in the school playgrounds and school corridors to minimise face-to-face contact between pupils and to make it easier to follow social distancing guidance.
* Breakfast and After School clubs will be run in year groups.

Please ensure you keep to your allocated drop off and pick up times to allow social distancing**. Your child must arrive at school on time.** If you do not arrive by your allocated time, your child is late and you will need to bring your child to reception where there may be a long wait due to social distancing. Your child will need to wait for a member of staff who will take them to their classroom.

**Transport**

If you and your child travel to school using public transport, we must remind you that it is a mandatory requirement to wear a face covering unless you are exempt for reasons of health, age or equality. Full guidance is available here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings>

**Arrangements for break times and lunch times**

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely.

* **We ask that no child goes home at lunchtime**
* Staggered break times and lunch times for each year group bubble
* Children from Year 1 to Year 6 will eat lunches in their classrooms
* Outdoor resources/play equipment will be allocated to each bubble

**The school day**

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

* **Classroom layout -** From Year 2 upwards, all pupils will be sitting side by side facing the front, and all children will be provided with individual stationery packs
* **Assemblies -** No large gatherings of children will be held in school. Assemblies will now be held in classrooms
* **PE -** Children to come to school wearing PE kit on their PE days.
* **Breakfast Club and After School Clubs -** Breakfast Club to be held with children seated in bubbles. After School Clubs to be held in year group bubbles.
* **PPE -** To be used for first aid, intimate care, and if children are unwell

**Visiting School**

If you need to speak us at any time, please contact the school by phone on 01332 272249 or by email on admin@hardwick.derby.sch.uk You will not be able to speak to a member of staff face to face without making an appointment in advance. Appointments will only be made in exceptional circumstances so we can ensure that you and our staff are kept safe.

**Support for pupils and families**

We do not underestimate how difficult the recent weeks have been for us all and we all have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils’ emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school:

* Bereavement support
* Focus on PSHE activities
* Mindfulness sessions
* Frequent physical activity sessions

Parents may wish to seek support for themselves from the following support agencies:

* Samaritans – call free 24 hours a day on 116 123
* National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
* Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free webchat is available at <https://england.shelter.org.uk/get_help/webchat>

I hope that these arrangements provide you with the information you need to support your child’s return to school. Pupils of compulsory school age must be in school unless a statutory reason applies, therefore if you do have any concerns about the return to school that you would like to discuss with us, please contact us by 01332 272249 or admin@hardwick.derby.sch.uk as soon as possible.

Yours sincerely



Mrs Sandhu

Head of School