



Tower Hill Primary School

PROCEDURES AND ROUTINES FOR FULLY OPENING THE SCHOOL SEPTEMBER 2020

Questions and Answers for Parents based on our
school risk assessment

Introduction

The staff have been preparing for the full opening of the school in September by following the guidance given to us by the government in the document:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>.

The answers given in this documents are in accordance with the latest guidelines, the school's risk assessment, which can be seen on the school website, and all of our policies. As you will be aware guidance may change at any time so please bear with us. We will give you as much notice as possible in the event of our procedures changing.

Laura Ovenden
Headteacher



Returning to school

When do the children return to school?

The government expects all schools to open to ALL children in September. It is vital for children to return to school to minimise, as far as possible, the longer term impact of the pandemic on children's education, well-being and wider development. The first day for Year 1 to Year 6 will be Monday 7th September. Parents of Reception class children have been given information regarding start dates separately. School attendance is mandatory from the beginning of the autumn term.

Is my child in a bubble?

Yes. Children will be organised into year group bubbles although will only mix with the children from their adjacent year group class at playtimes except Year R where they will play together during class time. The children will be working in their own class groups for the rest of the time.

Is everyone dropping off and picking up at the same time?

No. We are staggering the start/finish times of all groups as per the government guidance. This is to avoid mixing with other bubbles and reducing the transmission between children and adults. Parents and children must queue in line with the social distancing guidelines. We have split the classes into two groups: Group A & B. Timings have been allocated to reduce the number of people in any area of the site at any time – please adhere to your given timings. We are currently allowing parents on site to drop off and pick up but may need to amend this policy if social distancing is not possible. It would help if you limit the number of adults on site at these times.

Group A Drop off between 8.30 and 8.45 Pick up between 3.00 and 3.15	Group B Drop off between 8.45 and 9.00 Pick up between 3.15 and 3.30
Classes: Sears, Spinnaker, Petronas, Alloa, Skylon, Eiffel & Stratosphere	Classes: Pisa, Blackpool, Canton, Macau, Petrin, Aspire & Wainhouse

Will I be able to drop off in the playground and go as I have in the past?

No. We would now like you to drop off and pick up at the classroom door between the given times. We will direct you to the correct door on the first day. Please respect the social distancing guidelines whilst waiting for your children at the end of the day. We would kindly ask you to vacate the playground as soon as possible after drop off and pick up.

What happens if I am late?

Please proceed to the classroom door and knock if it is shut. The teacher will then inform the school office of late arrivals and lunch choices. Please only go to the school office if you are more than 20 minutes late. As always our attendance policy will be in place and late sessions and absences will be monitored by the school and Education welfare officer.

What will my child need to bring to school?

Please limit what they bring so it is just the essential items: book bag (and book), named water bottle (everyday please), coat/gloves, sun hat, lunch box.



Does my child need to wear uniform?

Yes except for PE days. Your child will be required to wear their PE kit into school on the days they have their PE sessions. Please ensure this is dark coloured (black/blue) shorts and a white t-shirt. They may want to wear a black or blue tracksuit as the weather gets colder.

PE Days:

Monday	Tuesday	Wednesday	Thursday	Friday
Eiffel Aspire Spinnaker Blackpool Sears Pisa	Spinnaker Blackpool Alloa Macau	Alloa Skylon Petrin Eiffel Aspire Stratosphere Wainhouse	Macau Petronas Canton Skylon Petrin	Sears Pisa Stratosphere Wainhouse Petronas Canton

Will there be a daily assembly/reflective time?

Yes, but we are unable to have whole school assemblies. Assemblies will be carried out with the leadership team through virtual means.

Where will my children play?

We have zoned the playground to ensure there is enough space for the children to play in their year group bubbles. The times of this play is staggered across the whole school to ensure no mixing of bubbles. The children will have a turn on the equipment at some point during the term.

Will my child have access to a snack or milk?

We will continue to provide milk to those who wish to sign up to our scheme. The children in Key Stage 1 will be provided with free fruit or vegetables every day. We are unable to continue currently with the Key Stage 2 snack trolley due to the staggered nature of playtime and covid hygiene rules. We would encourage your child in Key Stage 2 to bring a healthy snack to school if they wish – please ensure it is named.

Will school lunches be available?

Yes – they will have three choices. Children in Year R and Year 1 will eat their lunch in two separate sittings in the hall and will be served their lunch. The hall will be thoroughly cleaned between sittings. All other year groups will eat their lunch, which will be delivered, in their classrooms. All children will have a session outside to play. Bubble learning support assistants will supervise lunchtime in the classrooms so that mixing of adults between bubbles does not occur.

Will my child be able to use the toilet when they want?

Yes. The government guidelines state that identifying particular toilets for groups of children is not necessary. We will continue to clean the toilets at lunchtime.



Will my child be able to attend Breakfast Club?

We now have our breakfast attendance lists set up for the first half of the autumn term. Breakfast club will have a maximum of 45 attendees each day and will be held in the school hall. Children will be kept on tables with other children from their own bubbles. They will use toys that will be kept to their table and not shared. The children will be taken to their classes by 8.45. Please use the front entrance to the right of the reception to drop off for breakfast club. Parents should NOT enter the school building please and drop off at the door.

Will my child be able to attend after school club?

Our after school care club – SCL will be running as usual and will be taking place in the school hall. Children will be kept with other children from their bubbles. You are now able to book slots for this on line.

Will my child go on school trips?

Yes. We are currently looking into the provision that our usual school trips providers are giving to ensure they are following the strict Covid guidelines. Where we feel we are able to offer you our assurances of safety then we will be organising educational visits. We hope you agree that these experiences for the children are so important. Our teachers will be carrying out further risk assessment procedures as well as the usual risks assessments. These will be shared with you.

Can I use the school office in the same way?

Please try to ensure you only use the school office if it is vital. We will only be allowing one person in the reception area at any one time and you will need to talk through the glass screen. Most payments can now be done through our parent mail system. Questions can be emailed to adminoffice@towerhill.hants.sch.uk. Most queries or handing in of reply slips etc can be done with the class teacher or by using the drop box next to the school office door.

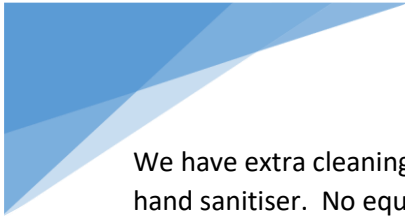
Safety

Will the children and staff be wearing PPE?

No. At present we are not required to wear PPE unless we are carrying out first aid, intimate care or supervising a child with Covid-19 symptoms. If your child is wearing a face covering to or from school, **this will need to be removed by you and taken home.**

What measures are in place to ensure my child is safe?

The government have indicated that all risks from Covid-19 cannot be removed but they can be reduced through the measures that they have asked us to put in place. The school will work together with parents on these safety measures. We will encourage children to stay apart but the reality is that this will be impossible to do with children of this age. However, the risk of transmission will be reduced as children will only interact with the other children in their bubble and members of staff. Children in Year 2 upwards will have an allocated table which they will share with one other child. Each child will have equipment such as pens, pencils and whiteboards identified just for them. They will wash their hands thoroughly on arrival and regularly throughout the day for at least the recommended 20 seconds. We have reviewed and made amendments to the Behaviour, Health and Safety, First aid, Intimate care, Child Protection, Safeguarding and Fire safety policies to ensure they are in line with the government regulations during the Covid-19 pandemic.



We have extra cleaning routines in place throughout the school day and will encourage the use of hand sanitiser. No equipment will be shared across bubbles unless it has been thoroughly cleaned. Intervention groups will still take place but areas of the school used will be cleaned afterwards. There will be limited need to move around the school site but where necessary we will ensure bubbles do not pass each other in corridors.

[How can parents ensure they are keeping school staff and other children safe?](#)

This is very important as Covid-19 is still prevalent in the community. Please follow the advice given by the government on social distancing and social gathering. Our actions will have an impact on safety and transmission.

Please remember to:

- Wash your child's hands before leaving home.
- **Not** bring any unnecessary items to school
- Remain 2m apart wherever possible and when queuing to drop off and pick up.
- Leave promptly and **do not** gather socially.
- Wash your child's hands when you get home.

[What will happen if there is an increase in Covid-19 cases in the area?](#)

Public Health England will advise the school on the procedure. A local lockdown may be suggested and we will act in accordance with the guidelines given.

[What should I do if my child is going to be absent or has an unrelated illness to Covid-19?](#)

Inform the office in the usual way.

[Will you be using a thermometer in school to test the children?](#)

Only if we suspect a high temperature and would like to confirm it. We will not be using a thermometer in a routine way.

Suspected or Confirmed Cases of Covid-19 in School

[What will happen if my child has Covid-19 symptoms at home?](#)

Your child **must not** come to school. Phone the school immediately or email if it is the weekend. You will be advised to get your child tested immediately and not return to school until you have the results. If the test is negative your child may return, if your child is tested positive they must self isolate for 10 days. Other members of your household will also be expected to self isolate if the test is positive – this is for 14 days.

[What will happen if my child has Covid-19 symptoms whilst at school?](#)

You will be called immediately. **Please ensure contact details are up to date.** Your child will be placed in a ventilated room and supervised by an adult until you arrive.

[What happens to my child if another child or member of staff within their bubble has Covid-19 symptoms?](#)

Your child will remain at school if they are not displaying any symptoms of Covid-19. You will be informed by the school or Public Health England if your child/household need to self-isolate.



What if my child/another child/ staff member of the bubble is tested positive for Covid-19?

If someone tests positive at school the local health protection team will be called and they will carry out a rapid risk assessment to confirm who has been in close contact with that person, they will be asked to self-isolate. In the event of more than one person being tested positive there will be a possibility the whole bubble will need to self-isolate for 14 days. Members of their wider household **will not** be required to self-isolate.

If a child or member of staff from the bubble has tested positive, due to GDPR and confidentiality, the identity of the child or member of staff will not be shared.

Curriculum and Learning

What will be your top priority for the children on returning to school?

Their wellbeing and sense of belonging. The teachers are currently planning ways to ensure the children settle quickly into the new school routines and are happy at school. We are ready to support children who maybe experiencing mental health issues, anxiety or bereavement.

What will my child be learning?

We will be returning to the full curriculum for all year groups. We will send out curriculum maps at the beginning of term. We will need to take into account the curriculum that the children may have missed during the lockdown and will ensure they are able to catch up through a rigorous but balanced curriculum provision.

How will my child's learning be assessed?

Teachers will carry out different assessments as usual in the autumn term. Teachers will plan your child's next steps from the evidence gained. All formal assessments such as SATs, phonics and the times table test are expected to take place next year. Year 2 children will be expected to take the phonics test missed in year one – we will send further information about this in due course.

Will there be harvest or class assemblies?

We believe performance is so important for the self-esteem and development of our children so although we will be unlikely to be able to invite you in to watch your children we will be looking for ways to ensure they still get the experience!

If my child is at home self-isolating but is well will you provide learning?

Yes. We will ensure your child has access to the learning that is happening in their class at school.

In the event of another school closure what will the home learning provision be?

We are currently looking at changing our provision and streamlining it using an online platform that we hope will help to keep all the information in one place. We will be able to do face to face teaching remotely and give better feedback to pupils. Once the system is up and running we will provide the children with training at school so that they are able to access it independently at home. We will continue to provide photocopied learning packs.