

Hipswell Church of England Primary School



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Monday 14th December, 2020.

Dear Parents and Carers

Thank you for your patience and understanding during this difficult and challenging time. Our priority is to continue to keep everyone as safe as possible. Our routines and measures will continue into January 2021.

School will close as planned between 3pm and 3:20pm on Friday 18th December, 2020.

Contact Tracing arrangements over the Christmas holidays

The DFE has published the following information which parents are asked to note:

- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school (Saturday 19th and Sunday 20th December), the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school. This should be the usual e-mail address admin@hipswell.n-yorks.sch.uk which will be checked until Thursday 24th December.

Pupil absence

Please notify the school of a child's absence before 9:30 on the morning of the absence. Please telephone the school office or e-mail school: admin@hipswell.n-yorks.sch.uk Please do not use the class seesaw learning platform to inform the school of a child's absence.

How will the school provision be organised from 5th January, 2021?

Pupils will remain in their class and form their own "bubble". The group of children will remain in their designated room. They will have no contact with other groups of children. Start times, break times, lunch times and home times will be staggered to avoid interaction between pupils and adults. Adults are allowed to move between bubbles of children but this movement will be kept to a minimum. All

adults and pupils will wash their hands at the start and end of the school day, break times, lunch time and at the end of an activity. Some younger pupils will be supervised as they wash their hands.

What time does the school day start and end for my child?

<u>Mrs Regan's Year 6 class</u> The school day will start at 9:00am and finish at 3:05pm. Please meet the member of staff at the main school (car park) gate.
<u>Mr Ferguson's Year 5 class</u> The school day will start at 9:10am and finish at 3:10pm. Please meet the member of staff at the main school (car park) gate.
<u>Miss Clark's Year 4 class</u> The school day will start at 9:10am and finish at 3:15pm. Please meet the member of staff at the school gate by the playground.
<u>Mrs Gallagher's Year 3 class</u> The school day will start at 9:00am and finish at 3:05pm. Please meet the member of staff at the school gate by the playground.
<u>Mrs Waller's and Mrs Walker's Year 2 class</u> The school day will start at 9:05am and finish at 3:10pm. Please meet the member of staff at the school gate by the playground.
<u>Mrs Flouri's Year 1 class</u> The school day will start at 9:15am and finish at 3:20pm. Please meet the member of staff at the school gate by the playground.
<u>Mrs Price's Reception Class</u> The school day will start at 9:15am and finish at 3:15pm.

Will there be room to park my car?

We would like to encourage parents and pupils to walk to school. Parents could always park at the top of the snicket and use the path to the school. The Hipswell Parish Council have asked me to politely remind parents to park safely in Hipswell and avoid parking on the village green. As part of the procedures to ensure the safe re-opening of Risedale Sports and Community College, there will be no vehicle access between 8:10am and 8:55am and between 2:30pm and 3pm.

What happens if I have to drive to school?

Parents of older pupils from Year 3 up to Year 6, may be able to "**Drop and Drive**". Simply drive your car into the zone in front of the main gates at Hipswell School and ask your child to quickly get out of the car to wait at the appropriate school gate then carefully drive away.

Parents of younger pupils can park in the designated car parking bays at Risedale and walk with their child to the appropriate school gate. Please be respectful to other drivers and all members of staff from both Risedale and Hipswell. Please remember we are all trying to keep your children safe.

What will happen about school lunches?

School lunches will be available to all pupils.

Pupils in Reception, Year 1 and Year 2 can order a universal free school meal.

Pupils who are entitled to a Free School Meal can order a free school meal.

Pupils can order a hot meal and pay via Parent Pay. The cost of a school lunch has increased slightly to £2.60 per day and £13.00 per week. We are no longer able to accept cash payments.

Pupils can bring their own packed lunch to school.

Year 3,4,5 and 6 pupils will eat their lunches in their designated classrooms.

Reception, Year 1 and Year 2 pupils will eat their lunches in the school hall in their own year group bubble at staggered times.

Will there be a Breakfast Club?

The Breakfast Club will reopen on Tuesday 5th January, 2021 from 8am until the beginning of the child's school day. Please bring your child to the hall doors and the member of staff will ask the child to come into the building and go wash their hands. The children will sit at a designated year group table in a designated area of the hall to reduce interaction and cross contamination in accordance with the government guidance which allows for some limited mixing into wider groups for wrap-around care. The pupils must remain at their table to complete their activities and have their breakfast. If a pupil is unable to follow this direction, then they will not be allowed to attend. Please note there will be no access to the campus by car between 8:10am and 8:50am. If you arrive before 8:10am by car, please park in a designated bay and bring your child to the Hipswell hall door.

The cost of Breakfast is £3 per day. Payments must be paid on the day via Parent Pay. We are no longer able to accept cash payments. If your account is in arrears by £15, your child will not be allowed to attend. Please respect this rule to avoid wasting valuable office time and being refused entry to the facility.

Please book a place for your child before 3pm on the previous day. If possible, please make block , long term bookings.

Please e-mail admin@hipswell.n-yorks.sch.uk to book a place and add **BREAKFAST CLUB ORDER** in the subject bar or simply inform the staff at the Breakfast Club

What will the pupils be expected to wear?

All pupils are expected to wear their full uniform as normal with training shoes. Pupils, especially Year 5 and Year 6 should bring a change of footwear for outdoor use to school. Pupils should not wear masks in school. They should only bring their coat, outside shoes, packed lunch, full named water bottle and snack to school.

Do parents need to wear face coverings when dropping off and collecting their children?

We politely request that all parents wear a mask when dropping off or collecting their child from school. Members of staff will wear a face mask or visor when collecting or delivering their children at the start or end of the school day.

Will the children bring reading books home?

In order to increase the number of books your child can access weekly, we have subscribed to an eBook package through Oxford Owl. The log in details have been sent to all parents via Seesaw. The initial response has been extremely positive.

These books may be read instead of, or in addition to the hard copies available from school. Please record all reading in your child's reading record as all eBooks will contribute towards the Reading Challenge as normal.

We will send hard copies of reading books home on a Monday and the reading books will be changed every Friday. Returned books will be cleaned on Friday ready to be used by a different child for the following week.

We would still like you to write down in your child's reading diary when your child has read at home as part of our Reading Challenge activity where pupils receive a prize after reading at home on 10 different days.

What will the curriculum look like?

Our aim is to continue to help the children to quickly settle back into school routines in a caring and supportive way so that they can then make good academic progress and catch up with their school work. We have been able to return to our Hipswell curriculum with a strong focus on the development of reading, writing, phonics, language and mathematical skills.

Will pupils assemble together for acts of collective worship and break times?

There will be no gatherings of large groups of children. Children will be in their designated year group bubble. Acts of collective worship will take place in their designated classrooms and the pupils will not mix with pupils from other year groups.

Are parents allowed on school premises?

Parents are not allowed on the school premises. If you would like to talk to a member of staff, please e-mail or telephone the school. In an emergency, an adult may need to speak to Mrs Dornan or Mrs Downes in the school office. Please adhere to the 2 metre social distancing measure while waiting outside for your turn and speak to the member of staff through the glass panel.

At the end of the school day

When waiting to collect siblings from other bubbles, please insist that your child stands by your side at all times.

What happens when a child or member of staff becomes unwell?

If a pupil becomes ill, we will contact you in the normal way. If a child shows symptoms of Covid-19, we will isolate them in a sick bay. In this situation, a member of staff may not be able to socially distance themselves from the child and will have to wear PPE. The parent or carer should then take their sick child to be tested for Covid-19. If the result is positive, please inform the school. The school will then receive advice from the local health protection team who will guide us through the actions we need to take.

- **If a child or adult develops symptoms, they should be sent home.**
- **They should be tested. Other members of the household should self-isolate.**
- **If the test is positive the pupil remains at home for 7 days. Other members continue to self-isolate.**
- **If negative, but the symptoms are still evident, the pupil continues to isolate for 10 days.**
- **If negative and there are no symptoms, the adult or pupil can return to school. Other members of the household can stop self-isolating.**

What happens when a child needs intimate care?

For pupils who may need intimate care, we may also need to wear PPE, masks or visors to avoid the potential spreading of the virus. On some occasions, I am sure you will appreciate that we may have to ask you to collect your child to provide the appropriate treatment.

What should I do if my child or member of the household has been classed as clinically extremely vulnerable or clinically vulnerable?

The guidance states that "We know much more about coronavirus and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school."

If a pupil lives in a household with someone who is clinically extremely vulnerable, they are expected to attend school.

Please contact your medical consultant or the school if you require further advice and clarification.

Will all the scheduled spring term events be taking place?

There will be no extra-curricular activities and swimming lessons for the Spring term.

How will the school be cleaned?

Throughout the day, equipment and areas used by pupils and adults will be cleaned thoroughly. At the end of each school day, the school will be cleaned and disinfected by the LA cleaning company.

Each designated classroom will have their own supply of tissues, gloves, masks, aprons, visors, kitchen roll, bin-liners, spray disinfectant and soap dispensers.

We have been asked by the Government and the LA to ask parents:

- To walk or cycle to school where this is possible.
- To avoid bringing other members of their family to school, including, where possible, siblings who are not attending school.
- To remind their children of the 1 metre plus social distancing measure while in school.
- To remind their children of the importance of washing hands frequently and thoroughly and using a tissue to "catch it, bin it and wash your hands."

I know that this continues to be a worrying and anxious time for everyone. Thank you for your patience and support.

I feel confident that we can continue to work in partnership with each other and successfully overcome the further challenges that lie ahead so that we can keep the pupils, parents and staff safe and healthy.

Remote Learning Policy and Guidelines

In September 2020, all our classes returned to full-time education following the Covid-19 closure in March. Although we hope that the majority of our children will now have an uninterrupted experience, there is the possibility that an individual child, a class bubble, or indeed the whole school, will need to self-isolate for a period of time. We have therefore put in place a plan for remote learning so that all children can continue with their education. This meets the expectations set out in the DfE guidance 'Remote Education Support' found on the DfE website.

Where will I access my child's remote learning?

Remote learning will be shared with parents and pupils via the seesaw online learning platform.

What happens if my individual child has a covid related absence?

The teacher will send relevant work via seesaw. As the teacher will be working with the rest of their class, they may not be able to send this work home during the school day. In this case, pupils can access the excellent resources listed in the table below.

What happens if a class bubble or whole school is closed?

The teacher will upload to seesaw a daily video clip which shows the teacher explaining clearly what the daily tasks are. The clip may include some important and helpful teaching points. The video clip will be available for the parents and pupils to watch before 9am each day.

The teacher will monitor seesaw throughout the school day from 9:00am until 3:30pm and will be able to offer advice and further support online. The teacher will respond to messages from parents and

pupils throughout the school day and, where appropriate, offer feedback on work completed. Parents and pupils are invited to upload photographs or video clips of their work. This will not aim to replicate feedback on strengths and development in learning that parents might expect when the school is open and working normally.

What does the school ask of parents?

- Please ensure you have downloaded seesaw and your child can access the learning platform at home.
- Please ensure you set a good working routine for your child.
- Please ensure you find a work place for your child which is quiet and conducive to completing their tasks.
- Please ensure your child completes the set work. You are responsible for your child's attitude and behaviour

What does the school ask of pupils?

- Please listen carefully to the video clip from your teacher.
- Please stick to your daily timetable and routine.
- Please work quietly and focus on completing the set task.
- Please make sure other devices and apps are switched off while you are completing your set work.
- Please complete the set work to the best of your ability.
- Please ask for help from an adult if you need to.
- Please upload photographs or videos of your work to seesaw.

What happens if we do not have access to technology?

You can access seesaw on mobile phones, tablets and laptops.

Can the school send home paper copies of the set tasks?

Sadly, as we may have to close a class bubble or whole school at short notice, we are unable to send home paper copies of the work set. The work will be available via seesaw.

Which websites does the school recommend?

There are many links we would recommend to you. We have listed some links below.

These links can be used to support an individual pupil who has a covid related absence.

These links can be used to supplement the daily set work in the event of a class bubble or whole school closure or if, during a closure, the teacher is or becomes unwell. The daily timetable may include the following:

SUBJECT	WEB LINK	DETAIL
Maths	https://whiterosemaths.com/homelearning/	Using White Rose maths, children will complete a session which includes a video and subsequent questions.

Reading	https://www.oxfordowl.co.uk/please-log-in	Children are to read from their own reading book or download and read a free e-book from Oxford Owls.
Curriculum subjects	https://www.bbc.co.uk/bitesize/this-terms-topics https://classroom.thenationalacademy/	BBC Bitesize and the Oak Academy contain a range of different subjects.

BBC Bitesize

[Bitesize Daily](#) has been developed by the BBC to provide new lessons every weekday for pupils in year 1 to year 10. Created in collaboration with teachers and educational experts, its videos and interactive activities cover core subjects and other topics on the school curriculum.

Oak National Academy

The 'teaching content' will be provided to children through age appropriate video content on the DfE published list of educational resources site; from [Oak National Academy](#). In their 'classroom' each lesson is an hour-long. They're delivered by a practising teacher, with a pre-recorded video as well as quizzes, worksheets and creative activities. It's all easy to use, there's no login or password, and you can access the lessons on any device- pupils only need materials they can find at home.

Contact with pupils/ parents

Parents are able to contact the school via telephone and the school email address. Parents are able to contact the class teacher via seesaw.

What happens if the class teacher is ill?

The school will organise cover as soon as possible. In this situation, the school asks for parents and pupils to be patient and understanding and use the suggested list of sites in the table above.

Safeguarding and Data protection

Please refer to Child Protection and Safeguarding Policy.

The school follows the General Data Protection Regulations.

I hope this clarifies the arrangements for remote learning.

Mr Sykes and Miss Ewbank