



Dear Parents

15<sup>th</sup> July 2020

### Important Information About the Autumn Term 2020

In light of the Coronavirus pandemic and the latest guidance received from the Government, we are finalising our plans for when all of the children return to school on Thursday 3<sup>rd</sup> September. There are a number of important arrangements that you need to be aware of, as well as information about how the school will operate during the Autumn Term. I apologise for the length and complexity of this letter, but I hope you understand that there are many arrangements that need to be in place to ensure the safety of your children and the members of staff. Please read it carefully and contact the School Office if you have any questions.

**Do not send your child to school if your child has Coronavirus symptoms, or has tested positive in the last 7 days, or if another household member develops symptoms.** Please read the NHS guidance: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>. It is vital that you contact the School Office to inform us and follow the Government 'Stay at Home' Guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>. All pupils can be tested, and you will need to **inform us immediately the result of the test:**

- if it is negative, and the child feels well and no longer has symptoms similar to COVID-19, they can stop self-isolating and return to school.
- if it is positive, the Government 'Stay at Home' Guidance should be followed and your child must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school, only if they do not have symptoms other than cough or anosmia (loss of sense of smell/taste). This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of the household should continue self-isolating for the full 14 days.

If someone who has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. 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.

If two or more cases are confirmed within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. Following local health protection advice, this may include a larger number of other pupils self-isolating at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.

#### If a child displays Coronavirus symptoms at school

The child's parents will be notified immediately, *so please ensure we have up-to-date contact details*. The child will be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision, with a window opened for ventilation. Social distancing will be adhered to by members of staff, and if this is not possible, staff will wear Personal Protective Equipment (PPE) whilst they are caring for the child.

If a child or staff member is sent home with symptoms of Coronavirus, other members of the same group will remain at school, closely monitored. Parents will be notified of a suspected case of Coronavirus, so they can be extra vigilant for symptoms.

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### **Minimising contacts**

To minimise the number of contacts between pupils and staff, your child will be in their class 'bubble' for teaching time, and then will have their morning break and lunch breaks with other children *in their year group*. A rota has been designed which enables each year group to have their break and lunch breaks separately from other year groups. The majority of members of staff will only work within one year group, but in order for us to maintain our broad curriculum, and to ensure children are supported fully, some adults will work across groups of children.

### **Social distancing**

Social distancing within classrooms will not be possible as all children will be back in their classrooms. Teachers and teaching assistants will have an area marked out at the front of the room, where they will remain for most of the time during lessons. They will be able to move closer to the children for very short periods of time, but the Government guidance advises adults to keep 2 metres away from children and other adults as much as possible. All of the desks will be facing the front, and other furniture will be removed to enhance the space in the room.

### **Hygiene**

As your child arrives at school, they will be asked to use hand sanitiser which will be available at the gates. They will also be asked to wash their hands frequently during the day, and hand sanitiser will be available in each classroom and around the school. We have purchased some portable hand washing basins in order for the children to be able to wash hands easily in the playgrounds at break times and during PE, Games and Outdoor Learning sessions.

We will continue to use the 'Catch it, bin it, kill it' approach at school. Children are instructed to cough or sneeze into a tissue, or their elbow if they don't have a tissue to hand, disposing the tissue into a lidded bin which we have purchased for all of the classrooms. They will then have to wash their hands. Please can you reinforce this practice at home.

### **Staggered start and finish times**

To further reduce transmission of Coronavirus by minimising contacts, there are staggered arrival and finish times for the children. *Please note, we are currently looking at siblings across the school and will be in touch with some parents individually if we feel the start and finish times may prove difficult for the family.* For older children, it would really help reduce the numbers of adults on site, if they were allowed to walk to and from school on their own, or to meet you at a designated place away from the school premises. If this is something your child is able to do in September, please can you email the school office giving your consent ([info@hermitage.surrey.sch.uk](mailto:info@hermitage.surrey.sch.uk)). To minimise contact further, I have assigned different gates and entrances for classes of children. We also have 'up' and a 'down' staircases in the school; for some classes, just at their arrival and/or finish times, they will have to go the wrong direction on a staircase (please see tables below). Please can you discuss the following information with your child before they return to school in September, so they know what to expect when they arrive. There will be members of staff around the school to help guide children as it may be a little overwhelming for the first day or two until the routines have been established.

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### Arrival Times – Year 3 from Monday 7<sup>th</sup> September\*

Class	Arrival Time	Gate	Entrance to building
Oak	8.30am	Pedestrian Gate along Oakwood Road	Through outside classroom door
Hawthorn	8.40am	Pedestrian Gate along Oakwood Road	Through outside classroom door
Willow	8.50am	Pedestrian Gate along Oakwood Road	Through outside classroom door

\* A separate letter will be sent to our new Year 3 parents with instructions for the first two days of term.

### Arrival Times – Year 4

Class	Arrival Time	Gate	Entrance to building
Monkey Puzzle	8.35am	Pedestrian Gate along Oakwood Road	Office entrance - UP stairs.
Sycamore	8.45am	Pedestrian Gate along Oakwood Road	Office entrance - UP stairs.
Tamarisk	8.55am	Pedestrian Gate along Oakwood Road	Office entrance - UP stairs.

### Arrival Times – Year 5

Class	Arrival Time	Gate	Entrance to building
Chestnut	8.30am	Children's Gate along Gorsewood Road	Children's entrance
Silver Birch	8.40am	Children's Gate along Gorsewood Road	Children's entrance
Redwood	8.50am	Children's Gate along Gorsewood Road	Children's entrance – DOWN stairs

### Arrival Times – Year 6

Class	Arrival Time	Gate	Entrance to building
Ash	8.35am	Children's Gate along Gorsewood Road	Children's entrance – UP stairs
Cherry	8.45am	Children's Gate along Gorsewood Road	Children's entrance – DOWN stairs
Maple	8.55am	Children's Gate along Gorsewood Road	Children's entrance – DOWN stairs

### Finish Times

Please can you make a note of the gate and playground you will need to use when collecting your child. To help minimise contacts further, please can only **one** adult enter the school premises to collect your child. Moreover, it is important that parents do not congregate together in the playground, or around the school gates and social distancing guidelines are followed. There will be a one-way system in operation. If you are allocated entering the school premises via the Pedestrian Gate along Oakwood Road, please wait for your child on the grass area by the BioDome. As you see your child come onto the Trim Trail Playground, please walk towards them and quickly leave the premises via the gate along Gorsewood Road. If you are allocated the Gorsewood Road gate, please enter on the right hand side of the gate (there will be markings and barriers to help guide you) and go onto the football playground, waiting by the hedge. As you see your child come onto the playground, please walk towards them and quickly exit the premises via the 'out' side of the gate. Please be aware there will be children and adults exiting the school premises via the other playground, so please ensure you are adhering to social distancing rules as you make your way out.

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### Finish Times – Year 3 from Monday 7<sup>th</sup> September \*

Class	Finish Time	Playground	Parents' Gate
Oak	3.00pm	Children enter Trim Trail Playground	Arrive through Pedestrian Gate.
Hawthorn	3.10pm	Children enter Trim Trail Playground	Arrive through Pedestrian Gate
Willow	3.20pm	Children enter Trim Trail Playground	Arrive through Pedestrian Gate

\* A separate letter will be sent to our new Year 3 parents with instructions for the first two days of term.

### Finish Times – Year 4

Class	Finish Time	Playground	Parents' Gate
Monkey Puzzle	3.05pm	Children enter Football Playground	Arrive through Children's Gate.
Sycamore	3.15pm	Children enter Trim Trail Playground	Arrive through Pedestrian Gate
Tamarisk	3.25pm	Children enter Football Playground	Arrive through Children's Gate

### Finish Times – Year 5

Class	Finish Time	Playground	Parents' Gate
Chestnut	3.00pm	Children enter Football Playground	Arrive through Children's Gate.
Silver Birch	3.10pm	Children enter Football Playground	Arrive through Children's Gate
Redwood	3.20pm	Children enter Football Playground	Arrive through Children's Gate

### Finish Times – Year 6

Class	Finish Time	Playground	Parents' Gate
Ash	3.05pm	Children enter Trim Trail Playground	Arrive through Pedestrian Gate.
Cherry	3.15pm	Children enter Football Playground	Arrive through Children's Gate
Maple	3.25pm	Children enter Trim Trail Playground	Arrive through Pedestrian Gate

### Communication

Class teachers will not be able to have discussions with parents on the playground after school as they have done in the past. Communication with parents is vital, so please email the year group email, or the school office if you would like to speak to your child's class teacher and they will contact you as soon as possible by telephone. We will only be able to have parents in the school building if an appointment has been made and we are expecting you. If you have queries or questions, please either telephone the school office, or email.

### Lunches

To reduce contact with other groups of children, children will eat their lunches, whether hot dinner or packed lunch, in their classrooms. Once all children have finished eating, the class will make their way to their designated playground to break time with other members of their year group.

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### Resources

For hygiene reasons, each child will be allocated their own resources to use in the classroom. For this reason, your child should not bring a pencil case to school with them. Please make sure your child's bag is small so it can fit neatly under their desk – no large rucksacks. Your child will only need to bring a water bottle, their school reading book and reading record, mid-morning healthy snack and lunch box if they have packed lunch.

### PE and Games

On the days your child has PE and Games, we would like them to come to school in their PE Kit. Government guidance states that PE and Games should go ahead, but this should be outside as far as possible. So, your child will need PE shorts and white T-shirt, but wear a blue tracksuit over the top for the colder weather with trainers. Please see the school website for more details on PE kit: <https://www.hermitage.surrey.sch.uk/page/?title=School+Uniform&pid=39>

### Children's wellbeing

In September, our first priority will be the children's wellbeing. We will ensure the children have plenty of opportunities to talk about their experiences during lockdown, and to discuss any anxieties or worries they may have. If there have been events in your family that you feel we should be made aware of, then please make contact with your child's teacher by using the Year Group email in September.

I realise there is a great deal of information contained in this letter, but I wanted to ensure that you had a good understanding of the plans we have put in place for September. There will be further information, specific to your child's year group, coming out before the end of term. If you have any questions or queries, please contact the School Office: [info@hermitage.surrey.sch.uk](mailto:info@hermitage.surrey.sch.uk).

With kind regards



Mrs J E Harrup  
Headteacher

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