



The Hundred of Hoo Academy Primary

Parents and Pupils COVID-19 Guidance



RETURN TO SCHOOL - FOLLOW THE GUIDANCE - STAY SAFE



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Introduction and Overview

The purpose of this document is to provide detailed and specific information about how the school will be safely opened in September following the guidance stipulated by the government to ensure that the academy is a “COVID-19 secure” environment. The primary aim of this guidance is to minimise the risk of transmission and cross-contamination between staff and pupils. With this in mind, it is vital that these expectations are followed consistently, in full and by all. Therefore it is imperative that we continue to work together as a community to ensure that we are able to keep everyone safe both physically and mentally.

- A one way system for entering and exiting the school site
- Guidelines in place to facilitate the community in observing the most up to date social distancing guidance
- Restricted access to the school site (both the car park and immediate building vicinity)
- Adapted start and finish times to the school day
- Children working in larger but restricted “bubbles”
- Specifically allocated adults and designated rooms (including toilet areas) for each group
- Provisions for hand sanitising and washing in place
- A full curriculum in place, including practical PE sessions
- A significant focus on the mental health and wellbeing of our pupils
- Specific provisions to ensure safe practices at break and lunch times.

Key Videos and Documents

Please click on the links to access key information videos and supportive documentation.

[Pick Up Arrangements - One Way System Video](#)

[One Way System and Pick Up Points Map](#)

[Key Measures Overview](#)

[EYFS Welcome Video](#)

[Key Stage One \(Year 1 and Year 2\) Welcome Video](#)

[Lower Key Stage Two \(Year 3 and Year 4\) Welcome Video](#)

[Upper Key Stage Two \(Year 5\) Welcome Video](#)

(Please note that the pick arrangements have been adapted since the videos were made).

Attendance

All year groups will be in attendance at school. To ensure that no class has a reduced length of day, children are in phase bubbles (no more than 60) for shared times that are spent outside of class (breaks, drop off and pick up) or in very large spaces (the hall). For all learning opportunities, they will be in a bubble size of 30. Attendance is now compulsory and therefore, our normal attendance procedures are reinstated. Below is an overview of these procedures.

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[Attendance Scale - Parents](#)

Uniform Expectations

Full uniform expectations will be reinstated, please find these below. Please ensure that you and your child are fully prepared with their uniform for September to eradicate any potential complications that this may add to an already complex start to an academic year.

[HOH Primary Uniform Expectations](#)

Social Distancing Guidance

We are still operating social distances of 2m between adults. Government guidance stipulates that this distance should only be relaxed to 1m+ if the correct PPE is worn and it is momentarily. We will be asking you to follow this guidance while on site and in the vicinity of the school so please respect this. While you may be comfortable with encroaching on that distance, other members of our community may not. We will be asking **all** parents to adhere to this.

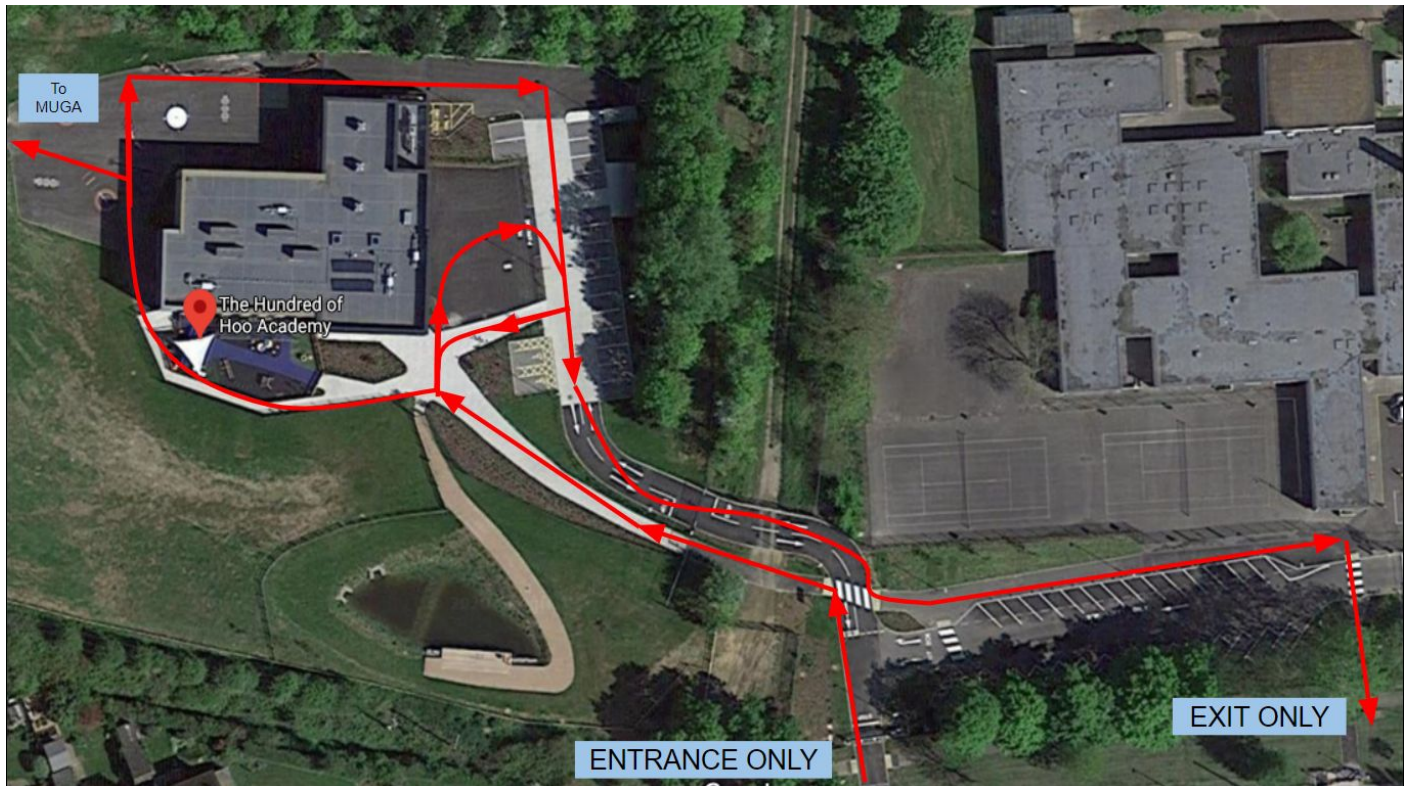
Face Coverings

We respectfully request that all parents wear face coverings at drop off, pick up and when entering the site for any pre-arranged meetings. This is a further precaution that we are taking to further minimise the risk of potential cross contamination. We understand that there are a minority of individuals who are unable to wear face coverings due to specific reasons, however, we do expect the vast majority of our community to work with us on this measure.

Access to Site

Access into the school for pupils and parents will be **on foot only** through the vehicle exit gate onto **Main Road**. A one way system will be in place around the external space of the school for parents and pupils to follow. **At pick up only**, exit from the school will be from via the Main Road pedestrian gate.

A map of the school below indicates the one way system around the school. This is in place mainly at pick up as parents do not enter the immediate primary vicinity at drop off.



There will be **no parking** available on site. If you have no other option but to come by car, we ask that you park responsibly in the village and walk to school. It is highly likely that there will be a legal presence on Main Road to enforce parking regulations and issue fines if cars are found parked irresponsibly and contrary to the Highway Code.

Parents and external visitors must only attend site by appointment only and with prior agreement. Access will not be granted for walk-ins.

External visitors are not able to access the primary site during drop off or pick up.

Drop Off and Pick Up Times

All children and adults will enter the site through the **Main Vehicle Gate** and on foot. All pupils are encouraged to walk, cycle or scoot to school, they will not, however, be able to leave their scooters/bikes at school due to the increased risk of potential cross-contamination.

We ask that only **one parent** accompanies their child to school and to avoid bringing along siblings or relatives that are not at our school, if possible. This reduces the number of possible interactions between households and therefore minimises transmission.

At drop off children will enter the site independently and enter the school at the entry points below.

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Phase Bubble	Class, Year Group	Drop Off	School entry point
LKS2	Anderson Class, Year 3	08:30 - 08:40	Line Up Area
	Adams Class, Year 4	08:30 - 08:40	Line Up Area
KS1	Berners-Lee Class, Year 1	08:40 - 08:50	Classroom Door
	Cousteau Class, Year 2	08:40 - 08:50	Classroom Door
UKS2/EYFS	Thunberg Class, Year 5	08:50 - 09:00	North Playground
	Da Vinci Class, EYFS	08:50 - 09:00	Classroom Door

At pick up, parents are to follow our one way system to the pick up points in the table below and in their allotted pick up window. If you are required to pick up on the Line Up space, there are white spots, enough for 30 parents to be able to socially distance. On the North Playground, although there are no markers, there is enough space for parents and carers to socially distance and we ask that you stand a reasonable distance from the children's exit points.

As you can see some classes are using the same areas as others but at different times. Therefore, this system will only work with parents being on time to collect their child within their collection windows and others not arriving before their allotted time.

Phase Bubble	Class, Year Group	Pick Up	Pick Up Point
LKS2	Anderson Class, Year 3	15:00 - 15:10	Line Up Area
	Adams Class, Year 4	15:00 - 15:10	North Playground
KS1	Berners-Lee Class, Year 1	15:10 - 15:20	North Playground
	Cousteau Class, Year 2	15:10 - 15:20	Line Up Area
UKS2/EYFS	Thunberg Class, Year 5	15:20 - 15:30	North Playground
	Da Vinci Class, EYFS	15:20 - 15:30	Line Up Area

Below is a map of the pick up points for each class. These should be accessed via the one system only.



Children and parents **must not** arrive outside of these times. There is a 10 minute window to prevent accumulation of people on the Main Road public path and to prevent two bubbles crossing over.

They will only be admitted under the conditions below;

At drop off, if they have siblings in other bubbles, attend a childminder with children from another bubble or a breakfast club with children from another bubble. They can attend school from the earliest time within that group. Children that fall into any of the aforementioned categories will go straight to their classrooms, **using the access points signalled above**, if they arrive at school outside their bubble time.

We are not able to offer this flexibility at the end of the day. We completely understand that it can be frustrating having to wait for multiple children if they are siblings, however, due to the precautions we have to take to minimise cross contamination between bubbles, we are unable to release siblings together. 41% of our school are siblings from across all year groups which would have huge health and safety implications if we were to release them at the same time to you. At drop off it is very different as they arrive together, are in the open air and have not had contact with other children in their bubble at that point.

To try to mitigate wait time for parents, as far as we can, we have identified the siblings in each class and depending on when their siblings slot is they will be lined up near the front of their line or near the end. This would mean, for example, if you have a child in the LKS2 pick up window and one in the KS1 window, you can arrive towards the end of your slot and therefore wait time would diminish. There may be a small minority of families where a short wait between pickups is unavoidable; we calculate this at being around 10

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families. In support of these families, we have designated the MUGA as a waiting space in which you can safely and comfortably social distance from each other while you wait.

If you have children that come out at the same time but in different areas, we are happy for you to pick up one and follow the one way system round to the next pick up point. We suggest that you pick up your child who is being released from the Line Up Space first and then go to the North Playground after.

Parents are then, respectfully, asked to leave immediately to prevent crowds congregating at the academy. Please do not be surprised if you are asked to move on by a member of staff.

Breakfast Club

Breakfast Club runs from 07:45 until 08:30 every morning with last admittance being at 08:20. Children sit in the class bubble when attending Breakfast Club using designated resources. Please refer to our correspondence about Breakfast Club for further information.

Curriculum and Learning

Learning Environments

All learning spaces should have access to tissues to exercise the “catch it, bin it, kill it” policy and bins should be situated in an easily accessed space. Furniture can be restored to its normal position but will need to be positioned to account for the additional space needed for the table layouts. Where viable, as much learning as possible can be taken outside.

EYFS

Our EYFS classrooms will be organised to support and nurture your child’s transition to big school, as you know. Children within the same bubble can access the same resources as long as they have not been shared outside this bubble. It is necessary, however, to ensure that these resources are cleaned on a regular basis and therefore teachers may wish to scale back the quantity on offer to make this manageable and put resources on a rotation. This is commonly considered as good practice anyway to maintain children's engagement and sense of awe and wonder. Children will have specially allocated carpet spots that face the front of the room. The most current government guidance will be followed in regard to the use of water, sand and dress up.

Year 1

Given the age and maturity of learners at this stage of development, it would be inappropriate for their classroom to be organised in a formal manner. This is also compounded by the fact that they have missed a substantial amount of time of the early years education. It is therefore our view that their classroom will be set up in zones and pupils will access the provision through a continuous provision initially. Tables and chairs will be organised in a way to facilitate this and as much as possible will minimise children facing each

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other. Adults will organise learning in a way to ensure that zones aren't crowded and children are dispersed in all areas of the classroom. Children are to have specially allocated carpet spots that face the front of the room.

Year 2 to Year 5

Tables and chairs will be set up, facing forward, so that no pupils are facing each other and in an ark. Individual class teachers have reviewed where pupils will sit.

The Curriculum

Upon our return in September, we will be operating a full curriculum which will be broad and balanced. The framework of the PYP gives us the flexibility to fulfil this very notion but also to go above and beyond. Inevitably there will be gaps in our children's learning and therefore it is necessary to ensure that specific attention is given to closing these gaps.

Resources

Regularly used resources like pencils, pens and rulers, for example, should not be shared therefore pupils and staff should have their own specially allocated sets. Each pupil will have their own set of resources in an individual tray, basket or wallet on their desk space, to limit movement around the class.

Other resources like books or manipulatives can be shared but must be cleaned, wiped or quarantined for 48 hours (72 hours for plastics) after use.

Soft toys, furnishings and toys which are difficult to clean will be removed from circulation.

Children can take home reading books. They will be given to them on a Monday and taken in on a Friday. This means they are quarantined for at least 48 hours over the weekend. If they are not returned on a Friday then your child will have to keep the book until the following Friday. **Unfortunately, we are not changing books outside of this time regardless of parental request.** For additional reading matter, families can read texts via MyOn, their own home sets, newspapers, magazines or comics. This can all be recorded in their Link Books.

Link books will return to use but not as a means for communication. They will be used to record the children's reading. They will be checked twice weekly, whenever is convenient for the class team. While checking, the adult will do at least one of the following;

- Wash hands between each book (preferred)
- Sanitize hands between each book
- Wear gloves throughout and dispose of safely



Supporting Children and Interventions

There will inevitably be situations whereby children will require support or further assistance to be successful in their learning. This is likely to require an adult to encroach on the 2m social distance. When this situation arises, staff are advised to support from the side of the child and **not face to face** and should only do so for a very limited amount of time.

Clubs

At the moment extra-curricular clubs are not viable as they are normally open to children of multiple ages and therefore we are unnecessarily increasing the risk of transmission.

Trips and Experiences

It is advised that no overseas or overnight trips should be taking place. A limited number of domestic trips can be undertaken subject to risk assessment and therefore viability.

Pupil Mental Health and Wellbeing

We are taking a number of measures to support the mental health and wellbeing of all our pupils. While it is important to have overarching processes around this, sometimes very specific situations need to be treated on an individual basis. The responsibility for supporting pupil mental health and wellbeing lies with the class teacher but there is always the support available for more complex cases. Below are some of the things that are in place;

- A clear referral system for staff for Mental Health First Aiders and ELSA work.
- New dog mentor is being trained for the start of September
- Themes of the fortnight focussed on issues and opportunities to support wellbeing
- Allocated time in timetable dedicated for specific PSHE activities.
- Inquiry based learning to be focussed upon self, community, relationships; a PSHE focus.
- Teachers should be aware of attachment issues that children may have.
- Initial back to school activities are centred around reconnecting children to the Learner Attributes and use these as a tool for children to articulate their experiences and reflect on themselves
- Leuven scales to be used by teachers for pupils in all year groups.

Morning/Lunch Break

While it is important that children have time to socialise with their peers; almost as important as accessing a full curriculum, we have to ensure that they can do this safely and within measures that will reduce the opportunity for transmission. This means that we will have specific zones and time slots that children can access their social times.



Lunchtime

We will be operating a full lunch service to ensure that our children receive the correct nourishment to support their learning. We will return to using the hall for the children to eat in. The hall will be divided into two zones with a partition in the middle. Hot meals are pre-plated and brought to the children by the supervising adult. Cutlery will be set on the tables in each space. There will be a one way system for movement around each zone.

Meetings and Events

Parents must only attend site by appointment only and with prior agreement. Access will not be granted for walk-ins. Most parent meetings will take place virtually unless unavoidable.

All parent events will be conducted virtually and until further notice. Show and Shares will not be able to take place and we will be looking to change the format of these in the future to make them more manageable.

Getting in contact

Despite the circumstances we still value and prioritise clear lines of communication but we need to do so in a measured and therefore safe way. As previously mentioned, we will not be using Link books as a means of home school communication due to the demand that would have on staff to check them. We ask therefore that if you wish to contact the school to speak with a member of the team or to pass on a message, you use the following methods;

- By phone on 01634 257519
- By email on primaryoffice@hundredofhooacademy.org.uk

Unfortunately, we will not be able to facilitate messages being passed on via a member of staff on the gate nor “quick chats” with teachers or teaching assistants at pick up. Staff have been directed to refrain from allowing this. Please note that due to the workload of the team we will **no longer** be using the key stage specific email addresses and **under no circumstances** must a member of staff be contacted on their direct email. This can have a huge impact on wellbeing and while we have a duty of care to our children’s wellbeing, we also have to look after the teachers teaching them. If it is apparent that a parent has not complied with this, then their lines of communication will be limited and their communication will be managed by a senior member of staff only.

Managing Suspected or Confirmed Cases

When a pupil reports symptoms they will be immediately removed from the academy population and placed in medical quarantine in the designated area (small meeting room outside the primary office). If a child needs to use the toilet whilst in medical quarantine, they will be escorted by a member of staff at 2-metres



distance wearing appropriate PPE. Afterwards, the toilet facilities will be cleaned according to government guidance.

They will continue to be supervised by an adult wearing appropriate PPE until they are collected by their parents and informed to self-isolate and arrange for a Covid-19 test to be carried out. Parents will need to inform the academy of the test result as soon as it arrives.

Other staff and students in the bubble can continue to attend school as normal unless the member of staff or the pupil tests positive. When the student or staff member tests positive, the academy will immediately contact the local health protection team and act on the advice of that team. This will include guidance about any pupils or staff who need to be sent home.

If an academy has two or more cases within 14 days, the local health protection team will advise them of any additional action that may be required.

Where an outbreak in an academy is confirmed, a mobile testing unit may be dispatched from the local health authority.