

Friday 22nd May 2020

School Re-Opening

Dear Parents and Carers,

As you will be aware, the Government has published an intention for primary schools to start opening for certain year groups from 1st June, pending the continued stabilisation of the national situation. This will initially apply to pupils in **Nursery, Reception, Year 1 and Year 6** only.

Thank you to those of you who have discussed return to school with staff on the telephone this week. Your transparency in letting us know your intentions for your children allows us to plan carefully our provision. If you have indicated you will be sending your child back to school, you will receive separate instructions on how this will be implemented in the post.

We have safely kept the school open for the parents of critical workers and vulnerable pupils since the 20th March. The leadership team have looked carefully at the current systems in place and devised a reopening plan that takes on board the key messages from current Government guidance. Following a comprehensive risk assessment of adapted school structures as well as our duty of care to all staff and to pupils remains, and will continue to remain, the overall priority.

The guidance that we have received from the Government and Hackney Learning Trust has identified that individual schools should use national guidance to conduct thorough risk assessments of their capacity and physical spaces before opening. Individual schools need to create plans, organise class groups, ensure they have resources and timetable learning, lunchtimes and breaks to ensure that the children return to school in as safe a way as possible.

The dates for pupils returning to school have been set in order to support the school in ensuring adherence to robust measures around safety.

| Week commencing | Dates and Year Groups |
|-----------------------|---|
| 1 st June | 1 st June School closed for staff preparation 2 nd June Reception start date / Key Worker and Vulnerable Pupil Group re-start date 3 rd June Year 1 start date |
| 8 th June | 8 th June Nursery start date 9 th June Year 6 start date |
| 15 th June | Additional year groups may be announced with the possibility of restart |
| 22 nd June | |
| 29 th June | |
| 6 th July | |
| 13 th July | School closes for summer holidays at 12.30pm 17 th July |



Headteacher: Ms Aimee Walker

Executive Headteacher: Ms Rachel Davie

Orchard Primary School, Holcroft Road, London E9 7BB | Tel: 020 8985 7785 | adminorchard@vs.hackney.sch.uk | www.orchard.hackney.sch.uk





Staggered start times will be in place to ensure community social distancing. Start times for the allocated year groups are:

- Nursery 9.30am – 11.45am and 12.15pm – 3.00pm*
- Reception 9.15am – 3.10pm*
- Year 1: 9.05am – 3.20pm*
- Year 6: 8.55am – 3.30pm*

*The school will be closing at 12.30pm on Fridays in order that teachers can plan learning for the following week. Finish times on Friday will be:

- Nursery 9.30am – 11.45am
- Reception 9.15am – 12.10pm
- Year 1: 9.05am – 12.20pm
- Year 6: 8.55am – 12.30pm

Free School Meal pupils will be provided with a packed lunch to bring home on Fridays.

Children will be allocated to a 'learning pod' in order to ensure safety in line with Government guidance. This means that children will only interact with other pupils and the teaching team allocated to their 'learning pod', inclusive of break times and lunchtimes. The maximum group size has been set at 15 pupils by the Government. Children will be accessing a normal timetable throughout the week.

We understand that there will be many questions and we want to offer our continued support to our parent community. On the reverse of this letter you will find a guide to key questions and a more detailed understanding of what schooling will look like for returning year groups. Please read the guidance carefully.

Kind regards,

Ms Aimee Walker
Headteacher

Ms Rachel Davie
Executive Headteacher



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Key Questions

How can I safely travel to school?

Parents and children and young people should be encouraged to walk or cycle where possible, and avoid public transport at peak times.

My child is eligible, do they have to attend?

Children in Reception, Nursery, Year 1 and Year 6 are eligible to attend alongside priority groups. The Government guidance strongly encourages pupils to attend their education setting, unless they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). Families should notify the school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. Parents will not be fined for non-attendance at this time, and the school will not be held to account for attendance levels. No one with symptoms should attend school for any reason.

What happens if I change my mind and want my child to attend?

If you have not confirmed with a member of staff that you will be sending your child back to school you must call the school office to indicate your intention. A member of the senior team will call you back to assign you a start date and time.

My child has siblings in other year groups who are not due to return yet. Can they come to school?

Only children of critical workers, children identified as vulnerable and those in Nursery, Reception, Year 1 and Year 6 can attend at this time. No other children should come onto school site for any reason.

I am a key worker / my child is identified as vulnerable – how does this affect me?

If your child is currently attending school they have been allocated their own 'learning pod'. They will continue to mix only with pupils they have attended school with so far.

I am not confident for my child to return yet. Will home learning still be offered?

Yes, home learning and welfare calls will continue weekly for pupils not returning to school.

Will I still receive a free school meal food parcel?

The school will continue to provide food parcels for those in receipt of free school meals for all families who have children not returning to school.

Will ASC, breakfast club and activity clubs be running?

There will be no extended school provision inclusive of Breakfast Club or After School Clubs or After School Care however this will be revised in the second phase of re-opening.

What will drop off and pick up look like?

Changes to drop off and pick up routines are required in order to maintain social distancing. Each year group will be allocated a drop off and pick up time and place in order to minimise contact. Parents will only be allowed to enter the allocated area of the playground in the allocated time slot and should immediately leave site after this. Only one identified family member should come to the school to drop off and pick up children. No one with symptoms should attend site for any reason.

Will my child be in their classroom with their teacher?

Due to the size of groups, your child may be allocated an adult that is not the class teacher. We will always endeavour to have known adults working with children if possible.

What happens if I need to speak to the teacher?

If you would like to talk to the teacher, please call the school office to book a telephone appointment.

What should my child bring to school?

Please do not send your child to school with a book bag or other bags. If reading books need to be changed, please use the library set up in the parent room.

What will learning look like?

A normal timetable will be followed where possible with maths, writing and reading taking place daily. The school will ensure that PE, Music and Spanish lessons continue. Children will continue with topic learning in line with the year group curriculum.

What will happen at lunchtime and break time?

Designated times for break times and lunchtime have been scheduled. Children will only mix with other pupils in their learning pods.

Will children be able to drink from the water fountains?

No. Children must come to school with their own water bottle.

What support will teachers get to ensure excellent hygiene in the classroom?

Each classroom has tissues, disposable hand towels, hand sanitiser, soap and sanitiser wipes for equipment.

Children will have their own stationery set provided by the school.



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Children's Digital Leaders Programme

How will risks to children, teachers and families be managed?

- Children will be placed in smaller group sizes (maximum 15 pupils) and social distancing of 2m will be observed as much is practically possible
- Each group will have its own dedicated classroom, seating plans and allocated toilets
- Regular hand washing will take place throughout the day
- Each year group of children will arrive and leave school at different times to ensure social distancing for both children and parents/carers
- Drop off and pick up limited to one parent or carer at any one time
- Each group of children will have a timetabled and designated play space for break and lunch times, only mixing with other children in their allocated group
- Classrooms will be thoroughly cleaned at the end of each day and resources cleaned before and after use
- Home learning will continue to be provided for all year groups
- The school week will be shorter to allow staff to plan effective learning provision for pupils

What happens if my child becomes unwell when on school site?

The school has a designated room for any child who becomes unwell. A member of staff will support your child until you are able to collect them. Please ensure the most up to date contact numbers are held by the school office.

Can children be tested for the virus?

Once settings open to more children and young people, staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and staff in their setting.



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What happens if there is a confirmed case of coronavirus in school?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.

Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.

Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

My question hasn't been answered. Who can I talk to?

If you would like to talk to someone please call the school office to book a telephone appointment.



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