

Dear Parent/Guardian,

Please find below details of our Plan to Return on 6th September 2021, based on the latest Government guidance.

***Will the bubble system remain in place in September?***

No, following Government guidelines we will no longer have the bubble system in place when we return in September. Whole school assemblies will return and the children will no longer be segregated at break and lunchtime.



***Will parents and staff be required to wear facemasks?***

There will no longer be a requirement for staff and parents to wear facemasks when we return to school in September. You are of course welcome to continue to wear a face mask whilst on school site should you wish. If you are invited to enter the building - staff may still wear a mask.

***How will I drop off and pick up my child safely?***

Under the new guidelines, the school is going to be a much busier place than many of the children have ever experienced. In order to build back up gradually and allow children and families to accustomise themselves - we are recommending that we continue with many of the useful protocols that have helped the school grounds feel calmer. Many of these changes will become voluntary - but we hope that our families will be able to see the benefits to the children and help us to create a safe environment for all.

**Staggered Start & Finish Times**

The staggered start times which we implemented last year have enabled the staff to greet children individually when entering the classroom each morning and have assisted in a calmer start to the school day. We would actively encourage parents to continue to use these if you are able. We appreciate for working families these may not always be convenient but would ask those of you who can, to continue to do so where at all possible.



## MAIN SCHOOL YEAR R - 6

<b>ALPHABETIC SPLIT (surname)</b>	<b>ARRIVAL TIME</b>	<b>END TIME**</b>
A - FEL	8.40	3.25 - FS & KS1 3.30 - KS2
FIN - MUR	8.48	3.25 - FS & KS1 3.30 - KS2
NAR - Z	8.55	3.25 - FS & KS1 3.30 - KS2

## HEN AND NEST ONLY

Drop off and pick up times for HEN, Wild and Nest will return to pre-COVID timings. Drop off for all children will be 9am. please collect at either 3pm or 3.30pm depending on your child's confirmed hours in the setting.

### **Recommended Entrances**

The recommended entrances that have been in use for the past year have proven to reduce congestion so we will continue to use these in September.

Below is a table of your recommended entrance/exit.

<b>PHASE</b>	<b>ENTRANCE</b>	<b>DROP OFF</b>	<b>PICK UP</b>	<b>COMMENT</b>
<b>NEST</b>	LONGFIELD ROAD			
<b>HEN</b>	DRIVEWAY			
<b>WILD</b>	WILD ENTRANCE	OUTDOOR CLASSROOM	OUTDOOR CLASSROOM	Please continue to use one way system to exit to avoid congestion
<b>FS</b>	MAIN ENTRANCE	CLOAKROOM DOOR	BLUE WAVY GATE	
<b>KS1</b>	MAIN ENTRANCE	CLASSROOM DOORS	CLASSROOM DOORS	
<b>LOWER JUNIORS</b>	CHURCH GATE	CLASSROOM DOORS	CLASSROOM DOORS	NB parents may now exit through the churchyard as well - they do not have to pursue the one way system onto site.
<b>WILVERLEY</b>	WILVERLEY DOOR	WILVERLEY DOOR	WILVERLEY DOOR	
<b>DEERLEAP</b>	MAIN ENTRANCE	DEERLEAP DOOR	DEERLEAP DOOR	
<b>HAWKHILL</b>	WILD ENTRANCE	HAWKHILL DOOR	HAWKHILL DOOR	

We further recommend dropping the older (or most confident) child first - so that the second child is not delayed if the other has an emotional need that needs to be met.

Staff from each phase will be positioned at their designated entrance to meet the children for the first few weeks of term.

We continue to strongly recommend that parents of older pupils arrange to drop and meet their child slightly off site so that you do not enter the premises at all. (This may require you to alter your [pick up protocols](#) with the school office - we cannot allow your child to leave the premises without this prior permission.)



Once your child has done their trip into class a few times you may find that they do not need to be accompanied to the classroom door - e.g. a lower junior could learn to take responsibility for their KS1 sibling and could go to their classroom doors independently having been dropped at the church gate.

### ***Will you be offering wraparound care and Hordle Hub clubs?***



#### **DEN Breakfast Club & After School Club**

Breakfast Club and DEN After School Club will be open from September.

#### **HEN/Foundation Stage Breakfast Club and After School Club**

The Early Years (HEN and Foundation Stage) Breakfast Club and DEN will take place in HEN. On arrival for Breakfast Club, please enter through the main school gate and take your child to the Foundation Stage door where a member of staff will meet you. There is a doorbell should you need to alert the team to your arrival.

When arriving to collect your child from Early Years After School Club, please go to the HEN gate and press the bell - a member of the team will bring your child out to meet you.

Den Breakfast and After School Club sessions for nursery children must be booked in advance via the Hen team. Please email [hen@hordleprimary.co.uk](mailto:hen@hordleprimary.co.uk) if you have not already booked your child's sessions.

#### **Year 1 - Year 6 Breakfast Club and After School Club**

Breakfast Club for all other children will be held in the hall and the Den After School Club will take place in the library.

To collect your child from the Den After School Club, please continue to call the Den on 07902 527995 and your child will be brought to you.

Please continue to book your required Breakfast Club and Den After School Club sessions via Scopay.

**Hordle Hub** - We will be offering a full programme of activities once again. The Hordle Hub timetable will be communicated to families on Friday 23rd July and bookings will open on 2nd September.

**Peripatetic Tuition** - At the moment we will not be offering on site peripatetic tuition. Once we have settled into the new term and have a better understanding of how our breakout spaces (usually used for music tuition) will be required, we will revisit this and send out further communication.



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

If a child, young person or staff member tests positive, NHS Track and Trace will contact you directly should you be considered a close contact and advise you of what steps you should take. Further details can be found [here](#).



## ***What if my child is exhibiting symptoms?***

Should your child exhibit any of the following symptoms they MUST NOT attend school and you should arrange for your symptomatic child to receive a PCR coronavirus test immediately. [How to get a coronavirus test](#)

- New persistent cough
- Temperature above 37.7 degrees
- Any loss of taste or smell

You must inform the school if you or your child are going to have a test by completing [this form](#). You must also inform the school of the results BEFORE returning your child to school by completing [this form](#).

If your child receives a negative result, they can immediately stop self-isolation and return to school. To minimise the disruption to your child's education, we would encourage children to return to school as soon as they receive the negative result, even if this is for part of the school day.

## ***What if a child or staff member develops symptoms?***

### **Pupils**

Should a pupil become symptomatic with any of the following symptoms during the school day:

- Persistent cough
- Temperature above 37.7 degrees
- Any loss of taste or smell



Parents will be contacted for immediate collection. The child will be cared for in an isolation area with a supervising member of staff using additional PPE equipment as advised by Government.

The symptomatic pupil will need to be PCR tested immediately and self-isolate. If a child receives a negative result, they can immediately stop self-isolation and return to school. If your child receives a positive test result, please follow the advice of NHS Track and Trace.

### **Staff**

Staff who become symptomatic:

- Persistent cough
- Temperature above 37.7 degrees
- Any loss of taste or smell

Will be expected to leave school immediately and apply for key worker PCR testing.

### ***What measures will be in place for handwashing/sanitising?***

Staff will continue to ensure good hand washing / antibac routines for all children.

If your child suffers from a dermatological reaction to washing or anti bac gel, you may send your child in with their own antibac or soap. Please ensure that it is clearly named and a [medical form](#) is completed. Please note that we cannot allow any homemade alternatives as the ingredients cannot be managed.

### ***What additional cleaning measures do you have in place?***



- Early Years staff will continue to antibac equipment on a regular basis.
- Pupil toilets will continue to be cleaned twice a day.
- Tissue Bins will be maintained in each classroom. Please encourage your child to 'Catch it, Bin it, Kill it'

### ***Do I need to provide anything for my child?***

Please can we ask that you continue to provide a named pencil case with your child's named personal equipment - pencil, pen, ruler, pencil colours etc. Please ensure that EVERY piece of equipment is named.



Please can we remind you that rucksacks are not permitted. A drawstring bag is sufficient; containing a water bottle, snack, reading book/record, pencil case and lunchbox if required.

### ***Will my child continue to wear PE kit on PE/Hordle Hub sports club days?***

Yes, on the days on which they have PE - **children will continue to come into school wearing their PE kit and remain in this all day.** This has proved a popular change and has dramatically reduced the amount of lost property in school.

### ***Will the TUCK SHOP and the KS1 healthy snack still be provided?***

Unfortunately, the national fruit snack scheme for **HEN, FS and KS1** is still awaiting sign off and due to its complexity they will not be in a position to commence supply in September. Therefore parents are advised to provide a piece of fruit or veg for their child's mid-morning snack.



Tuck will once again be available for children in **KS2**. Please can we remind you of the following:

- Please send your child to school with small change and wherever possible the correct money – this means that the people serving the snacks will not have to worry about change and as many children as possible can be served in the short play time. (We will communicate the updated price list when we return in September)
- Money must be brought to school in your personal money bag which is clearly labelled with your child's name, class and the amount enclosed.
- The children **MUST** take their money straight to their teacher who will look after it until playtime.
- A maximum of three items can be bought in one day and they must be different snack items.
- Children must not buy snacks for friends.

### ***Can my child bring in toys from home?***

Children are not permitted to bring in any items from home except where these are absolutely essential to well-being and have been agreed in advance with the class teacher.

### ***What will happen with lost property?***

The caretaker will go through this daily and deliver back anything that is named.

Unnamed items will be placed in a jumper dumper outside the front gate and will be disposed of at the end of the week. The same will be true for left lunchboxes and water bottles which will also be disposed of at the end of the week.



### ***Will parents and visitors be allowed on site again?***

**Parents will only be allowed to enter the school building should they have a scheduled meeting.**

Please continue to do the following which has worked extremely well for the past year.

- Only one person/family may enter the front office at any time to help maintain confidentiality.
- We will be using electronic returns wherever possible.
- Please use the post box situated on the front gate to return any paperwork to school.
- Please complete any medical forms **before** coming into the office to minimise time spent there. Electronic copies can be found [here](#) hard copies will be available from outside the office door. Please also ensure that any medicine is named.
- **Please ensure that your child has everything that they need when they arrive at school in the morning. This ensures that there is no disruption to your child's learning.**
- Should you need to let the team know of a change of pick up or any other important information, please email [adminoffice@hordle.hants.sch.uk](mailto:adminoffice@hordle.hants.sch.uk) or call us on 01425 611657.

### ***Will parents be able to volunteer again?***

We are pleased that parents will once again be able to come into school and volunteer, we know this is welcome news to both the children and teachers.

However, as we haven't been able to welcome you to the school for over 12 months, we will require **ALL** volunteering parents to complete our volunteer process again, including a DBS check and the associated reading. This is extremely important for safeguarding and you will only be able to continue volunteering if you complete this process.

Should you wish to volunteer and complete the checks again, please email [adminoffice@hordle.hants.sch.uk](mailto:adminoffice@hordle.hants.sch.uk) with **VOLUNTEER** in the subject field and a member of Team Office will be in contact in the Autumn term.

All visitors will need to self declare as being asymptomatic, have their temperature checked and use antibacterial hand gel before gaining entry to the school. **Please note there will be strictly no entry before the gates open at 8.40am.**

### ***Are school trips still going ahead?***

School trips and participation in external sporting events will resume in September.



### ***Will learning reviews return to an in person meeting?***

Learning reviews will continue to be virtual at present as this has proved to work very well for working families. We will however reintroduce Parent Drop Ins, Entry and Exit Points so that you have the opportunity to see your child's work on a regular basis throughout the year.

### ***Will scheduled school events still be taking place?***

Whole school events such as the PATCH Christmas Fair, Nativities and other such events will go ahead this year as long as the Government guidance allows.

### ***During lockdown we received food vouchers/parcels as my child is eligible for free school meals. Is there any provision for this?***



As all children are expected back in school - this provision will cease.

Please contact the New Forest Basics Bank for assistance, if you click on the following links you will see what help they can provide to families.

[The Food Rescue Kitchen](#)  
[How to get a Food Parcel](#)  
[FareShare Mobile Larder](#)

### ***What if I don't want my child to return to school in September?***

The Government remains very clear that we should expect all children to return to school in September. Parents should therefore be aware that the Government have reinstated the duty on schools to monitor and promote school attendance including:

- The parents' duty to ensure that their child attends school regularly.
- The school's responsibility to record attendance and follow up absence.
- The expectation on schools to issue sanctions, including fixed penalty notices in line with local authority's codes of conduct.

### **Fining for Non-Attendance**

In accordance with government guidance, fining for unauthorised absence will resume. Children who are absent following medical advice (as evidenced by a letter from a specialist) will not be penalised. Should infection rates rise locally and we are placed in lockdown again, absences will once again be authorised.



### ***What happens next?***

Over the Summer, we will continue to monitor any changes in guidance. We will make sure you are fully informed of any changes that are made which affect you and your child and will be in contact towards the end of the Summer break should it be necessary. Please look out for communications from the school on 3rd September when we will inform you of any changes to the above.

We look forward to welcoming all of Team Hordle on September 6th.

Yours sincerely,

**Fiona K. Adams**  
**Headteacher**