

## Holy Trinity Church of England Junior School

Bute Road, Wallington, Surrey, SM6 8BZ

Telephone: 020 8647 7496

Email: [office@holytrinityjuniorwallington.com](mailto:office@holytrinityjuniorwallington.com)

[www.holytrinityjuniorwallington.com](http://www.holytrinityjuniorwallington.com)

Headteacher: Mrs S Gruffydd



**Exemplary education for all, through God's amazing grace  
Learning, Integrity, Dignity, Love, Confidence.**

**Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.**

17<sup>th</sup> July 2020

Dear Families,

Staff are very much looking forward to welcoming all the children back in September. We have read the DfE guidance dated 2<sup>nd</sup> July 20: **Full opening of schools** and have preventative, safety measures in place to protect the school community as we fully reopen in September. This letter details important information that families need to know. Please read it carefully, there is a lot to digest. If anything changes during the summer holiday we will update you asap.

### **Protective measures we will have in place in September 2020**

- Children will wash their hands with soap and water on entry to school, before eating fruit and playtime, before lunchtime and before home time. They will use hand sanitiser when returning to the classroom from play and after PE.
- Year group bubbles: Children will be in year group bubbles which will remain consistent and separate from other bubbles. For the majority of the time in school the children will be with their own teacher and support staff but at play times and lunchtimes they will operate as a year group. This also allows the children to arrive at and depart the school together as a year group, which speeds up the staggered entry and exit times which are allowed.
- We will have staggered play times and lunch times. Each year group will eat together in the hall, but each class will sit as a class rather than mixing. A year group may play together outside as risks are reduced outside, contact games will not be allowed and children will wash their hands before play and sanitize afterwards. Year groups will have their own dedicated play equipment which will be regularly cleaned.
- Lunch time has been reduced to 50 minutes. Year 3 and 5 lunch time is 12.00- 12.50. Year 4 and 6 lunch time is between 1.00- 1.50. Year groups will not mix on the playground or in the hall.
- **Children will need to bring their own water bottle to school every day.** The water fountains will be turned off but there will be taps to fill up water bottles in each classroom. Children who take hot dinners will need to bring their water bottles into the hall with them as we cannot provide jugs and cups.
- Staff may move across year group bubbles. If this is the case, they will try to remain 2m apart from the children.
- Full school uniform should be worn. Children will wear their school PE kit to school on PE days **only**. This will reduce the need to bring bulky bags to school and the need for older children to find somewhere to change.
- There will be no clubs running in the first half of the Autumn term, at least, to reduce the mixing of year groups. Currently, swimming will not happen in the Autumn term.
- There will be no whole school assemblies. Collective worship will take place daily, but in the classroom. We will not sing as a class until the government advice stipulates we can.



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- We have increased the frequency of cleaning schedules in school, particularly sinks, toilets, door handles.
- The school will be well ventilated at all times. Children may be allowed to wear coats in class with permission from their class teacher in the colder weather.
- Children will sit in rows in the classroom, facing the front.
- Teachers will teach children good respiratory hygiene: 'catch it, bin it, kill it'.
- Children will be allowed to take reading books home with them, and we will set them aside for 48 hours before redistributing.
- Children will be provided with their own pack of learning resources (pencils, pens etc.). Please do **not** send in pencil cases.
- Children in year 6 may bring a mobile phone, with the correct permissions in place. It will be secured safely, by the teacher, in the classroom and given back at the end of the day.
- The office will track any illness **and we will adhere to government guidance for track and trace and testing.** We will send out more information on this in the autumn term.
- All families will be asked to agree to our **COVID home school agreement** before returning to school.
- Masks should not be worn in school (unless agreed through an individual risk assessment due to medical needs).

We request that all parents send their child with 1-2 pieces of fruit per day, **especially years 4 and 6** as lunchtime is late. Children will be given time to wash their hands and eat this in class. We have broken the longer sessions by using two shorter playtimes rather than one longer one.

We will continually review our safety measures and update you as necessary.

### **Attendance**

Attendance for all is mandatory. Attendance that drops below 95% will be supported and followed up with Mrs Gruffydd or Mrs Robins. The government guidance is clear that poor attendance may result in a fixed penalty fine.

### **The school day**

In order to help us keep the integrity of year group bubbles, **parents and children must adhere to our set timings.** We have tried to facilitate drop off and pick up into the shortest amount of time that we could safely manage. If you have more than one child and the time span is different for both, the most you will have to wait in the morning is 5 minutes. Children will not be allowed into the building until their year group's directed time.

We will close the gate between year 3 and 5 and 4 and 6 arriving to ensure that movement is kept to a minimum.

	Year 3	Year 4	Year 5	Year 6
<b>Arrival time – please arrive</b>	<b>8.55- 9.05</b>	<b>8.40- 8.50</b>	<b>8.55- 9.05</b>	<b>8.40- 8.50</b>
	Please drop your child at <b>gate 3</b> ,	Please drop your child at <b>gate 3</b> ,	Please drop your child at <b>gate 1</b> , by	Please drop your child at <b>gate 1</b> , by



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<b>during these times.</b>	carpark gate. The children will come in up the steps and into the year 3 corridor.	carpark gate. They will be directed to the back hall door and enter the building there.	the allotment.	the allotment.
Finish time	<b>3.30</b> Please enter to collect by gate 3 (car park) and <b>leave via gate three</b> (car park) <b>following the markings on the floor</b>	<b>3.20</b> Please <b>enter to collect by gate 3</b> and leave by walking the one way system and <b>out of gate one</b> (by allotments)	<b>3.30</b> Please enter to collect by gate 3 and leave by walking the one <b>way system and out of gate one</b> (by allotments)	<b>3.15</b> Please enter to collect by gate 3 and leave by walking the one way system and <b>out of gate one</b> (by allotments)

All year groups have the same hours of 'teaching time', despite the staggered start and end times.

For safety, it is important that you collect your child **promptly**. Children who are not collected on time have to sit and wait on a bench in after school club, and parents will be charged. Persistent late collection of children will be viewed as a safeguarding issue and children's services may be contacted. (This is recognised practice across the local authority).

### **Breakfast club and after school club**

The clubs will continue to be available. Parents must commit to set days each week and take those places for an entire term, paying a week in advance. For the first half term, at least, we will be unable to take 'ad hoc' bookings. Wherever possible we will try to keep children in their own 'bubble' – i.e. year group – with the same set of staff. However, this cannot be guaranteed and children are likely to mix with a limited number of children outside their 'bubble' in these clubs and parents should be aware that this will heighten the risk. (This is allowable under the new national guidance for September.) If you want to use this provision, please see the separate letter.

### **Behaviour**

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place. In the addendum we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children, staff and parents are aware that unhygienic behaviour is taken very seriously. The addendum can be found on our website from the 1<sup>st</sup> September. Please discuss it with your child. Staff will also do this with their class.

### **Planning, preparation and assessment (PPA) release time.**

The government advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue.



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In these cases, staff will maintain appropriate distance from the children for their own and the children's safety.

### Children who are new to year three

Due to the government restrictions we have been working under this term, children who are currently in year 2 did not have the opportunity to undertake all the transition activities that they would normally do. Therefore, we are going to stagger their reintegration back to school over Thursday 3<sup>rd</sup> September and Friday 4<sup>th</sup> September, with all children in Year 3 returning on Monday 7<sup>th</sup> September.

Children in Beech, Poplar and Willow with surnames beginning with **A-K** should attend school on **Thursday 3<sup>rd</sup> September**.

Children whose surname begins with **L-Z** should attend school on **Friday 4<sup>th</sup> September**.

**All other year groups return as a full cohort on Thursday 3<sup>rd</sup> September at their new, staggered time.**

### Lock Down

In the event of another lockdown we aim that all children should have access to the technology they need to work online. Work will be set initially through the school website. The aspiration would be at least a weekly Google Meet with their class teacher or a teacher from their year group in school and an expectation that children would attend that Google Meet in small groups, preferably on a Monday, to clarify the work and expectations for the week. Work will be required to be submitted through Google Classroom for feedback. If children are absent or work set is not forthcoming phone calls to the home will be made. We are planning to ensure that *all* children have access to the technology they require. In due course we will also write more about this.

If you have any worries or concerns about your child returning to school, other than what you have told us already in the google form about wellbeing we requested in June 2020, please email the school office and one of the leadership team will get back to you as soon as possible.

Please see the letter to the children with pictures and information about the changes. Please take time to read this letter with your child before September and talk through the new expectations as well as reassuring your child about safety.

### Catching up on learning

We do have plans for this. In September, there will be separate letters from the English and Maths leaders to explain this, since feedback from parents has shown concern about their child's learning in particular. Whilst we will explain these to the children, we do not wish to overwhelm.

### Wellbeing

Please be assured that everyone's wellbeing remains priority. We have planned this carefully. The local authority educational psychology service has provided very good advice, which we will be following to help the children feel safe, feel calm, have a sense of control, social connectedness and hope. Staff will clearly



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explain the new routines and expectations, providing extra visuals and time for those who need it. Staff will monitor wellbeing carefully and act as appropriate.

In addition to this general letter there will be a letter for each year group, giving each year group visual support to understand the new routines. Please discuss these with your children.

If things change over the holidays we will inform you as soon as possible.

Once again, huge thanks to all those who have supported the school during these unprecedented times. We look forward to seeing **every** year group in September!

Yours sincerely,

A handwritten signature in black ink that reads 'S Gruffydd'.

Mrs Gruffydd  
Headteacher

