



Prior Heath Infant School
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Headteacher: Mrs L. Chivers

24th August 2020

Dear Parents,

Arrangements for Autumn Term 2020

We are very much looking forward to welcoming all of the children back to Prior Heath in September. With reference to the letter of 17th July, we would like to provide further information and remind you of the arrangements we will have in place at the start of the Autumn term. **Please read the following carefully as some information has been amended and updated in light of recent government guidance and questions from parents.**

Due to the current climate, the government has set out very detailed guidance for schools which states “the plan is that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.”

To ensure we are able to do this safely, we have considered the government guidance in creating a risk assessment for Prior Heath. This will continue to be updated on an on-going basis as we receive updated guidance. Our risk assessment, together with other information about the Coronavirus (COVID-19) situation can be found in the Parents section of our website: <https://priorheathinfant.co.uk/parents/covid-19-information/>

When we re-open in September and until guidance changes, the school will be operating in year group “bubbles” which will not mix across the school. The two year group classes will form one bubble. The children will not be expected to social distance within their bubbles, however, staff will be distancing between themselves and, where possible, from the children.

There will be a lot of changes to the way school will run and we hope the following information will prepare you for the return to school. We would ask that you read this information carefully.

Drop off & Collection

There will be changes to the start and finish times of the school day. There will be different entry and exit points using either the Prior Road or Southcote Park car parks/entrances to avoid bubbles mixing. Families with siblings have been accommodated in our arrangements and the times set out should allow parents with older children time to travel to other schools. We will continue to monitor and adapt the changes, where necessary, as the term progresses or if the Government guidance changes.

Children without a sibling must only enter the school grounds at their given start or finish time from their designated entrance. **Please note, there are different arrangements for siblings highlighted below so please read the information carefully.**

The timetable will be as follows.

Class/Year group bubble	Entry & exit location/car park	Start time	Finish time
Year 2	Tennis courts - Southcote Park car park	8.35am	2.45pm
Willow Class	Front school entrance – Prior Road car park	8.35am	2.45pm
Year 1	Tennis courts – Southcote Park car park	8.50am	3.00pm
Chestnut Class	Front school entrance – Prior Road car park	8.50am	3.00pm

The key points of information are as follows and **we have attached a map** which you may wish to look at alongside this information.

- We will have a one-way system in place at each entry gate which will take you past your child's classroom door. Parents should drop at the appropriate classroom door and then move away swiftly to allow other children to enter safely. Please be aware, parents will need to adhere to 2 metre distancing rules with other parents.
- Once you have dropped your child at the classroom or lettings door, please then follow the one-way system which will lead you to your exit.

Sibling Arrangements

We have looked at our cohort of siblings across the school and the following arrangements will apply:

If you have a child at **Prior Heath Nursery and/or in Reception as well as a sibling in Year 1 or 2** your children will use the Prior Road entrance. **If you have a child at Prior Heath Nursery and they do not attend every day, we would like you to use the Prior Road entrance at all times to avoid confusion.**

If you have a child in **Year 2 with a sibling in Year 1 only** you will use Southcote Park entrance.

Your Prior Heath School children will arrive/leave at the staggered times of your child with the earliest start and pick up, as indicated in the above table.

For example:

- If you have children in **Year 2 and Year 1** you will arrive at **8.35am** from Southcote Park entrance and collect both children at **2.45pm**.
- If you have a child in **Year R (Chestnut or Willow) and a child in Year 2** you will arrive at **8.35am** from Prior Road entrance and collect both children at **2.45pm**.
- If you have a child in **Year R (Chestnut) and a child in Year 1** you will arrive at **8.50am** from Prior Road entrance and collect both children at **3.00pm**. (There are currently no children in Willow Class who have a sibling in Year 1.)
- If you have a child in **Nursery and a Year R, 1 or 2 child** you will use the Prior Road entrance **every day** and arrive/pick up all of your children at the staggered times of your child with the earliest start and pick up.

When dropping/collecting siblings please note the following:

Prior Road Entrance

- As you enter the one-way system, the path will lead you down the playground ramp where Year 1 and Year 2 children can walk independently to the sibling drop off point,

which will be located at the lettings door. You will then be able to continue along the one-way system to the Year R classrooms and then to the exit.

- At the end of the day the Year 1 and Year 2 children will walk to you from the lettings door when you arrive following the one-way system and you will then be able to walk on and collect your Year R child from their classroom door.

Southcote Park Entrance

- As you enter the one-way system, the path will lead you past the Year 2 classrooms and then onto the Year 1 classrooms. You will then be able to continue to follow the path to the new exit to Southcote Park.
- At the end of the day you will be able to collect your Year 2 child from their classroom door and then continue on the one-way system to collect your Year 1 child from their classroom.

Please be reassured that these amended times still allow us to provide the children their allocated number of hours in school, as set out by the Government. Although we appreciate that these changes may have an impact upon your family, especially if you have children in different schools, we really do appreciate your support in adhering to them so that we are able to operate safely. There will be some flexibility at the beginning of term whilst we all get used to the new systems, however, we do ask that you arrive and collect your child/children as close to their allocated times as possible.

Break, Lunch & Assembly times

The year group bubbles will also have separate break and lunchtimes throughout the day which will be covered by staff from their year group bubble. Children in Year 1 and Year 2 will also have separate assemblies. Children in Year R are introduced to assemblies later in the school year.

The menus for the Autumn term have been revised by Twelve15 (our school meals provider) and, unfortunately, they are not able to offer a third option at the moment. The menus are available on the school website.

K Club (Before and After School Provision)

Before and after school provision (K Club) will continue to be provided by Prior Heath Nursery and will be available in the Autumn term **from 7th September**. It is important that you informed Mrs Breden before the end of the Summer term if you need before or after school provision in September so she could make the necessary preparations. Mrs Breden can be contacted by email: pachildcareltd@hotmail.co.uk or telephone: 07710 469729.

Before school provision will start from 8.00am. Drop off at K Club will be from the **Prior Road entrance only** and there will be a one-way system in place. Children will be taken through to the school at their appropriate start time. Please note, there will not be the facility for children to have their breakfast at K Club and this will need to be provided at home beforehand.

After school provision will start from the class pick up time when children will be collected by K Club staff. Provision will be available until 5.30pm and collection will be from the Prior Road entrance only.

After School Clubs

Unfortunately, we will be unable to run after school clubs for Year 1 and Year 2 children at the beginning of the Autumn term and further information will be sent to parents in September. After school clubs are usually available for Reception children from the Spring term in January, however, this will be subject to guidelines at that time.

Uniform & equipment

Full school uniform should be worn from September. We would like the children to wear their PE kit to school on the days they have PE and further information about this can be found below.

In addition, your child should bring their book bag, a water bottle, hat/coat (as appropriate according to the weather conditions) and, if needed, a lunchbox. Please ensure that all items are clearly named.

The school will be providing every child with an individual pack of the equipment needed for their learning and this will remain on their desk.

PE Information

Physical Education is an important part of the curriculum and also provides the opportunity to promote healthy and active lifestyles. Latest guidance indicates that children should come to school "PE Ready" on their PE days. This will minimise personal contact between staff and children and will help to maximise our teaching time by reducing the time spent on getting changed at the beginning and end of the lesson. However, it is vital that your child learns to dress themselves at home to ensure they learn these important independent skills that we cannot help develop as usual during changing time.

The Key Stage 1 National Curriculum for Physical Education aims to ensure that all pupils develop competence to excel in a broad range of physical activities, are physically active for sustained periods of time and engage in competitive sports and lead active and healthy lifestyles. The recommended time for Physical Education within the UK is 2 hours per week and this will enable us to extend this offer across the year groups.

In Year R, children will have one formal 90 minute PE session each week, in addition to regular access to playtimes, outdoor learning, movement breaks and fine motor activities throughout the school day.

We request that children wear a full school PE kit on their PE day (indicated below). This includes:

- The white Prior Heath PE top
- Black or Navy shorts - leggings or tracksuit bottoms will also need to be worn over these during colder weather
- School jumper or cardigan
- Trainers should be worn on PE days (preferably no laces please)

We request that PE bags stay in school with a pair of plimsolls so that your child can change into these during indoor PE. These will be sent home at the end of each half term for you to check they still fit your child. If your child's teacher feels that your child has out grown these before the half term, you will be informed. Please clearly name the bag and plimsolls in addition to school uniform and PE kit.

Please ensure no jewellery is worn on your child's PE day. Children with pierced ears are encouraged to remove earrings at home the day that they will be doing PE. If children are wearing earrings on a PE day and cannot remove them independently, they will not take part in the PE lesson. If your child has long hair, please tie this back before they come to school.

All PE sessions will take place, regardless of the weather, as each class has allocated hall time. If for any reason, e.g. a school trip/visit is taking place on your child's PE day, you will be informed of any changes to your usual PE day via the year group weekly letter.

PE Timetable

Please note, lessons will commence for Year 1 and Year 2 from Monday 7th September and normal school uniform should be worn for the first two days of term on 3rd and 4th September. Reception PE lessons will commence from the week commencing 21st September.

Year Group	Class	Day
Reception	Chestnut	Tuesday (from 22 nd September onwards)
	Willow	Wednesday (from 23 rd September onwards)
Year 1	Holly	Wednesday & Friday (from 9 th September onwards)
	Oak	Monday & Thursday (from 7 th September onwards)
Year 2	Cherry	Monday & Tuesday (from 7 th September onwards)
	Rowan	Monday & Thursday (from 7 th September onwards)

Parent Helpers

Parent Helpers are an important and highly valued part of our school community. Due to the new procedures we have in place, we will not be able to welcome parent helpers at the beginning of term as we usually would. We hope to be able to put measures in place after the October half term when we will be able to safely invite parent helpers back into school. Further information will follow in the Autumn term.

COVID-19 protocol

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. If you choose for your child to wear a face covering on the way to and from school, you will be asked to remove this before your child enters their classroom and to take the face covering home. You would then need to bring the face covering to school when you collect your child at the end of the day.

You must not send your child to school if they have [coronavirus \(COVID-19\) symptoms](#) of a new and persistent cough or a high temperature, or a loss of, or change in, normal sense of taste or smell (anosmia) or if another household member develops coronavirus symptoms. In these circumstances, parents should **contact the school office** to inform us of this and follow the national [Stay at Home](#) guidance.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. If your child is tested and receives a negative result, they will be welcomed back to school, if well enough. If the result is positive, government guidelines must be followed. Once the test results are received, please inform the school office of the result.

If a child becomes unwell with symptoms of COVID-19 whilst at school, they will immediately be isolated in a quiet room and parents will be called. The child will need to be collected as quickly as possible and the Stay at Home guidance above followed.

If any child or staff member receives a positive test result for COVID-19, our local health protection team will advise the school on the procedures we will need to follow. If children or staff are identified as having been in close contact with the person who has tested positive they will need to self-isolate for 14 days. If anyone develops symptoms, they should be tested. We will inform you as soon as we know of this being the case.

We have infection control procedures in place and our Infection Control Policy is available on the school website.

If you are at all concerned that your child may be unwell, for whatever reason, we request that you do not bring them into school. You may contact the office for advice.

Other absences: Please inform the school office if your child is going to be absent, as is normal procedure, either by telephone, by email or via the ParentMail App.

Return to school dates Year 1 and Year 2

Tuesday 1st September: INSET day
Wednesday 2nd September: INSET day
Thursday 3rd September: Year 1 and Year 2 return to school

Return to school dates Year R

Week of 7th September: Children in Year R will be attending induction visits in small groups during the week of 7th September and will have received information about the dates of their visits.

Week of 14th September: Year R children attend mornings only (including lunch on 17th & 18th September).

From 21st September: Year R children attend full time.

Communication

To keep our school community safe, unfortunately there will not be an opportunity for parents to speak to the teacher during drop off or pick up times. All communication must go via the office through email: info@prior-heath.surrey.sch.uk or phone call: 01276 25546 please.

Preparing your child for the return to school

We understand that you and your child/children may be anxious about the return to school and have attached a poster "Preparing your child for the first day back at school" which you may find helpful. With reference to the "Be Supportive" section, we would encourage the "hug button" suggestion but do not want the children to bring in items from home, in line with our usual school policy. As an alternative, we suggest perhaps sewing a small themed button (such as a dog, cat, butterfly, dinosaur) onto the inside cuff of a jumper/cardigan or sending them to school with a small photo of family members or a special toy which can be kept in their book bag.

We would also request that you prepare your child/children for the additional handwashing/hand sanitiser application that will be taking place on entry into school and at regular intervals throughout the day.

The government has launched its Back to School Safely campaign and encourages parents to visit gov.uk/backtoschool which provides information about the opening of schools in September.

We realise this is a lot of information to digest but we feel it is important for you to be as informed as possible before we return in the Autumn term. Please be aware, however, government guidance continues to change and we may have to revise our plans. If this is the case, we will contact you.

Thank you for your continued co-operation and support. I am very much looking forward to meeting you all in September.

Yours sincerely,



Mrs L. Chivers
Headteacher