

We hope you are looking forward to returning to the classroom and continuing your learning! At Hampton College Primary we are very excited about all of our children returning to school in March - we have missed you all! We hope that this guide will help to prepare you and your child for their return to school, however if you have any further questions, please do not hesitate to contact the school office. We would like to reassure parents that we have conducted a thorough risk assessment prior to the school reopening and will be implementing a number of protective measures to keep our school community as safe as possible as our school fully reopens for the end of the spring term. A copy of our risk assessment will be available on our school website before the end of this week.

Q: When will my child return to school?

Children in **reception and years 2 - 6** will return to school on **Monday 8th March**. Children in **year 1** will return to school on **Tuesday 9th March**.

The beginning and end of the school day will be different to 'normal'. Please check the start and end of day routines carefully to ensure your child knows where they will be arriving on the first day back. **We have made some changes to the autumn term arrangements so please read this carefully.**

Q: What should I do before I bring my child to school?

Please use this handy checklist to prepare your child for school **every morning**.

- Check that your child, and any members of your household, **do not** have any of the symptoms of coronavirus. These are:
 - a high temperature, or
 - a new, continuous cough, or
 - loss or change to your sense of smell or taste.



If your child, or any members of your household, have any of these symptoms, please follow the guidance that the person with symptoms should self-isolate for 10 days and other members of the household should isolate for 10 days. You should arrange for everyone to have a coronavirus test. You can do this by contacting NHS 119 or by booking a test online. Everybody, irrespective of age, is now entitled to a test. Please continue to self-isolate until you have been contacted by NHS Test and Trace with further advice.

- If your child will be absent from school, please inform the absence line - **01733 246821** - in the usual way. **If your child or a household member has coronavirus symptoms, or has tested positive for coronavirus, it is imperative that you inform us as soon as possible in order for us to support the government's 'Test and Trace' initiative.**



- From the start of their return to school children will need to wear their **normal school uniform**. It is highly recommended, for infection control, that children change out of their school uniform once they get home and that uniform is washed as often as possible.
- Please ensure that your child has black school shoes or boots on.

- On their allocated PE days (these will remain the same as autumn term), children should come to school in their outdoor PE kit. PE lessons will remain outdoors.
- Children will be able to bring their book bag to school. They should also have a clearly named water bottle as our water fountains will be turned off, however drinking water will be available in every classroom. You can also provide your child with hand cream, if they are likely to get very sore hands after hand washing and hand sanitising.
- We understand that the government will be restarting the reception and KS1 free school fruit scheme this term, however if your child is in KS2 (years 3 - 6) you may want to send your child with a healthy snack for their morning breaktime. **Please do not send them with any products containing nuts!**
- Masks / face coverings** - Current Government guidance states that children 11 years and under do not need to wear face coverings in indoor settings. Other control measures are in place, such as the bubble system and the other protective measures detailed later in this guide. Children who choose to wear a face covering on public transport will be instructed in how to remove and store their face covering safely. A sealable plastic bag should be provided for this purpose. There may be some occasions when a staff member will need to wear a face covering, such as in some first aid situations and when moving through communal spaces, when maintaining a social distance is not possible.
- Face coverings should be worn by all adults (unless they are exempt for medical reasons) whilst on school grounds, or by visitors coming into the school building.**



Q: What will happen when I bring my child to school?

- We are continuing to stagger the drop off arrangements at school to ensure the safety of our school community. Your morning routine will seem different to the autumn term, to ensure the safety of everybody. Please refer to the table below which shows the allocated time period you should arrive at school and where your child should be dropped off.

Year group	Drop off times and entry point
Reception	8.30am - 8.55am via the school gate. Reception parents will be able to take their child to their classroom to drop them off.
Year 1	8.30am - 8.40am via the ball zone gate. Please could we ask that year 1 children are dropped off at the ball zone gate.
Year 2	8.45am - 8.55am via the ball zone gate. Please could we ask that year 2 children are dropped off at the ball zone gate.
Year 3	8.30am - 8.40am via the school gate. Please could we ask that year 3 children are dropped off at the main gate.
Year 4	8.45am - 8.55am via the school gate. Please could we ask that year 4 children are dropped off at the main gate.
Year 5	8.30am - 8.40am via the Vivacity fire exit next to the main entrance. Please could we ask that year 5 children are dropped off at the Vivacity fire exit.
Year 6	8.45am - 8.55am via the Vivacity fire exit next to the main entrance. Please could we ask that year 6 children are dropped off at the Vivacity fire exit.

- Please could we ask that parents support us by adhering to these timings for dropping off their children using the door or gate indicated below.**

- Please could we ask that only one adult comes to school with your child wherever possible, and that if it is safe to do so, other children remain at home to limit the numbers of people on site?
- You should come to the front of school where you will notice that we have set up clearly marked queueing systems (there have been some changes);
 - along the fence to the ball zone for year 1 and year 2 children;
 - to the right of the main gate, along the front of the building for year 3 and year 4 children and
 - at the front of the building for year 5 and year 6 children, near the Vivacity fire exit, next to the main entrance.

Please use the markings to wait with your child in the queue, at a distance of **2 metres** from other parents and their children. **Families should be socially distanced from each other.**

- The primary phase car park will remain **closed** to allow additional space at the front of school for parents to walk through the site or wait if there is no space in the queue; please consider other parents and children and remain **2 metres apart** whilst on the school site. The car park gate will be open for pedestrian access or disabled drivers with **blue badges** clearly displayed.
- Please walk to school, wherever possible. If you need to drive to school, please use the leisure centre car park safely and be considerate of other drivers and pedestrians. The primary phase car park **will not** be open for cars, except for disabled drivers with **blue badges** clearly displayed.
- Parents of children in reception will be able to take their child round to the reception outdoor area gate to enable them to say goodbye to them. Please can we ask parents to respect the **2 metres** social distancing and leave the site as soon as their child is settled for their day.
- All children in years 1 to 6 should be ‘dropped off’ at the door or allocated gate, where they will then come into school independently. At this time, it will not be possible to invite parents into the classrooms, so please give your child their goodbye kiss and hug at the door or allocated gate and then wave as they go into school. Adults will be available to meet and greet your child and pass on any messages to your child’s class teacher.
- **Please do not worry about the ‘drop off’ arrangements, as there will be staff available to point you in the right direction.** For everybody’s safety, please adhere to the social distance of **2 metres** when talking to staff at school and also **ensure you are wearing a face covering**. We know this will feel strange, but we really want to keep everybody safe in these worrying times.
- The school office **will not** be accessible between **8.30am and 9.00am** and after **3.00pm**. Wherever possible please contact the school office via **telephone** on **01733 246821**, via **email** using the email address **primary@hamptoncollege.org.uk** or in person between 9.00am and 3.00pm, again adhering strictly to **2 metres** social distancing when coming into the school building.
- Please could we ask that all year 5 and 6 children **lock** their bikes in the bike store at the front of school, this will enable children to enter via the new year 5 and 6 entry point. School will have bike locks available for loan, from their class teacher at the door, if children do not have their own. Should children bring a scooter to school these can be stored at the bottom of the Vivacity stairwell. Please note that bikes are stored at your own risk and should be locked for security. The school cannot be held responsible for any loss or damage to bikes stored here.

Q: What is a 'Bubble' and who will be supporting my child?

- Children will be grouped by year group into Bubbles. Each year group will then be kept socially distant from other Bubbles in school. As already stated, Bubbles will arrive and leave school at different times, and will also have separate breaktimes and lunchtimes. All mass school gatherings, e.g. assembly will be paused for the spring term.
- Year group Bubbles enable children to work with the adults and peers in their year group and socialise with their friends and peers at breaktime and lunchtime. In reception and year 1, year group Bubbles will be able to access continuous provision across both classrooms and the outdoor area within their year group.
- The government guidance makes it clear that children within a Bubble will not be socially distanced, however we will be adopting additional measures to protect the children, their families and our staff including;

- ✓ minimising face-to-face contact within Bubbles,
- ✓ keeping Bubbles separated from other Bubbles,
- ✓ encouraging children to socially distance in communal parts of the school, e.g. corridors,
- ✓ minimising movement around school,
- ✓ regular hand washing and use of hand sanitiser,
- ✓ good respiratory hygiene - "Catch it, bin it, kill it"
- ✓ reorganisation of classroom furniture to encourage limited face-to-face contact between children,
- ✓ increased cleaning routines, particularly in communal areas such as toilets, on doors, on stairwell handrails and the hall.



Q: What will the classrooms look like?

Our reception and year 1 classrooms will be organised to enable access to continuous provision and a range of activities for children to choose from. These classrooms have been transformed to ensure that they are fun, engaging, vibrant places to be, whilst also adhering to the government guidance to make them as safe as possible for our children.

Our year 2 to year 6 classrooms will be organised with tables facing the front of the classroom in line with the most recent government guidance, which is designed to minimise face-to-face contact. Once again, these classrooms will be fun, engaging learning environments; however they will look a little different to normal.

Excess furniture and resources have been removed, and activities will be set up to encourage teaching and learning in as safe a way as possible. Some learning resources have been packed away as these are harder to clean after they have been used, but many resources remain and different activities will be introduced to ensure the children are engaged each and every day in school.

Each child will have their own resources at their table including a pencil, rubber, ruler, whiteboard and pen, pencil crayons, glue, scissors and pencil sharpener. This is to reduce the sharing of resources for infection control purposes.



Q: Will the children be kept 2 metres apart from each other at all times?

We cannot guarantee stringent social distancing in our primary aged children, however we will be teaching them about social distancing and encouraging them not to play in close contact with other children during the day. Other measures we will be taking to keep everybody safe include:

- Regular handwashing and hand sanitising - on arrival in their classroom, during the day, before and after breaktimes and lunch, before bedtime.
- Encouraging the children to use tissues and bin them when they have coughed or sneezed.
- Cleaning throughout the day including a 'deep clean' at the end of each day.
- Year group bubbles staying apart, with separate breaktimes and lunchtimes in place.

Q: Will the staff remain with their year group Bubble?

Current government guidance advises that staff remain **2 metres** from each other and minimise the time in which they have close contact with children. The guidance also advises that staff can work with different groups, or Bubbles, of children and can move between Bubbles, thus enabling teachers to teach different classes within a school setting. Staff will also be expected to adhere to the other protective measures in place, such as regular handwashing / hand sanitising, good respiratory hygiene, maintaining social distancing from other staff members etc.

Q: Will the children still play and learn outside?

Yes! Outside is thought to be much safer, so we will be taking the children outside during the day at breaktime, at lunchtime and for PE lessons. Each year group bubble will have allocated time outside, and an allocated zone - either the playground or the ball zone, with the field being reserved for PE lessons. Bubbles will not be outside at the same time to minimise the risks to all.

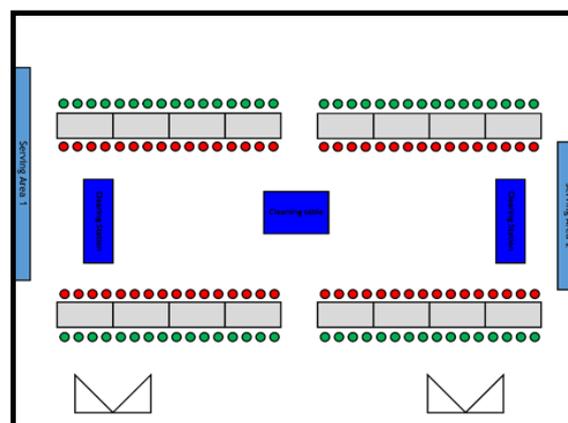
Q: Will the children be able to play and learn with children from other year groups?

No, sadly not! In order to limit the spread of coronavirus, each year group will be taught and play together away from other Bubbles. This will seem strange for our children - and our staff - as they are all sociable people, but we have taken this decision in line with government and Public Health guidance in order to protect everybody!

Q: What will happen at lunchtime?

The children will have staggered lunchtimes in school. We will still be serving a choice of meals, and the children can choose a hot meal or sandwiches at registration in the morning. Alternatively, children can bring a packed lunch to school if they wish to.

Children will wash their hands before lunchtime, and will then be taken to the hall where they will be supervised by our midday supervisors. Once they arrive in the hall, they will collect their lunch and then they will sit along one side of our lunch tables, as shown in the diagram. We will still help them to cut their food, or clear their trays and whilst lunchtime will seem different, we are sure they will enjoy their lunch.



Q: What time will my child finish school and where do I collect them? **IMPORTANT CHANGES**

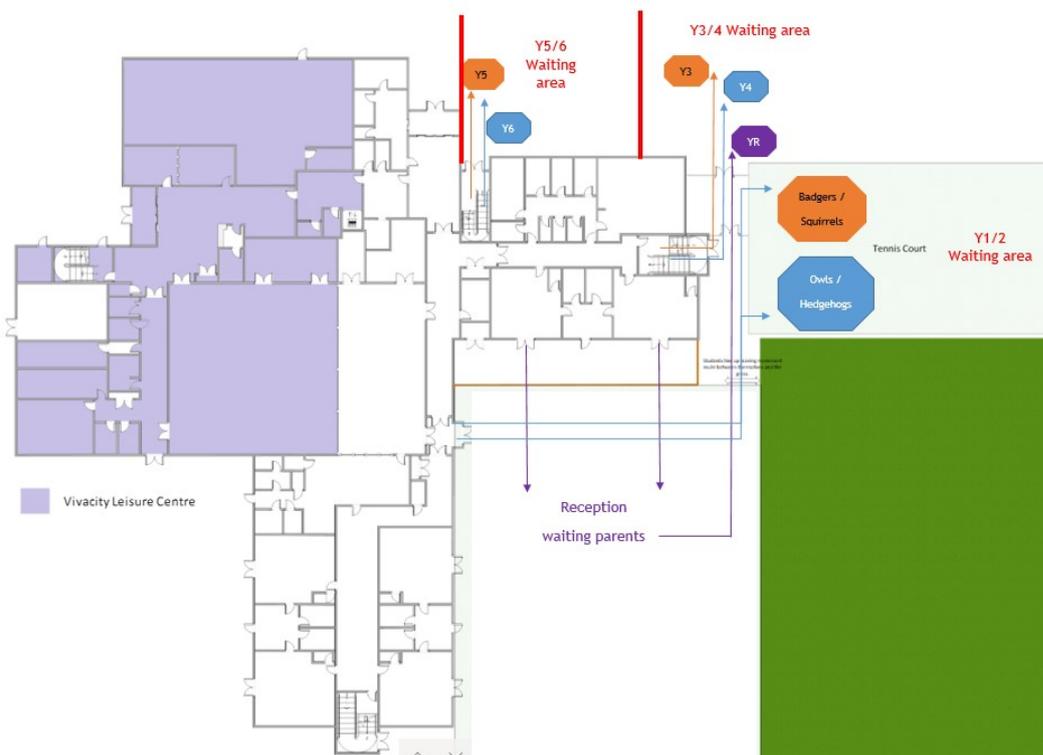
We are staggering the collection arrangements at school to ensure the safety of our school community. Your end of day routine will seem different to usual, but we have introduced these measures to ensure the safety of everybody. Please refer to the table which shows when you should collect your child from school.

Please could we ask that parents support us by adhering to these timings.

Reception parents will be able to enter the playground and collect their children from the reception outdoor area gates where children will be dismissed one at a time to waiting parents.

Please could we ask our reception parents to observe **2 metres** social distancing on the playground whilst waiting for their child to be dismissed. We would also like to ask our parents to be patient at the end of the day as dismissing a class of children safely, in a Covid-19 secure way may take a little longer than usual.

Year group	Collection times and collection point
Reception	2.45pm - 3.00pm via the school gate
Year 1	3.10pm via the ball zone gate
Year 2	3.25pm via the ball zone gate
Year 3	3.10pm via the school gate
Year 4	3.25pm via the school gate
Year 5	3.10pm via the Vivacity fire exit
Year 6	3.25pm via the Vivacity fire exit



For **parents of children in years 1 to 6**, please could we ask parents to wait in a **socially distanced manner** maintaining a distance of **2 metres** from other families in the areas marked on the map below;

- in the ball zone area to allow more space for social distancing for years 1 and 2,
- near the main gate for years 3 and 4 or
- near the Vivacity fire exit for years 5 and 6.

Once again please could we ask our parents to be respectful to other families whilst queuing or waiting. We can all help each other to stay safe. Being patient, particularly at hometime, is much appreciated. **Finally, don't forget your face covering for the hometime school run!**

Q: How will the school support my child and help them to catch up after lockdown?

Our key priority this term will be reopening school as safely as possible and ensuring Hampton College Primary is still the happy, fun and enjoyable environment our children are used to. We will begin the term with an exciting timetable of activities as part of our annual STEM week, as well as some return to school sessions, after experiencing learning in a very different way.

Q: Will there still be events at school, trips and visits?

The school calendar for the remainder of the spring term (at least) will be reduced, with many events being paused or delivered in a virtual way e.g. workshops, curriculum based parental workshops, parental lunches. Visits and visitors will also be restricted in the spring term. Any events which can take place will be advertised and communicated through our newsletter and social media channels. Our spring term parents' evening has been moved to the 5th and 6th May and will once again take place virtually using School Cloud.

Q: Is attendance at school compulsory?

Yes! From the 8th March, the government's expectation is that all children in all year groups will return to school and attendance will be compulsory. We appreciate that for some parents there will be an anxiety surrounding returning to school; this is completely understandable.

Please be assured that we will do our very best to support you with any questions or queries you may have. Whilst we are all looking forward to a return to 'normal life', we are hoping that our measures will enable us to find a 'new normal' as we reopen Hampton College Primary for all in the spring term.

Q: What should I do if I need to speak to my child's class teacher or another member of staff?

In order to adhere to stringent social distancing between adults, please can we ask that, where possible, you contact the school by **phoning the school office on 01733 246821** or by **emailing the school office using the primary@hamptoncollege.org.uk email address**. Alternatively you can contact your child's class teacher using the year group emails which were set up during the most recent lockdown e.g. hcpyr1@hamptoncollege.org.uk for year 1.

For everybody's safety, we will continue to limit face-to-face contact, including 'in person' meetings during the spring term. The school office is still open, and a protective screen is in place; however we would ask that where possible contact is made via phone or email.

Q: What will happen if a child develops symptoms of coronavirus at school?

If a child develops symptoms of coronavirus at school, we will take the following steps, and would ask our parents to support us with these steps.

- 1) The child would be removed from their Bubble and isolated within a different room in school. A member of staff will remain with the child and supervise them at all times, whilst adhering strictly to social distancing. The adult may also wear PPE for their own protection.
- 2) We will contact the child's parents and ask them to collect their child **immediately** from school.
- 3) We will be advising the child's parents to book a coronavirus test **as soon as possible** for the child and their family members.
- 4) The child must then be isolated at home for at least **10 days** and family members within the household must isolate for **10 days**, depending on the results of all coronavirus tests.

If the child is tested for coronavirus and the test result is **positive**, then they **must** isolate for **10 days** at home, with other members of their household also isolating for **10 days**. In line with current government guidance we would then take advice from the local health protection team in Peterborough regarding the next steps to take, informing our parents once this advice has been received.

If the child is tested for coronavirus and the test result is **negative**, we will advise you of when it is safe for your child to return to school.

Please note, that whilst we are doing our very best to make school as safe as possible for our whole school community, the impact of coronavirus will be with us for some time to come. It is therefore probable that we will see more cases of coronavirus in our school community and may have to close Bubbles at short notice, reverting to remote learning whilst the Bubble is closed. By following the **Hands > Face > Space guidelines** we can all work together to keep everybody in our community as safe as possible.

Q: What should I do if I have any questions, not contained in this booklet?

If you have any remaining questions, please contact the school by **phoning 01733 246821** or by **emailing the school office using the primary@hamptoncollege.org.uk email address.**

Alternatively you can contact your child's class teacher using the year group emails which were set up during the most recent lockdown e.g. hcpyr1@hamptoncollege.org.uk for year 1.

Please be patient as our office staff may receive a number of calls and may not have all of the answers to your questions immediately. These are unprecedented times, that none of us have ever experienced before, and it is a time for us to work together to support each other as much as possible.

Thank you for taking the time to read this information and we look forward to seeing you next week!