



PARK HILL PRIMARY SCHOOL

LOWER EASTERN GREEN LANE, COVENTRY - CV5 7LR
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School website: www.parkhillprimaryschool.co.uk
Headteacher: Mr P Griffin

26th August 2020

Dear parents and carers,

I hope that you and your families have enjoyed some quality time over the summer holidays and made some fantastic memories together.

We continue to experience and become more familiar with a 'new normal' - sharing our lives with COVID. I understand that a great many of you will be nervous about making these adjustments in response to social distancing and what the Government are asking of us all during these times. However, it gives me great pleasure to confirm to you all that next week, we will throw our doors open to welcome children back to school for the start of the new academic year. I am very excited and looking forward to meeting the children and greeting as many of you as possible.

I am sure that over the course of the next term we will be faced with challenges - and continued 'uncertainty'. I am certain too that we will need to constantly review our plans and make checks around our what is working well and, in some cases, adjust (and hopefully will have your support when we have to share these with you).

Above all, I am certain that the families of Park Hill and all of our children need to and will be expected to be back at school from next week. I am convinced that it is what is best for them and the staff need to get back to what they do best - making a positive difference and contribution to the children lives. There is work ahead and gaps in learning to close as well as 'their' well-being to be supported.

The Leadership Team at Park Hill have maintained great communication over the course of the holidays and this week we have met to agree a plan around full opening. This letter will be 'long and detailed' but a 'necessary one' - hopefully we have all of the information that you require ahead of opening next week.

I would like to remind you that the school office is busy throughout the year - the start of a new school year is a particular hotspot of 'busyness'. If you have questions that remain unanswered, our office will be able to help but please bear with us and be patient whilst we respond to you.

Please take the time to read the information included within the letter carefully. We feel we have what you need to know covered.

I am excited about seeing the children back in school again. See you all soon!

Warm regards,

Mr P Griffin
Headteacher
Park Hill Primary School

Park Hill – September 2020 - Operations

Staggered start and end of day

Due to the large number of children and parents on site when dropping off and collecting children from school there is the need to have a staggered start to the school day. Please see below information for each year group regarding timings for the start and end of the school day and the entrance and exit we would like you to use. We are aware that many of you have siblings within school and whilst a 10-minute gap may be acceptable we understand that 20 minutes is too long. Therefore, if you wish to (where there is a 20-minute gap between drop off or collection) you can drop off at the **later time and collect at the earlier time** (you do not have to do this unless you wish to)

*e.g. you have a child in Reception and also in Year 1,3 or 5. You can either drop off at 8:40am and 9:00am or you can send your Year 1,3 or 5 child into school at 9:00am with your Reception aged child – via the Reception entrance. If you wish you can then collect you Reception child at 3:10 at the same time as your year 1,3 or 5 child *please let the Reception class teacher know you wish to do this and they will walk them down to their sibling*

	Pre-school (Acorns and Oaks)	RP	RM	1M	1P
Start of day	8:45 or 12:30	9.00	9.00	8.40	8.40
Gate	Bottom playground large gate	Green gate at top of car park	Green gate at top of car park	Green gate at top of car park	Green gate at top of car park
Entrance	Oaks and Acorns gate/doors	Reception classroom	Reception classroom	Year 1 classroom doors	Year 1 classroom doors
Exit	Park Hill Lane Gate	Year 1 area and steps	Year 1 area and steps	Year 1 area and steps	Year 1 area and steps
End of day	11:45 or 3:30	3.20	3.20	3.10	3.10

**please note for Pre-school and Reception this is application from Monday 14th September when children start their full-time sessions/days.*

	2P	2M	3B	3P	4R	4MT
Start of day	8.50	8.50	8.40	8.40	8.50	8.50
Gate	Bottom playground <u>large</u> gate	Bottom playground <u>large</u> gate	Bottom playground <u>small</u> gate	Bottom playground <u>small</u> gate	Bottom playground <u>small</u> gate	Bottom playground <u>small</u> gate
Entrance	KS1 doors	KS1 doors	Door at bottom of playground steps	Door at bottom of playground steps	Door at top of playground steps	Door at top of playground steps
Exit	Park Hill Lane	Park Hill Lane	Park Hill Lane	Park Hill Lane	Park Hill Lane	Park Hill Lane
End of day	3.30	3.30	3.10	3.10	3.30	3.30

*Year 5/6 children will be asked to enter through the gate onto school grounds themselves leaving adults at the drive.

	5B	5W	6B	6H
Start of day	8.40	8.40	8.50	8.50
Gate	Gate on drive opposite the bottom car park)	Gate on drive opposite the bottom car park)	Gate on drive opposite the bottom car park)	Gate on drive opposite the bottom car park)
Entrance	Year 5 cloakroom	Year 5 cloakroom	Year 6 cloakroom	Year 6 cloakroom
Exit	Driveway	Driveway	Driveway	Driveway
End of day	3.10	3.10	3.30	3.30

Children who are late will not be able to enter via the school office, so it is important that you carefully read the above information and ensure that you make every effort to be on time for the drop off and collection.

Buddies

We are very proud of the offer we have for before and after school provision and pride ourselves on our flexibility and partnership with parents. Information has been sent out separately regarding the systems we have put in place to ensure we are able to safely offer the provision we are very proud of and know that many of our children enjoy. We understand that temporarily this means we are unable to offer as much flexibility and would like to thank you for being patient and understanding the reasons for this. Our buddies' staff are busy preparing for the return and we would also like to make you aware that there will be a member of the Leadership team on site until 5:30pm each evening. Like all systems and procedures this will be under regular review and we will continue to keep you updated as to any changes we feel we are able to make.

Contact details

As always it is important that we have the most up to date contact information on our school system. We need an up to date address, phone number and email. All our letters are now electronic so you must inform us if your email address changes. If you need to update any details please send an email to adminstaff@parkhill.coventry.sch.uk. This information is also most important if we need to contact you during the school day. We **must** be able to get in contact with an adult who is able to collect your child if they are unwell so please ensure we have any numbers that this might apply to.

Lunch times

In September, the year groups Reception, Year One and Year Two will have a hot school meal if you wish for them to and will have their lunch in the dining room. There will be a restricted menu and you will be sent this at the start of the academic year. All lunch times will be operated on a staggered system meaning year groups will not mix. If your child is in one of these year groups and has a packed lunch, they will join their year group in the hall to eat this.

Year Three, Four, Five and Six will be packed lunches only. Children who are entitled to a free school meal will have a packed lunch made up for them. Children who are in these year groups will be eating lunch in their classrooms. Along with the dining slot, playtimes will also be staggered meaning children will have a playtime with their own year group (both class – 60 children). Again, lunch times will be under regular review and we will continue to update you when appropriate.

Pre-school children who attend a full day and stay for lunch need to bring a packed lunch with them and will have this within the Acorns or Oaks classroom. If you have any questions about this you will be able to discuss this at your child's appointment.

Medication

If your child has any regular medication (inhalers etc) as always this **must** be in school with your child on their first day. Please contact your child's class teacher (using class dojo) making them aware of what you will be sending into school. All communication around regular medication will need to be with your child's class teacher. Where your child might need medicine as a one off, we also ask that you communicate with the class teacher. Teacher's will have a form that you will fill in (no longer held at the office) and someone within the team will take care of administering the medicine. We ask that parents do not go to the office for medicine forms and we will not be sending children to the school office for medicine.

School communication

It is important to us that you can communicate with us effectively. To keep the children, families, and staff at Park Hill safe we will be continuing to minimise the access to the main school office. Therefore, understanding the best way to contact us is imperative. Please use the email address adminstaff@parkhill.coventry.sch.uk if you have a general enquiry – this email is monitored daily and where needed emails will then be passed on to relevant members of staff within school. The school **telephone number is 02476466669** – please use this if your enquiry is more urgent and you wish to speak to a member of the office team. Please be aware that during busy periods such as the start and end of the day and training days you may not get through to someone first time but please be reassured that we do value your call. Where you make contact via email or phone call and wish to speak with a member of staff within school the office team will take a message and then further contact will be made. **Class dojo** is how you make direct contact with your child's class teacher. Teachers **will not** check dojo during lesson times but will check for messages when not teaching. Dojo operates quiet hours between 5pm and 8am so you may not get a response at these times. Please do use dojo to communicate with your child's class teacher as there will not be the usual opportunity to speak with support staff on the doors in the morning at length. Please note if you need to make contact during the day about something that is urgent then do not use class dojo.

Miss A Norcliffe
Deputy Head Teacher
Park Hill Primary School

Park Hill - Statutory Information and Guidelines

Identification of Symptoms

In order to effectively reduce risks at Park Hill and create an inherently safer environment we will be using a system of controls. In order to reduce the risk of Coronavirus spreading we will be minimising contact with individuals within school who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow stay at home guidance for households with possible COVID-19 infections'

(<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>)

This sets out that they must self-isolate for at least 10 days and should arrange to have a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Once tested parents need to inform school immediately of the results of a test:

If a pupil tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the '<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Any positive cases have to be reported to Public Health England and the Local Authority. If Park Hill has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may be that we have an outbreak, and we have to continue to work with our local health protection team who will be able to advise if additional action is required.

If any individual displays the symptoms at home then they should not attend school and follow the instructions listed above.

If any child becomes unwell at school, with the symptoms listed above they will be sent home, to reduce the risk of spreading the potential virus. There is an expectation that they will be collected from school as soon as possible to reduce the spread of the virus.

With this in mind, please ensure that we have up to date contact details for both yourself and all of your emergency contacts.

Hygiene

Within school, the children will be washing their hands at key points throughout the day and using hand sanitiser.

Good respiratory hygiene is also very important and the children will be following the 'catch it-bin it-kill it' approach in relation to sneezing and tissues. Tissues will be disposed of in lidded bins.

The implementation of strict cleaning regimes will also ensure that there is more frequent cleaning of communal areas, toilets and surfaces.

Minimising contacts and mixing between people also reduces the transmission of coronavirus (COVID-19). At Park Hill, we have decided upon grouping in year group bubbles, in order to reduce the number of contacts between children and staff. Within these bubbles, the children will still need to use social distancing of 1m+ and teachers will, as much as possible be maintaining a 2m distance within the classroom. The Government recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. As a school, we will always put the needs of the children first.

Face Coverings

Face coverings should not be worn at school and should be removed before entering the school building. Pupils will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. The Government guidance states that children under the age of 11 do not need to wear face coverings.

Mrs T Bailey
Assistant Head KS2
Park Hill Primary School

Wellbeing and Park Hill's Curriculum and Resources

Firstly, as a school we would like to say a huge thank you to all parents who have been teaching their children, bringing them in to school as key workers and also to those who were welcomed back to school in the first phased return. You have all supported, helped, given up your time and stuck to all our rules and regulations in order to facilitate our ultimate and joint aim, that is to keep our children learning during these uncertain times. Now we are all ready for the next stage: to return to school.

We have been working as a school to ensure that we consider the variety of ways our pupils have been learning during lockdown, so that when they walk back into a school they know so well but with so many different and new ways to do things, they can feel comfortable, confident and safe. It is for this reason that we have a huge focus on wellbeing during the first term. It will be at the centre of everything we do as a school and our wonderful PSHE programme (JIGSAW) will be featuring much more regularly in our weekly timetable. Introducing pupils back to school and learning in a gentle, caring and nurturing way, will be crucial to ensuring we can help them reach their full potential in all areas of the curriculum.

Carefully considered planning, with a focus on wellbeing, has been undertaken by our teachers and we have constructed a curriculum that we believe our pupils will respond well to and will engage, motivate and challenge individuals, while also ensuring to give them the opportunity to go over anything they feel unsure about. Alongside PSHE, over the first few weeks Maths, English, Reading and Humanities will all be introduced and then we will widen the subject areas as pupils begin to feel more secure in school and confident in their learning environment.

Resources and Equipment

There has been ever changing guidance for schools over what pupils can and cannot bring to school; how they can sit; what times they can come in; what the school environment should look like. This has meant that as a leadership team we have taken decisions and sometimes needed to change them according to what we have been told by the government and Local Authority. The following key things have all been affected by these changes, but as a school we have finalised plans with regards to equipment and resources as follows:

BAGS (Reception, KS1 & KS2) – no school bags are to be brought into the school by pupils

BAGS (Nursery and Preschool) - Small labelled bags will be allowed in and will contain a spare set of clothing and any other essentials your child may need

PE KITS – PE kits must be brought into school in a small labelled drawstring bag or small but sturdy labelled plastic bag and are to be left on pegs (you may take them home weekly to wash them if necessary but they can be left in school until half term, when they will be sent home)

UNIFORM – Uniform must be worn to school as per the school uniform policy; please label all clothing clearly and permanently

RESOURCES - Pupils will be given a pack with all the essential learning tools that they need. These will be for their sole use and will NOT be shared with any other pupil. They do not need to bring in any extra personal stationary.

BOOKS – We will be providing all pupils with a pack that contains their home reading book and reading diary. This will happen within the first part of the half term. Further details about the system we have put in place for taking books home, changing books and reading in school is going to be provided in a separate letter in due course.

Ultimately at Park Hill, we are looking forward to teaching once again and providing exciting and engaging learning opportunities that are child centred, with a wellbeing focus, while keeping children safe, calm and happy. We want them to be excited and ready to get back to school and get back to learning.

Mrs H Petros
Assistant Head KS1
Park Hill Primary School