

22 July 2020

Dear Parent/ Carers

## **September 2020 Opening** **A summary of arrangements for parents and families**

We know that parents and families will have a lot of questions about the reopening of school in September. At Hornbeam, our leaders have used the Government Guidance to develop an opening plan and carry out a risk assessment. This will be made available on the school website, in Parent Zone, Parent Resources and Useful Information.

To help parents and families understand the actions we are taking to help keep everyone safe and our expectations of everyone, the information below summarises the main points in the risk assessment. We hope you find this information useful:

### **When will the children start back at school?**

All children will be starting back at school on Thursday 03 September 2020 for an 8.50 am start.

### **What do I have to do if the family have been on Summer holiday to a country outside of the Government's travel corridors?**

The government has issued a list of countries that do not require you to isolate on return from a holiday abroad. A list of these can be found on their website: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-on-arrival-in-england>. If you and your family have been on holiday to a country that is not on this list, you should remember to ensure that you have built in a 14-day quarantine period on return to the United Kingdom before your child can return to school. If you return and school begins before the end of your quarantine period, please ring the school to let us know about their absence. The government is constantly reviewing this list, so please check before you bring your child into school.

### **Who is entitled to the COVID Summer Food Fund?**

Any pupil in receipt of free scheme meals (FSM) is entitled to a voucher under the government's COVID Summer Food Fund. The school has ordered vouchers through Edenred and an email will be sent to you directly so that you can redeem your voucher. This is a one off payment and covers FSM entitlement for the 6-week period. In September, the voucher scheme will not be in place as we will be able to provide a FSM in school.

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#### **William Morris Campus**

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**Tel:** 020 8503 2225

**Email:** office@limeacademyhornbeam.london

#### **Hospital & Home Teaching Service**

Acorn Paediatric Unit, Whipps Cross Hospital,  
Leytonstone, London E11 1NR

**Tel:** 020 8535 6694

**Email:** hhts.school@hornbeamacademy.org



### **Do they need to wear uniform?**

Yes, we always expect all children to wear uniform. We have also taken the opportunity to rebrand our uniform to bring it in line with other schools within Lime Trust. We are moving towards a navy blue with the new 'Lime Academy Logo'. This move will be phased, and you only need to purchase the new uniform when you need to replace an item of clothing. You can order the uniform from MyClothing.com. We have enclosed a copy of their leaflet, price list and the new Uniform Policy with this letter.

Children are permitted to bring a bag to school however, they are not allowed to bring unnecessary items from home. One item they should bring with them is a 'named' water bottle as we will not be able to switch on our water fountains during this time.

### **Local Authority Transport**

If your child usually comes in on the school bus, but you are in a position to bring them yourselves, we would strongly encourage you to do so. This is the safest option for your child as it reduces the amount of contact they will have with others. If you prefer to use the local authority transport, parents should apply direct through your local authority. This should be done as soon as possible to get transport in place for September. The local authority and transport companies will be implementing their own procedures for managing risk according to their own guidance. As yet we do not know what this will look like in September, but will continue to work closely with the local authorities and update you if we have more information.

### **What happens if I need to use public transport to travel to school?**

We encourage all parents to walk or cycle to school to reduce congestion, help the local environment and improve the children's fitness. If you use public transport to travel to and from school, all adults and children over the age of 11 must wear a face mask. Facemasks are not allowed to be worn by children in school.

### **What measures are in place to reduce mass gatherings of parents and children at the start and end of school?**

Times of the school day is being slightly adapted. Pupils should arrive at school for 08.50 am. Parents can collect pupils from 2.30 pm to 2.50 pm as local authority transport buses will be collecting pupils from 2.55 pm. It is essential that parents drop off and pick up their children on time.

**Parents should not congregate on or around the school site before or after school.** All adults must always maintain social distancing to reduce the chance of transmitting the virus and because they are role models for the children about how to behave in public places.

### **Can I visit the school?**

One of the most important areas for us to consider in reducing risk is our approach to visitors to the school. We will be welcoming essential visitors only until October half term, when this will be reviewed in line with government guidance. This means that most parent events and parent groups will continue to operate virtually and annual reviews will also be virtual. Any essential visitor who is coming to school will be required to complete a COVID questionnaire before they are admitted to the premises.

### **What if I arrange for someone else to drop-off and collect my child, what arrangements are in place for them?**

It is the responsibility of parents to share the details with the person collecting their child and be clear about the arrangements outlined above. You should also inform the school that someone else will be picking up your child and on arrival the person should be able to give reception staff your additional person password.



### **Where will I drop-off or collect my child from? Are the drop-off and collection points in the same places?**

Drop-off and collection arrangements remain the same except we would like parents/carers to enter the reception area one at a time to ensure social distancing is maintained. Hand sanitiser units are available for you to use. Unfortunately, we will not be able to allow you to use our toilet facilities. You will be asked to wait for your child outside the reception area.

### **What hygiene measures are in place? What are you doing to keep the school clean?**

We have hygiene kits in each classroom, including hard-surface wipes. Surfaces will be cleaned regularly and all equipment will be cleaned between use. We are also implementing an extra 'midday' clean to ensure those touch points, such as doors, are kept as clean as possible. We have removed lots of the equipment and items from the rooms to ensure surfaces are easily cleaned. Most soft furnishings have been removed from classrooms.

Children are expected to wash their hands multiple times throughout the day; members of staff will be available to support and supervise handwashing where it is appropriate, and we have visual reminders in all the toilets and sink areas about good handwashing. We have plenty of tissues and staff will remind children about good nasal hygiene. Hand-sanitiser is available throughout the school and children are expected to use this regularly (in addition to handwashing).

### **How will you make sure children are socially distant with each other?**

Children have been organised into class groups that will stay with each other for most of their time in school but form part of a main 'bubble' of several classes that may mix for very short periods of time, e.g. break and lunch-times. Break and lunch-times will be staggered, so that fewer children are outside the classrooms at the same time. Each group will have their own area to access at different times. This way, the large groups will not routinely mix with each other.

Children will not move around the site as much as they used to however, when they do, they will use social distancing markers that are on the floor throughout the whole site to help remind them.

We recognise that social distancing will be a challenge so we will remind them regularly about it, but we cannot guarantee that it can be maintained by all our children. The government guidance states that schools do not need to insist on social distancing, especially with the younger children, but we still want our children to learn through play and interaction with others as much as possible.

### **How will staff social distance?**

Staff will continue to maintain 1m+ social distancing wherever possible. Our staffroom will not be used for staff to congregate and our school office is out of bounds to all but a few members of our team.

### **What will the classrooms look like?**

Classrooms may look a bit sparser so that surfaces are easily cleaned, and desks will be arranged into front facing rows. Teachers are planning learning activities that reduce the need for close face to face interaction between pupils.

### **What equipment will be available to the children? What will they need to bring from home?**

All children will be given their own equipment that they will not be allowed to share with other pupils such as pens and pencils. Any equipment that does need to be shared will be cleaned thoroughly in between uses.

Children will be expected to bring a named water bottle to school as we are having to turn off our water fountains at this time.



### **Do the normal rules and expectations still apply? (Our Values: Respect, Equality, Self-worth, Partnership, Enjoyment, Communication and Trust)**

Absolutely! We have very high expectations for behaviour and attitude at Hornbeam and we expect all children to meet our expectations. Some children may need additional support and guidance to meet the expectations and we have a team of staff who can provide this. It would be very useful for parents to begin to talk to their child about the school expectations and routines before the start of the Autumn Term particularly if the routine at home has not been maintained during the recent closure.

### **How will you make sure the children settle into their new class and teachers? How are you going to support their wellbeing after such a difficult time?**

The activities for the first two days of term will be planned to support the transition for everyone. We understand lots of our children will not have been in school for over five months, so the teachers are planning to take their time to make sure the children can settle in.

Throughout the first few weeks of term, we will continue to focus on pupil well-being and there are teams of people who will be leading on this work throughout the school. This will help pupils to re-establish relationships, and to set the tone for the rest of the academic year. We will continue working with our therapy teams and their professional bodies to ensure that children can receive the therapies they need in the safest way possible.

### **How will you help the children to 'catch up'?**

Our priority is around wellbeing and health. When the children have settled in, their teachers will assess the them all over the first few weeks and will plan support for anyone who needs additional help.

### **What will happen at lunchtime?**

Our normal lunch menu is on offer and, from September, we will add a packed lunch 'Grab Bag' to the options. Hot lunches will be served to the children and they will eat with the rest of the children in their group/ bubble.

As normal, lunches will be booked and paid for through Parent Mail. The cost of our lunches has not increased this year, it is still £2.50 per day. We are currently finalising our lunch-time arrangements, but are looking at serving lunches in classrooms or in the dining room areas, with staggered lunch sittings and in small groups.

Children can bring a packed lunch but parents must ensure the lunch box is cleaned thoroughly every day, and labelled with their child's name.

### **What is happening about Breakfast**

We are currently looking at running breakfast club in September, but with limited places as large groups cannot mix.

### **What happens if a child gets ill in my child's group?**

No child or adult showing signs of infection are allowed on the premises.

Staff and pupils are required to have immediate tests if they show symptoms. If a child is sent home with symptoms, we expect parents arrange a test for the child. We will request evidence of a negative test result (i.e. the text message from the NHS) before the child is allowed back to school.

Thermometers will be used if any child or adult displays symptoms and their temperature will be recorded on a central Covid/ illness spreadsheet by our Welfare Officers



Any child who displays any symptoms of Covid must be collected immediately and we expect parents and families to make provision if they are not based in the local area during the school day. When the child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with a window and will be supervised by an appropriate adult.

**What if my child, or one of our family members, becomes ill?**

If any child in school tests positive for Covid, every child and member of staff in their group will be required to self-isolate for 14 days.

If a member of a child's household tests positive for Covid, the child and the household members must self-isolate for 14 days. The other children and staff in the child's group do not have to self-isolate.

**What if I live with an extremely clinically vulnerable household member? What if my child is still shielding?**

If any families have a household member who will continue to shield after the 1 August, please contact the school office before the beginning of term so that an appropriate risk assessment can be carried out.

The government guidance states that all children will be expected to attend school from September and we want to work with any parents who are worried to reassure you that we are taking every precaution to keep our community safe.

If any parents/carers have any questions, please contact the school office and we will endeavour to answer your queries.

Everyone's health and safety is our priority and we hope that, by reading this document, all parents and families are reassured that the school staff are taking every possible measure to create a happy, healthy and safe learning environment for all our community.

Yours faithfully,

**Antony Clements**  
**Interim Headteacher**