



# HALTON LODGE PRIMARY SCHOOL

Tel No: 01928 564053

## NEWSLETTER

Headteacher: Mr A Hilldrup

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28<sup>th</sup> August 2020



**As the new school year is now on the horizon, I thought it was important to contact you all to provide you with the latest information regarding our school reopening to all of our pupils next week - on Thursday 3<sup>rd</sup> September.**

### Staffing

In addition to the changes that were detailed in the final newsletter of the school year, over the summer Miss Jones was offered the opportunity to take up a full-time counselling position in a neighbouring authority. As a consequence, she will not be returning to our school in September. Her position in Year 4 – working alongside Mrs Moss and Miss Clemson-Banks – has been taken up by Mr Pritchard (who is a fully qualified teacher).



Therefore, the staffing in September 2020 will be as follows:

Reception Mrs Dixon-Gibbon\*, Miss Ingram and Mrs Bickerton

\* Mrs Harvey will teach the class on a Wednesday – to provide Leadership and Management Time for Mrs Dixon-Gibbon (who is also the school's Deputy Headteacher).

The Fawns Mrs Farrar, Miss Little & Mrs Duckworth

Year 1 Miss Roberts and Mrs Harvey (Mon & Tues) / Miss Hunt (Wed, Thurs & Fri)

Year 2 Mrs Birchall and Miss Hunt (Mon & Tues) / Mrs Burge (Wed, Thurs & Fri)

Mrs Anderson – our Every Child A Reader Teacher – will also be providing additional support in Year 1 and Year 2 throughout the Autumn Term.

Year 3 Miss Murphy, Miss Eustace and Mrs Doolan

Year 4 Mrs Moss, Mr Pritchard and Miss Clemson-Banks

Year 5 Mrs Williams and Mrs Urmson

Year 6 Miss Whiting and Mrs Knight

To ensure consistency and to raise standards, Miss Whiting will teach English across both Year 5 and Year 6 – and Mrs Williams will teach Mathematics across both Year 5 and Year 6 – from the beginning of the new school year.

We are also looking forward to welcoming Mr Bradshaw back to school - as part of the UKS2 team in the not so distant future, once he has fully recovered from his operation. I am also delighted to announce that over the summer Miss Stephens gave birth to a beautiful baby girl; and we are looking forward to her rejoining the team in 2021.

Mrs Ellis – our Assistant Headteacher (SENDCO and Safeguarding Lead) – will be supporting amongst all classes, as required.

### What will be different?

Attendance from 3<sup>rd</sup> September will be mandatory for all pupils – and I would hope that the latest scientific evidence that is being widely reported has helped to allay any worries or concerns that you may have about your child returning to school .

However, in order to comply with the guidance issued to schools by the Government, through the Department for Education, we will need to adopt staggered start and end times – in order to ensure that the children in different year groups are kept apart (and do not mix).

The start and end times are determined by the first letter of your child's surname – **AND ONLY ONE ADULT SHOULD BRING/COLLECT YOUR CHILD EACH DAY. This does not need to be the same adult on each occasion, we are just trying to limit the number of adults who arrive at the school – in order to avoid mass gatherings (and reduce the chance of the virus being spread amongst members of our school community).**

### Start Times:

8:40am for Year 1 (A to G) – via Hall  
Year 6 (P to Z) – via Main Entrance  
Year 2 & Year 4 (H to O) – via Playground

8:45am for Year 1 (H to O) – via Hall  
Year 6 (A to G) – via Main Entrance  
Year 2 & Year 4 (P to Z) – via Playground

8:50am for Year 1 (P to Z) – via Hall  
Year 6 (H to O) – via Main Entrance  
Year 2 & Year 4 (A to G) – via Playground

9:00am for Year R (A to G) – via Hall  
Year 5 (P to Z) – via Main Entrance  
The Fawns & Year 3 (H to O) – via Playground

9:05am for Year R (H to O) – via Hall  
Year 5 (A to G) – via Main Entrance  
Year 3 (P to Z) – via Playground

9:10am for Year R (P to Z) – via Hall

Year 5 (H to O) – via Main Entrance  
Year 3 (A to G) – via Playground

If you are dropping your child off at school at the Hall, we will be asking you to wait at the gates and only your child will be permitted through the gates. The children will be greeted at the set times by a member of staff from their year group.

If you are dropping your child off at the Main Entrance, we will be asking you to not pass through the school gates, but to allow your child to walk along the pavement to the front of the school, where they will be greeted by a member of staff from their year group.

If you are dropping your child off at their classroom via the playground, we politely request that you follow the one way system, through the school car park, down the steps, under the scaffolding (all the way to your child's classroom door). The arrows have been spaced 2 metres apart – to help you to maintain social distancing from other families – and we ask that as soon as you get to your child's classroom door, you allow your child to walk straight into their class – where they will be greeted by their class teacher - and you (or the adult who accompanies them to school), continues along the one way system, on to the playground, up the ramp and out of the school car park.

**To maintain the safety of our pupils and their parents/carers, the main gate to the school grounds will be closed and not in operation between 8:35am and 9:15am – and from 2:40pm to 3:20pm - as this area will become a pedestrianised zone. Any blue badge holders may park as close to the school gates as necessary – but we are not able to permit access on to the school site during this time.**

At the end of the school day, we are asking the parents/carers of the children in Reception and Year 1 (who will be collecting their children from the Hall) to wait, at 2 metre intervals, alongside the road – using the small white paint marks to help you to keep safely apart.

If your child is in Year 5 or Year 6 (and will exit the school from the Main Entrance), we are requesting that you wait just inside the school grounds – but towards the far side, near the large oak tree, so that you do not block the way to the playground.

If you are collecting your child from the playground, you will be asked to wait away from the classroom, but in sight of the classroom door, so that the staff can see you easily.

#### End Times:

2:45pm for	Year 1 (A to G) – via Hall Year 6 (P to Z) – via Main Entrance Year 2 & Year 4 (H to O) – via Playground
2:50pm for	Year 1 (H to O) – via Hall Year 6 (A to G) – via Main Entrance Year 2 & Year 4 (P to Z) – via Playground
2:55pm for	Year 1 (P to Z) – via Hall Year 6 (H to O) – via Main Entrance Year 2 & Year 4 (A to G) – via Playground

3:05pm for	Year R (A to G) – via Hall Year 5 (P to Z) – via Main Entrance The Fawns & Year 3 (H to O) – via Playground
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3:10pm for	Year R (H to O) – via Hall Year 5 (A to G) – via Main Entrance Year 3 (P to Z) – via Playground
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3:15pm for	Year R (P to Z) – via Hall Year 5 (H to O) – via Main Entrance Year 3 (A to G) – via Playground
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We appreciate that the staggered start/end time is not ideal – especially for those families with more than one child at our school. However, we feel that this is the only way that we can safely reopen our school to all of our pupils – and hope that you can all appreciate why this has been done.

**Please do your best to keep to these times – as permitting children out of sequence is likely to cause a large number of problems (and compromise the safety of both adults and children).**

#### What can my child bring to school?

The only items we are permitting children to bring into school are:



- Coat clearly labelled with your child's name (including hat, scarf and gloves – if the weather dictates this is necessary);
- Water Bottle – clearly labelled with your child's name;
- Book Bag – that **MUST** only contain your child's reading book, homework diary (or reading record) and homework books/activities. Children in KS2 may also bring a healthy snack for morning break – as we are not permitted to sell snack, or handle cash, until further notice. (The children in Reception, Year 1 and Year 2 will have access to free fruit and milk).
- If your child brings a packed lunch to school, they (or you) will be asked to wipe the lunchbox down with an antibacterial wipe before placing it on the lunchbox trolley. Please ensure that these are washed thoroughly and cleaned before they are brought back to school the next day.

**On the days that your child does PE – which you will be informed about at the end of their first week in school (on Friday 4<sup>th</sup> September) in preparation for the following week – they will be asked to come to school wearing their PE kit (black shorts, plain white t-shirt) along with a tracksuit (or joggers and a sweatshirt) and clean trainers. It is most likely that PE lessons will take place outside.**

If your child is taking part in a Forest School session, they will be asked to come to school in appropriate clothing for the day – with a clean pair of shoes which they can wear in school. They may bring outdoor shoes (or wellies) – but these will be kept OUTSIDE the classroom at all times.

All visitors, including parents, will only be able to access the school building by appointment only. Therefore, if you wish to make an appointment, please email [sec.haltonlodge@halton.gov.uk](mailto:sec.haltonlodge@halton.gov.uk) (or telephone the school 01928 564053) to make an appointment. [If a discussion can be held by telephone or video call, we will endeavour to do this in the first instance. However, each request will be judged on its own merits – considering the safety of all parties concerned].

If you wish to pay for school meals or school uniform, we politely request that you place the correct amount of money - or cheque made payable to "Halton Borough Council" (for school meals) or "Halton Lodge Primary School" (for school uniform) – in a sealed envelope labelled with your child's name, class and details of what it contains – and place this through the office window at the start/end of the school day.

### Key Information

If you were not able to complete the Data Collection sheet electronically over the summer, as requested in the final newsletter of the school year and requested in a message sent to all families via Studybugs.com, you will receive a paper copy on Thursday 3<sup>rd</sup> September.

Can you please endeavour to have these completed and returned to school the following day – on Friday 4<sup>th</sup> September – as it is essential that we have the most up to date contact information for every child who attends our school.

**It is also absolutely essential for staff and children who are ill to stay at home – and for parents/carers to inform us that their child is ill and unable to attend school BEFORE 8:30am (via the Studybugs App) - and, for anybody who is displaying any of the Covid-19 symptoms, to be tested immediately and to inform the school of the outcome of the test as soon as they receive it. For any families who are not able to book a test, the school is expecting to receive testing kits that can be used in such an event.**

**Furthermore, if anybody in the same household has coronavirus (Covid-19) symptoms, then all members of the household must self-isolate and not attend school until they receive the outcome of a test. Equally, if you are contacted by NHS Track and Trace, you must follow the advice that you are given – and inform school if you need to self-isolate.** All absences as a consequence of following the government guidelines will be authorised provided that we are informed.

**This will also be the case, should we get a confirmed case of coronavirus in school and we need to ask everybody who has come into contact with that person to self-isolate.** In this instance, parents will be informed of the facts and the school is most likely to have to close to that year group – asking each individual to be tested and await the outcome of these tests before we can determine what the next, most appropriate step to take will be. Remote learning activities will be set during these periods of

temporary school closure; and school will reopen to the affected year group(s) as soon as it is safe to do so. The school will be guided by NHS Test and Trace and Public Health England on such occasions – and we hope all families will understand and respect any decisions taken in such incidences.

The children in school will remain within year group 'bubbles'. This means that the areas of the school that they are able to use and access will be restricted – and all children **MUST** remain within the parts of the school that they have been allocated:

- Year 6 Year 6 Classroom, Year 6 Toilet and UKS2 Intervention Room
- Year 5 Year 5 Classroom, Year 5 Toilet and the 'Science & Technology Zone' of the school library (main corridor)
- Year 4 Year 4 Classroom, Year 4 Toilet and the 'Geography and History Zone' of the school library (main corridor)
- Year 3 Year 3 Classroom, Year 3 Toilet and the World Tables in the 'Languages Zone' of the school library (main corridor)
- Year 2 Year 2 Classroom, Year 2 Toilet and the Nurture Room
- The Fawns The Fawns Classroom, The Fawns Toilet, The Chill Out Room and Sensory Room
- Year 1 Year 1 Classroom, Year 1 Toilet and the 'Storytelling (Fairy Tale)' section of the school library (main corridor)
- Reception Reception Classroom, Reception Toilets and EYFS Outdoor Area

Access to the computers in the IT Suite, the two sets of ipads and all of school equipment will be restricted to the children in just one bubble at a time – with a thorough and deep clean of any equipment taking place before these are used by any children (or adults) from another bubble.

The children will also eat their lunch in their classroom and have staggered break times outside – so that children in one bubble do not mix with any other children whilst they are in school.

The school has significantly increased its cleaning and hygiene routines – and we now have a fulltime cleaner on site throughout the school day; in addition to a team of three cleaners after school. This means that the toilets get cleaned at least 4 times each day and all surfaces that the children are regularly in contact with are also cleaned on several occasions.

The children will need to wash their hands at regular intervals - including on arrival at school, before and after consuming food, when entering the classroom after break times outside and after handling any equipment.

The children will also largely have their own stationery equipment to use whilst they are in school. If they need to use any communal equipment (such as scissors, special



maths equipment or counters, etc), these will be limited to those children on their table (or 'pod'). This will limit the amount of contact between pupils.

**IT IS ESSENTIAL THAT CHILDREN DO NOT BRING ANY TOYS OR OBJECTS FROM HOME EITHER – INCLUDING THEIR OWN HAND SANITISER, PENCIL CASES OR MOBILE PHONES – AS WE NEED TO SIGNIFICANTLY REDUCE THE RISK OF INFECTION FROM HOME TO SCHOOL (AND VICE VERSA).**

**Should your child get ill and display any of the coronavirus (Covid-19) symptoms – a new, continuous cough, a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) - they will be isolated from all of the other children in school – in the ELSA Room; supervised by a member of staff who will be wearing full PPE (eye protection, face mask, nitrile gloves and apron). We would have to ask for you to collect them from school immediately – THEREFORE, IT IS IMPERATIVE THAT WE HAVE YOUR MOST RECENT CONTACT TELEPHONE NUMBERS FOR BOTH WORK AND HOME.**

The guidelines still clearly state that primary schools should have a process for removing face coverings when pupils and staff who use them arrive at school. In this respect, we will ask anybody who arrives at school to remove any disposable face coverings, to place these in a bin located on the school site and to either wash their hands (or, if there is no water or sink immediately available, to use hand sanitiser). *We have several hand santising stations around the school where we have no access to sinks and water – e.g. the main entrance and for those entering the school building via the hall gates.*

If anybody has a reuseable face covering, they will be given the option of placing this in a clean plastic bag (which must be brought from home) and to place this inside the plastic bag and tied the bag, rather than disposing of it. The plastic bag must then remain inside a coat pocket for the remainder of the school day.

**We do not expect adults who are dropping off/collecting children from our school to wear face masks or coverings whilst on the school playground – however, any individuals who wish to do so are welcome to do so.**

We appreciate that arriving at school at a set time each morning and afternoon can be a challenge – but is essential if we are going to limit any potential infection and keep our staff, pupils and families safe. If you arrive earlier, we ask that you wait on the other side of the road – away from the school – to allow those who need to get their children in school on time. Equally, if you are late, it is essential that you do not try to access the school building until you have spoken to the senior member of staff on duty who will try to coordinate this.

It is still our intention to restart our Breakfast Club on Monday 14<sup>th</sup> September. This is on the proviso that we can do this safely without increasing the risk to any individuals. You will notice that the scaffolding is still in place around the school building and the reroofing project is still in its infancy – so it will be a while before they are able to make a start on replacing the hall roof. If we can restart the

Breakfast Club any earlier, we will do so – and inform parents of this as soon as possible.

**If you would like to make use of the school Breakfast Club (from 7:55am), could you please email us with your child's name, the days that you require and the time that you would like to drop your child off – to [sec.haltonlodge@halton.gov.uk](mailto:sec.haltonlodge@halton.gov.uk) at your earliest convenience (and before 3:30pm on Friday 4<sup>th</sup> September if at all possible).**

Until the school reroofing project is completed, the children WILL NOT have access to the bike shed to store their bike during the school day – so any bikes that the children ride to school will need to be taken home each day. *We appreciate that this will be inconvenient but the builders compound is surrounding the bike shed – making this inaccessible.* We will let you know as soon as this is in use.

If you have any concerns about your child returning to school – especially if they have experienced any trauma or bereavement, or have struggled to manage during the period of 'lockdown' and are apprehensive about returning to school – please detail this in an email to [head.haltonlodge@halton.gov.uk](mailto:head.haltonlodge@halton.gov.uk) so these can be shared with your child's new class teacher and a support package put in place.

All of the children will be given lots of emotional support and opportunities to talk when they return to school – sharing their experiences of lockdown, remote learning and how things have changed. They will also be supported to understand the new rules and routines that we have in place.

*The recent amendments that we made to the school's behaviour policy - detailed in Newsletter 30 (17<sup>th</sup> July 2020), will remain in force throughout the Autumn Term. This can be accessed via the school website: <https://haltonlodge.haltonschools.info/wp-content/uploads/2020/08/Newsletter-30-17-July-2020.pdf>*

#### **Holiday Dates for 2020/21**

	<b>First day of term</b>	<b>Last day of term</b>
Autumn Term	Thursday 3 September 2020	Friday 23 October 2020
	Monday 2 November 2020	Friday 18 December 2020
Spring Term	Monday 4 January 2021	Friday 12 February 2021
	Monday 22 February 2021	Thursday 1 April 2021
Summer Term *	Monday 19 April 2021	Friday 28 May 2021
	Monday 7 June 2021	Friday 16 July 2021

\* Includes May Bank Holiday: Monday 3 May 2021

#### **INSET Days**

Wednesday 2 Sept 2020	Monday 19 July 2021	Tuesday 20 July 2021	Wednesday 21 July 2021	Thursday 22 July 2021
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