



**Aine Gale – Principal**  
The Brow, Haydon Wick, Swindon SN25 1HT  
**Tel:** 01793 706606 **Fax:** 01793 701081  
**Email:** head@haydonwick.swindon.sch.uk

27<sup>th</sup> August 2020

Dear Parents/Carers,

I hope you have all had a good summer. We are very much looking forward to welcoming all our children (Yr 1-Yr 6) back on Wednesday 2<sup>nd</sup> September. Reception pupils have a staggered start until they start full time week beginning 14<sup>th</sup> September. All Reception parents have been given the days/times applicable to their child.

Our planning for September is underpinned by the Department of Education's advice and The White Horse Federation guidance. By working together with the DFE and TWHF, we are doing everything possible to keep all children and staff safe.

At Haydon Wick School we have thoroughly reviewed our health and safety risk assessments and have planned for the autumn term to address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill with symptoms of COVID 19 stay at home
2. robust hand and respiratory hygiene, washing hands and catching coughs
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace (closest testing centre is at Wroughton Park and Ride)
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

#### **Attendance**

- Under current Government legislation, all children are expected to attend school as usual in September. Fines may be imposed if a parent fails to send their child back to school. Our usual policy and procedures for absence will be in place from September 1st, including requests for holidays in term time.
- Parents/carers are asked to contact the school on the first day of absence by 9.30am by way of a telephone call or email to provide the reason for the absence and where possible on each subsequent day of absence.





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### Drop off/Collection

- There will be no breakfast club or after school clubs until further notice.
- No vehicles are permitted to use the school carpark.
- Families are asked to limit the number of people entering the school site; only one parent/carer should do the school run. Older children should be encouraged to walk into school from the gates on their own.
- Children are allowed to cycle or scoot to school.
- Dogs are not permitted on site and should not be tied to perimeter gates and fences.
- Families should enter the school through the back gate (High street) and all children will have a place to line up on the playground where their class teacher will meet them. If you have more than one child please come at the earliest drop off and pick up time. Parents should then walk out through the main gates following our one-way system.
- Parents/carers are asked to use a common sense approach to ensure the recommended 2m social distance is maintained when approaching and leaving the school e.g. please do not stand in queues or close groups.
- We encourage the wearing of face coverings by adults and older KS2 pupils on entry and exit to school or in busy places. If a child wears a face covering, they must have a bag to place it in once they are in school.
- No parent/carer will be allowed into school or to the school office, (unless in a medical emergency)
- Parents/Carers must inform the school by telephone/email if the person collecting children changes.
- Children are the responsibility of parents/carers until their teacher has collected them.
- All children must remain in close proximity to their parent/carer at all times.
- Other people dropping off and collecting please make them aware of our procedures.

Drop off:	Group	Group	Time Slot	Group	Group	Friday pick up:
08:30	Tigers	Jaguars	3:10	Tigers	Jaguars	1:10pm
08:35	Badgers	Squirrels	3:15	Badgers	Squirrels	12:50pm
08:40	Otters	Meerkats	3:20	Otters	Meerkats	12:55pm
08:45	Hedgehogs	Honeybees	3:25	Hedgehogs	Honeybees	1pm
08:50	Frogs	Dragonflies	3:30	Frogs	Dragonflies	1:05pm



Proud to be part of The White Horse Federation Multi Academy Trust





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### **Managing health risks**

- Haydon Wick School and parents/carers will need to undertake stringent practice to reduce the risk of transmission of the virus (and other illnesses).
- Staff and children will undertake regular handwashing and sanitising throughout the school day.
- Children will spend the day in their class of 30.
- There is no in-class social distancing requirement for primary pupils.
- The school will engage with NHS Test and Trace system, with whole classes liable to be sent home if a pupil tests positive.
- Children from year 2 up will be seated facing forwards in the same direction.
- Teachers are advised to spend no more than 15 minutes at any one time closer than 1m to anyone
- Parents/carers must understand that children will go outside for a break with their class. The school will do its best to minimise children's social contact with other children.
- Staff will maintain common sense in terms of social distancing at break times whilst working with the children; however, they are caring for the children and therefore may work closer than 2m with them.
- Children will wear their PE kit to school on the day they have P.E. They will not need their P.E kit the first week back at school. We will inform you of your child's PE day once we are back at school.

We will be following Government guidelines to schools in how we will implement protective measures: These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Staff will not routinely wear PPE. If first aid is needed, staff will take precautionary measures e.g. mask, gloves and an apron.





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### School uniform /belongings

- Normal Haydon Wick school uniform is required.
- PE bags will not be required; children will come to school in their PE kits on the days they have PE.
- Children should bring a coat for wet/cold weather and a hat when it is sunny.
- Children must not bring any items to school from home with them except necessary medication (handed to member of staff on arrival) and/or snack (KS2 only) and/or packed lunch, water bottle
- Water bottles should be cleaned/sanitised every night before coming back into school.
- Reading books will not be changed as regularly but we will send reading books home.

### Medication/Illness

- Parent/carers of children with medication for asthma, allergies or other conditions with a care plan in place, must ensure that they have the medication with them at the start of term. Please hand this to the class teacher. It is the responsibility of Parent/carers to ensure that the medication is in date.
- Parent/carers will need to complete a 'Medicine Form' if their child requires any other form of medication. Administration of medication will need to be agreed by the school office via email [ksheppard@haydonwick.swindon.sch.uk](mailto:ksheppard@haydonwick.swindon.sch.uk).
- Parents/carers must inform the office staff by phone/email if they have given their child any medication e.g. Calpol, before they come to school.
- Parents/carers will not bring their child/ren to the school if they have any symptoms of COVID-19 or if anyone in the household has symptoms. Parents/carers will isolate their child/ren and the whole household for 14 days if the case is confirmed and will inform the school immediately by email or phone.
- If children becomes unwell, with COVID symptoms, during their time in school, they will be immediately placed in isolation (in accordance with government guidance) and parents/carers will be contacted and asked to collect them. If parents/carers can't be reached, the other contacts given will be called. Please make sure we have up to date contact details if these have changed.

As we know things change quickly and often at the moment and we may have to adapt and make changes which we will communicate with you. Please bear with us if we need to slightly alter our new systems, e.g. drop off and pick. Thank you for your support and patience with this.

We look forward to gently settling the children back into old and new routines as we reconnect with each other.

With best wishes

Aine Gale  
Principal

