



## Information for Year 6 Parents and Carers

We would like to make you aware of our plans for readmitting Year 6 pupils into school. There has been a lot of thought and consideration given to these plans in order for us to keep both our pupils and staff safe- this continues to be our top priority.

It is important that both you and your child(ren) read through this guidance carefully and understand the new arrangements.

By now you will have received a **text message** stating the arrival and departure time for your child(ren). It is important that these timings are adhered to as they are in place to aid social distancing guidelines.

Where it is possible, we would like pupils to bring themselves to school at the allocated time where they will be met at the main entrance gate by a member of staff and directed to their classroom- this may be a different room to normal. **All children must use the main school entrance on Armstrong Road.** All other gates will be locked.

At the end of the day, pupils must leave the school site immediately at their allocated time. We will expect children to walk themselves home or to be collected by one adult at the gate- this handover will not be supervised (unless a specific alternative arrangement has been agreed with the school).

Please read the 'behaviour policy addendum' below for further details relating to the school day and what children are required to wear and bring to school with them.

We look forward to welcoming your children back to school and whilst we acknowledge that things will be very different for them, we hope to make their final weeks at Hempshill Hall enjoyable ones!

Thank you for your continued support

Sally Dakin and Karen Gregg

## **Behaviour Policy Addendum**

While many of the behaviour expectations set out in our whole school behaviour policy remain the same, there are some important, fundamental differences, which are set out below. It is important that all pupils, parents and staff are clear about these changes and that they are adhered to.

### **Arrival/departure routine**

- All pupils who are eligible to attend school will be given a time at which they should arrive and depart. It is essential that pupils are punctual in arriving on site and that they leave the school grounds promptly at their departure time. All pupils must use the main school entrance.
- Parents must notify school if any additional pupils wish to return. No children will be admitted mid-week or without a prior arrangement.
- Pupils will be collected from a designated meeting point by a member of staff. They should adhere to social distancing guidance. Parents should leave immediately when their children have been collected.
- Where safe, pupils should walk themselves to school (or with just one responsible adult if this is not possible).
- Pupils should enter and exit their newly allocated classrooms using the external doors.
- Pupils should not meet their peers on the way to, or when leaving, school.

### **Hygiene**

- Pupils entering the school must immediately wash their hands on arrival, before and after every break and before eating and after using the toilet. Hand sanitiser will also be available.
- Touching of the mouth, nose and eyes is to be avoided as much as possible.
- Pupils will be encouraged to use tissues and follow the 'catch it, bin it, kill it' slogan for sneezes. Where this is not possible, sneezes and coughs should be directed to the inside of the elbow.

### **Socialising**

- Initially pupils will be taught in small 'pods' of up to 8 children so that desks can be kept at a 2 metre distance. This number may increase as more children are invited back to school. It is important that they do not leave their desks without permission.
- At break times, pupils will be in small groups in an allocated area and they should remain within this area until the end of break time. They will be encouraged to play games that avoid direct contact between them.
- Packed lunches will be eaten outside or in classrooms to allow social distancing to be observed. If children are having a cooked meal these will be served by kitchen staff and eaten in the hall (2 children at each table)
- During this time children may choose to bring a packed lunch or have opt for a school dinner. If children are paying for a meal money must be sent in a sealed envelope with their name clearly labelled. This will be handed to the teacher as the office will not be open.

### **Movement around school**

- Movement around school will be kept to a minimum and pupils will remain at their desks unless instructed otherwise
- Communal corridors will be marked with tape and arrows to indicate which side pupils should walk on. Where possible, pupils should avoid walking in close proximity to another pupil or adult.
- The 'Trim Trail' will be out of bounds until further notice

### Illness

- It is essential that a pupil does not attend school if they, or anyone in their household has been diagnosed with Covid-19, or if they are displaying symptoms and have not yet been tested
- Parents are asked to check children do not have a temperature before sending them to school.
- Pupils who feel ill during the school day should inform a member of staff immediately.
- If a pupil becomes ill during the school day with Covid-19 symptoms, they will be immediately isolated and parents will be contacted to collect (Please ensure we have the correct contact details- email the office to update if needed). They will only be able to return to school within 14 days if they have a negative Covid-19 test result.
- It may be necessary to ask other children to remain at home if they are in the same 'pod' as a child with Covid-19 symptoms until it is deemed safe to return or 14 days have passed.
- If a pupil requires minor first aid during the school day (e.g. wiping a grazed knee) they will be encouraged to do this themselves. More serious first aid treatment will be administered by a member of staff wearing PPE.

### Equipment

- Equipment will be allocated to each individual pupil at their desk and must not be shared unless it has been cleaned (following government guidelines)
- Pupils should bring their own water bottle to school each day
- Pupils who are not having a school dinner may bring a lunchbox and they will eat it at their desks. The school fridges will not be used to store packed lunches.
- Children will be given a school reading book that will remain at their desk and put into a returns box when finished.
- There will be no facilities to provide the children with drinking water, other than at dinner time if they are having a school dinner.
- If coats are worn to school, they will be hung on the back of the pupil's individual chair. Cloakrooms will not be used.
- **Children should wear school uniform and trainers. They do not need to bring anything else into school (no PE kit or book bag)**

### Toilets

- Pupils must ask to use the toilet (including at break and lunch times)
- Pupils should only use the toilet that has been designated to their 'pod' during lesson time and only if absolutely necessary.
- At break times, pupils should visit the allocated toilet at the start or end of their break time (after seeking permission from a member of staff).

- No more than two students should be in the shared toilets at a time and they should remain 2 metres apart when washing their hands.

**Sanctions**

- It is important that all pupils adhere to the rules and if pupils are considered to have purposefully broken them, their parents/ carers will be asked to collect them.
- If a pupil deliberately coughs or spits towards others, their parents/ carers will be asked to collect them.
- Pupils who break the rules on numerous occasions may be asked to remain at home.