

27<sup>th</sup> August 2020

Dear Parents/Carers,

As the Summer holiday is coming to an end we wanted to update you with our new plans for welcoming children back to Hartley Brook. We appreciate many of you will be feeling anxious as the start of the academic year will be different to our usual September return.

We have now decided that we will not be sending out a parental agreement to all parents/carers as we feel that the points raised in this letter will let parents know our intentions and expectations in readiness for September.

You will have all received communication about drop off gates and times for your children. We are allowing parents onto the playgrounds. Whilst on school site, we ask that you kindly adhere to social distancing at all times. May we please suggest that Face coverings are worn by parent's whilst on school site.

Please read through the following points in readiness for September:

- Children are not to come to school if they or anyone within our household has or develops a fever, cough or loss of taste/smell.
- Parent/carers are not allowed to come into the school building with their child.
- Children and staff will have their temperatures taken at various points throughout the day. If my child develops any symptoms parents/carers will be called and asked to collect them immediately.
- Only 1 adult will drop off/collect children.
- During drop off/collection please adhere to social distancing guidelines and remain at least 1m from others.
- Children cannot bring any toys or non-essential equipment from home in order to reduce contamination risks.
- If your child is packed lunch, please provide them with a packed lunch in a container that can be wiped with anti-bacterial solution and that they can open and eat with minimal help or intervention from an adult.
- Strict cleaning schedules of surfaces and equipment will be taking place at various points of the day.
- If you need to collect children at an unusual time, please phone ahead to alert the office staff.
- Please note the advice of Safer travel guidance. [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- Socially distancing young children is not always possible so children are being placed in a year group 'bubble' that will remain the same each week (as per Government guidelines).
- Please ensure your children are on time every day at their allocated arrival time. If this is not possible, notify the school office asap.
- Prior to school starting please talk to your children about using good hygiene:
  - Hand washing

- Social distancing (e.g. other ways to give a hug)
- Coughing and sneezing into a tissue or elbow and then washing hands

**Hartley Brook staff will also be:**

- Receiving daily temperature checks
- Informing the Management if they or any of their household develop any symptoms
- Adhering to strict hand washing and cleaning policies as set out in our new Covid-19 Risk Assessments
- Use PPE where necessary following Government guidance
- Following Government advice regarding social distancing and travel when not at work.

**School Office**

- The school office will only be used for payment of school uniform and potential uniform returns/exchanges and to collect your child if they have an appointment during the school day
- Please make sure that you are wearing a face mask whilst in the school office
- Please make sure that you adhere to the social distancing rule should there be other parents in the main office
- If you wish to order any uniform items, can you please do so via the parent app or contact the school office by telephone. The order form will be uploaded to the website and also emailed to all parents via the parent app
- Dinner money must be sent with your child in an envelope every Monday for the full week and given to the class teacher.

As you can understand and appreciate, we are trying our best to adhere to the guidelines sent out by the government for the schools re-opening. This may mean that our plans will have to be flexible and are subject to change. Should any changes need to be made, we will inform all parents as soon as possible.

May I just take this opportunity to thank you all for your continued support and patience during these difficult times.



Mr Jim Garbutt  
School Improvement Executive



Mrs Claire Costello  
Head of School



**HARTLEY BROOK  
PRIMARY ACADEMY**

**Astrea Academy Trust**

LEARNING BEYOND MEASURES

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