

Welcoming Back
your children
to Holly Hill Church
School



Dear Parents and Carers,

We understand that sending your children back into school can generate some anxieties. We want to reassure you that, as always, we will do our best to look after your children.

We have been very busy working to make school a safer place for the children and have used the government guidance in the preparations we have made to re-open school to more children.

To ensure that the children's return to school runs smoothly, we will be staggering the return of Nursery and Reception children.

You will receive a **separate letter** which will provide details of the date and time that your child can return to school, as well as more information about who will be teaching them.

We have provided some key information for you in this booklet so that both you and your child can be ready to return to school.

If you have any questions or concerns, please do not hesitate to contact us.

We are looking forward to seeing you soon.

Start and End of Day

To help reduce the number of people on the playground, we are staggering the beginning and end of day for different year groups.

	Arrival time	Collection time
Keyworker/ vulnerable children	8:40 - 8:55	3:00 - 3:10
Nursery	9:10 - 9:30	2:40 - 2:50
Reception	8:55 - 9:10	2:50 - 3:00

Only one parent/ carer per child will be allowed onto the school premises.

Please observe the 2 metre social distance rules at all times.

Nursery children will enter school via the **Nursery** gate. **Keyworker** and **vulnerable children**, and **Reception** children will enter school via the **main gate** (closest to Balaam Wood School).

You will wait in a line outside the gate, just like at the supermarkets, using the floor markers as a social-distancing guide.

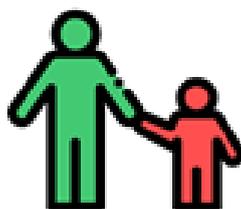
Your child's temperature will be checked (using an infra-red thermometer) at the gate and you will then pass through the gate and drop your child off at their classroom door.

We are operating a one-way system, so please make your way across the playground, leaving through the gate near the Children's Centre.

At the end of the day, children can be collected from their classroom.

Please stand well clear of the exit doors and wait for your child to come out to you.

Children are expected to arrive and be collected during their designated time slot. If children arrive, or are collected late, parents must report to the school office.

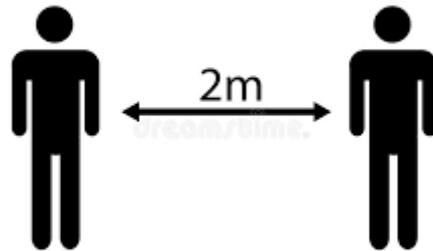


Contact with Staff

To keep everybody safe, it will not be possible to talk to/meet your child's teacher on the door at the start or end of each day.

If you need to speak to an adult in school, please do so via telephone: 0121 675 8700 or email enquiry@hollyhill.bham.sch.uk

If you need to speak to the office staff, we will operate a one-in-one-out system in the office reception area at the front of school. Please observe social distancing whilst waiting.



School Uniform

Children will not be required to wear school uniform, until further notice. However, please ensure that your child is wearing sensible shoes and clothes that are suitable for physical activities and outside learning.

Clothes should be washed each night. **It is not advisable for children to wear the same unwashed clothes for multiple days.**

Washing Hands

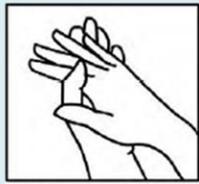
Hand sanitizers will be available in every classroom and in key locations around the school.

Staff and children will wash their hands upon entry to and exit from the school.

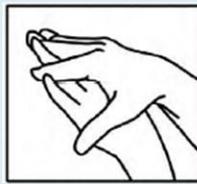
Children will also have access to warm water and soap to wash their hands during the day, particularly before and after playtimes and lunchtimes.

It would be helpful if you could check and ensure that your child knows how to wash their hands effectively.

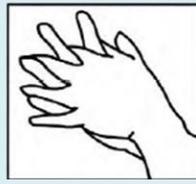
The 6 Steps of Hand Washing



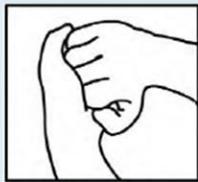
Palm to palm



The back of the hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

‘Bubbles’

In line with government guidance and to help aid social distancing:

Children will be in a group ‘bubble’ (maximum 15 children in size) with the same staff members each day. **This may not be your child’s normal class teacher.** They will stay in this bubble for the whole day.

Staff members will not move between bubbles and will maintain social distancing with other staff outside of their bubble.

The children will use their own stationery (provided by school) throughout the day. When not in use, these items will be kept in the child’s own drawer.

Other resources, such as building blocks, will be cleaned regularly and not shared with children in other bubbles. Resources which are more difficult to clean, such as soft toys, will be removed from classrooms for the time being.

The children will keep their coats on pegs which are spaced out.

The children **will not** be required to bring book bags or PE kits in to school. Please leave all books, bags, toys, etc at home.

Play and Lunch Times

Playtimes and lunchtimes will be staggered and in different parts of the school grounds so bubbles will not mix.

Lunch will be provided by school and eaten in classrooms.

Children will have access to fresh drinking water throughout the day. If you would like your child to have a drink of milk and/ or juice, this can be ordered and paid for via the school office.

The children will stay with the same members of staff (who will form part of their bubble) during these times.

Social Distancing

Although we will remind children about trying to ensure social distancing during the day, this cannot be guaranteed, as recognised in the Government's guidance, which states, '...early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.'

We have taken steps to reduce the transmission risk by grouping children and staff in to 'bubbles' who will not mix with others whilst in school, however, this does not eliminate the risk completely.

When dropping off or collecting your child, please continue to follow the government's guidelines on social distancing at all times and avoid mixing with groups or people outside of your home.

Cleaning

All toilets and other areas that are used are regularly cleaned during the day.

Once children and staff have left for the day, a team of cleaners will ensure that all areas that have been used are thoroughly cleaned.



First Aid and Intimate Care

First aiders, if required, will treat injuries wearing appropriate PPE.

Staff members, who support children requiring intimate care (i.e. children who soil themselves), will wear PPE when carrying out this duty.

Any member of staff/ visitor/ child will require a temperature test upon entry to the school. If they have a temperature above 37.8 degrees Celsius, they will not be allowed into the building.

If a child becomes unwell in school and shows any symptoms of COVID 19 they will be put into isolation in a separate room and will stay there until their parent or carer arrives to take them home. **Therefore, it is really important that we have up to date contact numbers for parents so that we can contact you if your child is taken ill.**

The child will only be allowed back into school once they have written confirmation that they have tested negatively or completed the necessary isolation period.

The same will apply to any staff member developing symptoms.

Where a child or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days.



Government Advice

Please note that we adapt our procedures within this booklet and the school's risk assessment based upon updated Government advice.

Please Note:

Holly Hill Church School will undertake all measures possible to prevent the spread of infection. Unfortunately, even with all measures put into place, the school cannot guarantee 100% that the school site, or persons upon the site are COVID free. Nor can we guarantee that we can fully maintain social distancing between the children and adults within each group.