



Harriers Banbury Academy

an Aspirations Academy

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Dear Parents/Carers

In this letter we outline our plans for welcoming all pupils back to Harriers in September. These plans fully adhere to the government guidance, which can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We are really looking forward to having all of our pupils and staff back in school. School will be a bit different to the one that many of them last attended in March, but we are certainly moving closer to our 'normal' operating procedures and those pupils who have been in school this term have adjusted brilliantly. We want all of our pupils to feel happy and confident in school and we want to offer our usual broad curriculum, but health and safety of our pupils and staff is always our main priority and we thank you in advance for your continued flexibility and support as we look to implement these plans in September.

We have considered all elements of school life and, as with our wider reopening in June, our plans are supported by risk assessments, maps and policies that have all been approved by governors and will be again, on the 26th August 2020, in light of any further government guidance. Please do contact us via office@harriers-aspirations.org if you have any questions that are not answered below. We constantly review our plan and risk assessment and, as a result, we may need to change some procedures when the children are actually in school. We will give you as much prior warning as possible if this is the case.

We hope that you have all seen your 'Meet the Teacher' presentations and that these have helped your child and you feel excited about their return. We are acutely aware that your child has lived through an unprecedented period of our lives and we will be focussing on their wellbeing as all the children reacclimatise to being back in school. Every child is going to have their own unique feelings and we will support them all, collectively and individually.

Attendance:

The government has made attendance mandatory from the beginning of September and the usual rules on school attendance apply, including:

- Parents' duty to ensure that their child attends regularly where the child is a registered pupil at school and they are of compulsory school age;
- Schools' responsibilities to record attendance and follow up absence;
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.
- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education and their absence will not be penalised.

Any questions regarding attendance must be addressed before the end of term with our Welfare Manager, Mrs Hawkins, via nhawkins@harriers-aspirations.org.

School environment:

- Each year group will form a bubble, with two classes in each bubble. Classes will only mix within bubbles if absolutely necessary for educational reasons (e.g. Reception's mixed learning space) or logistical reasons (e.g. changing for PE in Y4 - 6).
- All children will be taught in the classes they have been assigned for 20/21, with their allocated teacher.
- As per government guidelines, pupils will not be expected to social distance within school, however, this will be achieved wherever possible. Pupils will be socially distanced from pupils from other bubbles.
- To ensure all pupils can be offered and allocated the provision and adhere to social distancing for parents, a staggered start and end time will be in place, without reducing the overall teaching time. See below for timings. All parents will come on and off site through a one-way system and be given allocated drop off and collection times. Only one parent/carer will be allowed to come onto the school site and no parents will be allowed in the building (siblings are allowed too).
- Bubbles will be assigned entrance/exits, handwashing stations and toilets. Pupils will not be allowed to move to other areas of the school, unless instructed to by an adult and under adult supervision.
- Breaks and lunches will be given at staggered times to avoid bubbles mixing and the playground and field will be split into zones. Children will eat school dinners in the canteen on a rota system, with the cleaning of surfaces taking place in between, packed lunches will be eaten in classrooms.
- A one way system in the corridor is in place.
- For individual and very frequently used equipment, such as pencils and pens, pupils will have their own items that are not shared.
- All doors and windows will be left open where possible.
- There will be no large gatherings in school. Assemblies will be conducted via video (e.g. Zoom).
- Staff and children are not required to wear PPE. PPE will be compulsory for staff when dealing with first aid and toileting accidents.
- Only essential visitors and volunteers will be permitted inside the school and must maintain social distancing at all times.
- Classrooms in Years 2-6 have been adapted to support distancing where possible, including seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space. Early Years and Year 1 have been adapted but will maintain their free-flow format as this is essential for pupil learning and wellbeing.

The school day

- To maintain social distancing at the start and end of the school day there will be staggered start and collection times (set out below) with specific entrance and exit points. These must be strictly adhered to at all times.
- You must arrive at your child's scheduled time. Early or late arrivals will have to wait with their parent or carer until a member of staff is available to take them to class; this may be after the final year group has entered the school.
- Please be prompt in collecting your child. We cannot safely 'hold' children for late collection. A fee may be charged for child care if you are late picking your child up.
- The school day will finish early on a Friday to allow for classroom deep cleaning and teacher PPA. Different staggered finish times will apply on a Friday (see below). A free homework club will be provided for those families that require childcare until 3:15pm. You will be given the opportunity to sign up for this in due course.
- Break and lunchtimes will be staggered - more detail below.
- A modified wraparound care provision with limited spaces will be available from Monday 21st September. We will operate an advance booking system that will be open in September, if not sooner.

Year Group	Gate	Start time	End time Monday-Thursday	End Time Friday (homework club)
Nursery	Office gate*	all day - 8:30am am - 8:30am pm - 12:00pm	all day - 3:05pm am - 11:30am pm - 3:05pm	all day - 3:05pm am - 11:30am pm - 3:05pm
Reception	Office gate	8:55am	3:00pm	1:45pm (3:00pm)
Year 1	Field gate**	9:00am	3:00pm	1:45pm (3:00pm)
Year 2	Field gate	8:55am	3:05pm	1:50pm (3:05pm)
Year 3	Field gate	8:50am	3:15pm	2:00pm (3:15pm)
Year 4	Field gate	8:45am	3:10pm	1:55pm (3:10pm)
Year 5	Office gate	8:45am	3:10pm	1:55pm (3:10pm)
Year 6	Office gate	8:50am	3:15pm	2:00pm (3:15pm)

*office gate is the pedestrian gate straight off the entrance on Harriers View near the Bloxham Road railings

**field gate is the pedestrian gate near the field and bike shed off Harriers View

- We will not allow any vehicular access into Harriers View between 8:30am and 9:10am or 2:55pm to 3:20pm (plus 1:40pm to 2:20pm on a Friday), unless you are a resident of Harriers View or it is pre-arranged with the school for medical reasons. A member of staff will be on duty on Harriers View and access will be allowed only if pre-arranged with the school.
- If you have more than one pupil attending, you must still only bring them at their appointed times.
- The use of public transport is discouraged. Families using public transport should refer to the [safer travel guidance for passengers](#).

Cleaning:

- Timetables will include regular hand washing and sanitising of equipment.
- Cleaning stations will be set up in every room including the staffroom.
- Hand sanitisers and soap dispensers will be in each classroom. Wall mounted hand sanitiser will be installed outside every classroom.
- Daily cleaning of the whole site, including classrooms. Midday cleaning of key contact areas e.g. toilet taps. Weekly disinfecting of classrooms, using an antibacterial fog machine.
- No outside fixed equipment will be used at break or lunchtimes. Early Years will be permitted to use some of their outdoor equipment as this forms part of their learning, but it will be risk assessed and they must wash hands before and after using. Bubbles will be allocated play equipment to use in their bubble.
- School will close early on a Friday for deep cleaning.

Uniform and equipment:

- Pupils will be expected to wear full school uniform. Uniforms no longer need to be washed on a daily basis, nor do they need to be cleaned at high temperatures.
- We have seen a wonderful variety of hair cuts and colours during lockdown! Whilst we want children to be able to choose their hairstyle we ask that when we return in September all pupils must have no uneven/patterned shaving, natural colours, simple and plain hair bands or bobbles. All hair past the shoulder (girl's or boy's) must be tied up with a simple hair band or bobble. If a child does not have one, then one will be provided.
- Pupils may bring essential items into school, such as a water bottle, lunch box, coat, hat, books. A bag is allowed.
- Pencil cases are not allowed, we will provide all the equipment the children need.
- Pupils must bring their PE kit into school. They can also bring a book bag and change books.

- We will be making full use of our outdoor space at break time and as part of the curriculum. Pupils must therefore have a pair of trainers and a coat in school at all times. Pupils are also encouraged to leave a pair of wellies/old trainers and clothing in school for forest school.

Lunches, snacks, and drinks:

- Your child must bring in their own named water bottle.
- School lunches may be purchased - these need to be prebooked via Parent Pay.
- Children will eat school dinners in the canteen on a rota system, with the cleaning of surfaces taking place in between. Packed lunches will be eaten in classrooms.
- You may also provide snacks and fruit as there will be no tuck shop or free fruit provision initially although we hope these are initiated as soon as possible.
- Pupils who are entitled to free meals (including EYU and Y1 universal free meals) will be given a school lunch. These need to be prebooked via Parent Pay.
- 'Friday takeaway' - in order to support the Friday deep clean, children who order a school dinner will have a 'takeaway' lunch (pizza or fish and chips) delivered to their classroom.

The curriculum:

- We will be avoiding the temptation to find a quick fix following such a prolonged period of disrupted learning. Pupil wellbeing will be the first priority within the curriculum when we first return in September.
- We will not be 'catching up'. When pupils return we will Map (discover where their learning is at), Master (use the map to know what needs covering) and Move Forward (introduce new content and proceed with our planned sequence of learning).
- We will teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to revisit the most important content.
- We will make effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work).
- The wider use of Seesaw has been a positive outcome from lockdown and we will continue to use this platform for homework.
- If a child cannot attend school as they have been instructed by their doctor not to, then remote learning will be provided. This will also be the case if a bubble is forced to self-isolate due to a confirmed case within their bubble.
- Educational day visits (school trips) are permitted and will be reviewed on an individual basis. If they are deemed safe, then they will be able to go ahead. We will prioritise visits to outdoor spaces in the local area.
- Year 1 will initially start as an extended Early Years provision as this will best meet their learning needs after a truncated Reception year.

Home School Agreement:

In addition to this letter, we have provided you with a new home-school agreement which includes new behaviour expectations. This is the same one that was shared when we conducted the wider re-opening in June. Pupils who repeatedly ignore these new guidelines may be asked to stay at home and complete home learning on health and safety grounds. This will be reviewed after a set number of days by the Principal.

Please note that we do not want to risk cross-contamination by taking in signed paper copies, so by sending your child into school in September you are agreeing to this new agreement.

In conclusion:

Thank you for taking the time to read this information carefully. As you can see, there will be some changes to your child's experience in school, and we would encourage you to talk these changes through with your child through the Summer to prepare them. That being said, the children who have already returned to school have really enjoyed the experience and we will do everything we can to ensure this is the case for all of our pupils.

Pupils in Years 1 to 6 will return on Thursday 4th September. Nursery and Reception parents/carers should refer to the guidance that they have been sent separately.

I hope you have found this information useful, but please get in touch if you have any questions, preferably before the end of term.

I would like to wish all of our families and our wider community a lovely and safe summer. We have really felt your support throughout the lockdown and it has been greatly appreciated by all of us in school. Thank you also for your flexibility as we changed our routines and protocols, and thank you in advance for continuing this in September. Well done to all of you home schooling, you have done an amazing job and we hope you enjoy a teacher perk... a rest over the summer holidays! Finally, I would like to once more publicly thank the staff at Harriers. They have been a superb team throughout this period and could not have been more supportive or flexible, and they have made it possible for us to provide the provision we have delivered.

I have never been more proud to be the Principal of Harriers than I have been over the past five months. It is a wonderful place to work and to learn and I look forward to welcoming you all back in September.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'A Pearson', with a small flourish at the end.

Alex Pearson
Executive Principal