



DURDAN'S PARK PRIMARY SCHOOL
KING GEORGES DRIVE
SOUTHALL
MIDDLESEX UB1 2PQ
020 8575 1477 or 020 8578 6918 or Fax 020 8575 6826
E-Mail – admin@durdans-park.ealing.sch.uk
www.durdans-park.co.uk
Mr C Duhig - Head Teacher

1st September 2020

Dear Parents/Carers

I hope that you have all managed to have a great Summer holiday. We are all looking forward to welcoming all the children in Year 1 – Year 6 back to school this week. We wrote to you before the end of last term with the arrangements for September. Please find below these arrangements again. Please ensure that you read these carefully. The first day of the Autumn Term for children will be:

Thursday 3rd September 2020

Arrangements for September 2020

Recently, the Government provided schools with updated guidance for re-opening to all children in September. The school has been working through all the details in order to welcome children back in the safest way possible. There will be some changes to how the school day is organised and operates.

The Government has issued some important points that we have to stick to. Below are the main headings from the DfE guidance based on systems of control.

System of controls from the DfE

This is the set of actions schools must take. They are grouped into 'Prevention' and 'Response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach



- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Below is a summary (but it is still long, sorry!) of changes you need to know for your child to return in September. These are subject to review and may change over time – depending on practicalities of staff and further guidance.

The Main Changes / Arrangements are:

School Workforce – All of our staff will be able to return to school at the start of term.

Class/Group Bubbles

To begin with, the school will be organising each Year Group into Class Bubbles. We will take steps to limit interaction, sharing of rooms and spaces between classes as much as possible.

Reception and Nursery Year Groups will be running Year Group Bubbles because of the organisation and curriculum in the Early Years.

It will be necessary to review the Class Group/Bubble to work out if this organisation is sustainable over time.

Managing cases across the school

Based on the advice from the health protection team, schools must send home those people who have been in close contact with a person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:



- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Therefore, it is likely to be just one class of children that may have to self-isolate when a positive test has been declared. The health protection team will provide schools with definitive advice on who must be sent home and we will inform parents immediately should your child need to self-isolate.

Staffing - all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

Staff to maintain a 2m distance from children where possible - and children in the same class bubble will try, where possible to distance from each other. This will affect 'how' we support the children as it will need to be from a distance, however it does not mean that we will not help and guide the children with their work. Feedback at the point of learning is most useful, so we will be following this in order to support your children.

Staggered drop-off and pick up times

To prevent large group gatherings on playgrounds or around the school gates we will maintain a one way system that has proved very effective. Staggered start and finish times will not reduce the amount of overall teaching time, as we have adapted our timetables accordingly, with 15 minutes less lunchtime.

Year Group	Drop Off Time	Pick Up Time
Year 4	8.45am – 9.00am	3.15pm
Year 5	8.45am – 9.00am	3.15pm
Year 6	8.45am – 9.00am	3.15pm
Year 1	9.00am	3.30pm
Year 2	9.00am	3.30pm
Year 3	9.00am	3.30pm

All children will enter the school through the KS1 pedestrian gate and walk around the school using the one way system.

Children from Years 4, 5 and 6 can enter on their own and, walk around and go straight into their classroom.

Children in Years 1, 2 and 3 will enter the school (with an adult). Years 1 and 2 will go to the Key Stage 1 Playground where they will line up and be met by their teacher. Year 3 children will follow the one way system and will line up on the Key Stage 2 Playground, being met by their teacher.



If you have children in different Year Groups starting at different times, then we ask that you wait on the playground with them at a suitable distance from other adults or children.

If children are late, they should go to the School Office where they will wait outside to be taken to their class.

School office and appointments

Parents will not be able to enter the school, unless they have a previously arranged appointment.

If you wish to contact the school office please do so by email or telephone. If you have an urgent enquiry we will be operating a one in one out system at the school office. Please wait outside the yellow box to the right hand side of the office door. Only one person is allowed in at one time. Please wait for the office area to be empty before you enter.

Collection at Home Time from Playground and not Classroom Doors

Years 4, 5 and 6 to be collected from the Key Stage 2 playground at 3.15pm.
Years 1 and 2 will be collected from the Key Stage 1 playground at 3.30pm.
Year 3 will be collected from the Key Stage 2 playground at 3.30pm.

Reception children and parents will be informed of start and finish times on Induction in September.

Please limit the number of adults dropping off and collecting children. Please do not gather/crowd around classroom doors or the school gates.

Staggered playtimes and lunchtimes - lunch times and playtimes have been arranged accordingly so that year groups and classes do not mix on the playground. This is subject to review and change.

Lunches – due to spacing, the length of time needed to clean areas between sittings and social distancing between adults, there will be 2 times for lunch breaks. One class will have a lunch period from 11.45am – 12.30pm and the other class will have lunch from 12.30pm – 1.15pm. Packed lunches will be eaten in the classrooms, with school dinners in the KS1 and KS2 halls. Classrooms and Dinner Halls will be cleaned between sittings.

School uniform - We are returning to our usual uniform policy in the Autumn Term.

Equipment - it is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, PE kits and books.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Children can bring their own stationery, but we request this stays in school.



Book bags are allowed. As the outside water fountains will be out of use, all children will need to have a water bottle.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Classroom based resources, such as books and games, can be used and shared within the class. Resources that are shared between classes or year group bubbles, such as sports, art and science equipment will be cleaned between bubbles. If rotating equipment across year groups, equipment will be cleaned or left for a period of 48 hours (72 hours for plastic).

PPE – The children or staff do not need any PPE. Public Health England does not (based on current evidence) recommend the use of face coverings in schools AT THIS MOMENT. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. The majority of staff in education settings will not require PPE.

PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

PREVENTION OF SPREAD OF COVID-19 in school is based on these hierarchy of measures.

Regular handwashing – we are fortunate enough to have sinks and hand sanitisers in every classroom and so children will be asked to wash or sanitise their hands thoroughly periodically during the day, e.g. on entry/exit to and from the school, before and after eating, after using the toilet and when moving in and out of the classroom. You can supply your child with a small hand sanitiser, for their own use only.

Ensure good respiratory hygiene – we will use the ‘catch it, bin it, kill it’ approach with tissues in every classroom and have posters around the school. Children will be encouraged to use them and wash hands immediately after coughing or sneezing. You can, if you wish, provide your child with their own handy pack of tissues.

Cleaning - Regular cleaning during the day. There will be more frequent cleaning of rooms and shared areas that are used by different groups and frequently touched surfaces will be cleaned more often than normal.

No large gatherings – we have staggered times for our children to be on the field or out on the playground and we will have class assemblies instead of whole school assemblies.

Extra-curricular clubs run by the school – (e.g. choir, sports clubs, music clubs etc.) will not begin until at least the October half term.

Trips – we are not planning any external trips for now.



Classrooms – Children must be sat side to side and not face to face. We aim for desks to be forward facing. This is not always possible with room layout and size.

Toilets – different groups do not need their own toilet blocks. But toilets will be cleaned regularly and all children must wash their hands on their return.

Curriculum – Nursery and Reception Classes will be organised as free flow with work stations for children to explore. Year 1 will follow the EYFS Curriculum for the first term at least and will be organised similar to Reception Classes. We need to aim to teach a broad curriculum from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important content missed, including prioritising within subjects the most important components for progression which pupils may struggle to pick up again later. In particular, we will consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading, writing, spelling/phonics and mathematics.

So what are the key points for me to remember for September?

- **There are staggered drop-off and pick up times**
- **Equipment needed - book bag, PE kit, raincoat, trainers, water bottle**
- **Optional equipment – some stationery, handy pack of tissues and small hand sanitiser**

Finally - it has been a difficult time for all of us during this pandemic and we have appreciated the overwhelming support that we have received from parents. We have tried to follow Government Guidelines, as much as is possible.

I would also like to take this opportunity to say well done to all of our children and yourselves. It has not been easy for any us. Thank you for rising to the challenge of home schooling. Our teachers have loved seeing the children's work and the many photographs that you have sent in.

All of my staff are very much looking forward to having all of the children back! It has not been the same here in school and we cannot wait to get back to some kind of normality, albeit not completely normal. A fresh start is needed by all!

If you have any questions, please email the school office – admin@durdans-park.ealing.sch.uk and we will do our best to answer any of your queries.

These arrangements will be under constant review and we may have to make changes as and when needed.

The children start back on Thursday 3rd September at their allocated time.

Yours faithfully



Mr C Duhig
Head Teacher

