



The best that I can be'

Dame Tipping C. E. Primary School
North Road
Havering-atte-Bower
ROMFORD
Essex
RM4 1PS

Tel: 01708 745409
Email: office@dametipping.havering.sch.uk

Executive Headteacher: Mr D. Denchfield
Head of School: Ms A. Holmes

Thursday 2nd September 2020

Dear Parents and Carers,

I hope that you have been able to enjoy some of the summer with family and friends and have been keeping well. I realise that for many families, this summer may have been very different and exciting summer plans may have been changed due to personal circumstances and government guidance. As I am sure you will have read, there continues to be significant information and discussion regarding COVID-19. We have continued to closely monitor the situation and have developed our plans around what we consider best for our children, parents, staff and local community.

Thank you to those who submitted questions regarding the return to school. Where a question is relevant to the whole school and not just the individual I have included the response below. Please be mindful that we have had to make changes based on the government guidance that we **must** abide by to ensure a safe return for all and prevent any further risk.

Will the lunch service resume?

Yes. The school lunch service will resume from Monday 7th September and will include hot meals. As soon as a menu is available we will share on Clasdojo. Please make sure that you pay via sQuid.

Will the children get a fresh air break?

Yes. The children will continue to have two breaks throughout the day. This will be a 15-minute break in the morning and a 45- 50-minute break in the afternoon for lunch.

Do the children need to bring their own pencil case?

No. The children will all be given their own stationery to use and this will stay on their tables throughout the day. Children are allowed to bring their own pencil case to school but this must remain in school and be clearly labelled.

Can I collect a friend or family member's child from school?

Yes, although it is advised that you have a consistent arrangement in place to reduce contact with others. Please let us know in advance of any changes to pickups.

What happens if my child has a seasonal cold or cough?

If your child has a seasonal cold or cough and displays any of the symptoms of Covid-19; a new and persistent cough or a high temperature, a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and you will be advised to follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which advises you to self-isolate for at least 10 days and [arrange to have a test](#). It is imperative that we follow the government guidance in order to reduce the risk to others and prevent further cases spreading. Your child will be supported with their learning at home throughout this time.

The Christian value we are learning about this term is 'Perseverance'

Dame Tipping Primary School part of LIFE Education Trust. Registered in England & Wales. Company Number:
08102628

Registered Address: The Frances Bardsley Academy for Girls, Brentwood Road, Romford. Essex. RM1 2RR



The best that I can be'

Dame Tipping C. E. Primary School
North Road
Havering-atte-Bower
ROMFORD
Essex
RM4 1PS

Tel: 01708 745409
Email: office@dametipping.havering.sch.uk

Executive Headteacher: Mr D. Denchfield
Head of School: Ms A. Holmes

Please find below the summary of our reopening guidelines and procedures for September any changes and amendments have been highlighted in yellow.

Summary of the current school reopening strategy. (This is subject to change based on new guidance from LIFE, the local authority or central government)	
Monday 7 th September	All Y1 to Y6 children back to school.
Thursday 10 th September	Reception start part time 8:50-11:50am
Monday 21 st September	Reception start full time
Friday 23 rd October	Final day of half term
Monday 2 nd November	Children return to school after half term holiday

September return Plan	
Bubble and class sizes	<ul style="list-style-type: none"> In September, classes will revert to normal class sizes of 30 children. Our school will have 2 bubbles which will be split by Key Stages. <p>Bubble 1- Reception, Year 1 and Year 2. Bubble 2- Year 3, 4, 5 and 6.</p> <p>The children will remain in their classes throughout the day to restrict the opportunity for pupils to mix. However, this may not always be possible (e.g. siblings, breakfast and afterschool care) but our plans significantly reduce contact outside of your child's new bubble during the school day.</p>
Curriculum	<ul style="list-style-type: none"> During Autumn 1, we will assess our children through discussions and activities. This information will be used to inform our planning throughout the academic year. It is important that our children do not return to school and feel under pressure to quickly 'catch up' from any missed learning. We will offer a curriculum that is broad and balanced, with additional time set out for further academic and wellbeing support. Year 3 and 4 will not attend swimming sessions in Autumn 1. There will not be assemblies in Autumn 1. Collective Worship will continue in class. Teachers will issue certificates and awards in class on a Friday. The government has yet to issue guidance regarding the additional funding which is to bridge any learning gaps the children may have following the school closure in March. As soon as we have more information we will advise you on our plan. Statutory assessments in primary schools will go ahead as planned (Y1 phonics, KS1 SATs, Y4 multiplication tables check, KS2 SATs).
Classrooms	<ul style="list-style-type: none"> Children are able to share a desk. KS2 classrooms desks will be facing forward where possible.

The Christian value we are learning about this term is 'Perseverance'

Dame Tipping Primary School part of LIFE Education Trust. Registered in England & Wales. Company Number: 08102628

Registered Address: The Frances Bardsley Academy for Girls, Brentwood Road, Romford. Essex. RM1 2RR



The best that I can be'

Dame Tipping C. E. Primary School
North Road
Havering-atte-Bower
ROMFORD
Essex
RM4 1PS

Tel: 01708 745409
Email: office@dametipping.havering.sch.uk

Executive Headteacher: Mr D. Denchfield
Head of School: Ms A. Holmes

	<ul style="list-style-type: none"> • KS1 children will sit in groups of 4 maintaining a precautionary distance. • Books/resources/soft furnishings may be used but not shared outside the year group unless cleaned. • Interactive boards may be used. Screens will be regularly cleaned during the school day. • EYFS and KS1 carpets will be used but limited where possible. • Pegs and class trays may be used. • Hand sanitiser will be available in all classrooms. • If your child has sore or sensitive hands, they can bring in their own sanitiser and hand wash. Please inform Mrs Wakeman if you intend to send in your own hand wash and sanitiser. • Children will sanitise/wash their hands at key points during the day (e.g. upon entry, before and after break, lunchtimes) • Year groups are to be given a selection of PE equipment for their use only. • Classrooms will be fully cleaned on a daily basis.
Uniform	<ul style="list-style-type: none"> • Clean school uniform should be worn every day. • No ties • Plain white shirt or polo t-shirt is acceptable • PE Kits must be worn to school on PE days. This will reduce the contact between children when getting ready and using the communal cloakrooms. Your child's class teacher will inform you of the days.
Arrival at school	<ul style="list-style-type: none"> • Staggered arrival to school will continue to be between 8:30am-8:55am. • Please ensure that you have read the Home/School agreement before returning to school. Your child will be given a paper copy for you to return to school. This is in place of the daily health questionnaire. <p><u>Late arrival procedure-</u> Any children who are late to school (after 8:55) must be brought around to the back of the school and enter through the office where they will receive their mark.</p>
Departure from school	<p>Parents MUST socially distance at all times when on school premises.</p> <ul style="list-style-type: none"> • Reception, Year 1 and Year 2 will continue to depart from the back of school. The gates will open at 3:00pm. Please do not make your way to the gate before 2:50pm. Only 15 parents will be allowed in the playground at once to collect their child/ren. • Year 3 and 4 will depart from the front entrance at 3:10pm. Please wait inside the gated area so you do not block the pavement.

The Christian value we are learning about this term is 'Perseverance'

Dame Tipping Primary School part of LIFE Education Trust. Registered in England & Wales. Company Number: 08102628

Registered Address: The Frances Bardsley Academy for Girls, Brentwood Road, Romford. Essex. RM1 2RR



The best that I can be'

Dame Tipping C. E. Primary School
North Road
Havering-atte-Bower
ROMFORD
Essex
RM4 1PS

Tel: 01708 745409
Email: office@dametipping.havering.sch.uk

Executive Headteacher: Mr D. Denchfield
Head of School: Ms A. Holmes

	<ul style="list-style-type: none"> Year 5 and 6 will depart from the office gate entrance at 3:10pm. Please wait in the staff car park until your child is released to you. <p>All of the drop off and pickup areas will be signposted.</p> <ul style="list-style-type: none"> All parents should adhere to social distancing guidance. Only 1 parent or carer to enter to drop off and collect. We will wait with your child if you are collecting siblings from different areas of school. Please do not collect your children early as they will not receive their afternoon attendance mark All children will wash and sanitise their hands before leaving school. We will monitor the collection of children and should we need to make any changes, we will let you know.
Communication	<ul style="list-style-type: none"> We will resume communication via ClassDojo. Parents will not have access into the school building to speak to class teachers unless this is arranged in advance. Should you wish to arrange a face to face meeting with your child's class teacher please call the office. Access to the school office is limited to 1 person at a time.
Lunchtime	<ul style="list-style-type: none"> School lunch service will resume from September. We will inform you of the menu choices before returning to school. Lunchtime will be split and each class will share the outdoor space with their Key Stage bubble. The children will eat lunch in their classrooms. This will limit interaction with other classes. <p><u>New Lunchtimes</u> 11:45- 12:45pm Reception, Year 1 and 2 12:30-1:15pm Year 3, 4, 5 and 6</p>
Breakfast and Afterschool	<p>Breakfast and Afterschool care will resume from September and children will be split into their bubbles in the hall. Please note that afterschool care will only be available until 4pm.</p> <ul style="list-style-type: none"> Breakfast club will be available to all children from 7:30am- 8:30am Monday to Friday at the cost of £4 per session. Afterschool care will be available from 3pm until 4pm Monday to Friday at the cost of £4 per session. Any payments made in advance of the school closure will be carried forward.
Other information	<ul style="list-style-type: none"> School attendance will be mandatory from September. Face coverings or face masks in school are not necessary.

The Christian value we are learning about this term is 'Perseverance'

Dame Tipping Primary School part of LIFE Education Trust. Registered in England & Wales. Company Number: 08102628

Registered Address: The Frances Bardsley Academy for Girls, Brentwood Road, Romford. Essex. RM1 2RR



The best that I can be'

Dame Tipping C. E. Primary School
North Road
Havering-atte-Bower
ROMFORD
Essex
RM4 1PS

Tel: 01708 745409
Email: office@dametipping.havering.sch.uk

Executive Headteacher: Mr D. Denchfield
Head of School: Ms A. Holmes

	<ul style="list-style-type: none">• Public transport is not advised. If you need to use Public transport, please speak to Ms Holmes.• No sports clubs will take place in Autumn 1.• Only local walking trips will take place in Autumn 1• Visitors to the school will be limited.• Homework will be limited to reading/spellings/phonics only for Autumn 1. This is to ensure the children do not feel overwhelmed in their first half term.• Christmas plans will be considered nearer the time but remain subject to government guidelines.
--	--

It is likely that plans will change over the next few weeks as we start to get used to our new routine. I will keep you all fully informed and up to date with the guidance and any changes that we make on a school level. I know that some of the changes may be inconvenient for some of you and I really do appreciate your understanding, patience and support. If you have any further questions or concerns or wish to speak to me, please do so.

We are very much looking forward to seeing the children on Monday!

Yours Sincerely,

A Holmes

Amy Holmes
Head of School

The Christian value we are learning about this term is 'Perseverance'

Dame Tipping Primary School part of LIFE Education Trust. Registered in England & Wales. Company Number:
08102628

Registered Address: The Frances Bardsley Academy for Girls, Brentwood Road, Romford. Essex. RM1 2RR