



Address: Park Lane, Harefield, Middlesex, UB9 6BJ

Tel: 01895 824447

Email: office@harefieldjunior.org.uk

Web: www.harefield-jun.hillingdon.sch.uk

Executive Head Teacher: Mr A.Sunner

Head of School: Mr J.Downs

Friday 4th September 2020

Dear Parents/Carers,

Re: Start of Term

We hope you and your children have had a good summer and we are looking forward to welcoming you back to school on Monday 7th September.

We have put in place a number of measures to keep everyone as safe as possible. The key arrangements that parents and carers need to be aware of are:

Covid Symptoms

If your child displays any of the Covid symptoms (continuous cough, fever, loss of taste or smell), please do not send them (or any of their siblings) in to school and call the school office to inform us.

We will take children's temperatures at the start of the day. If your child displays these symptoms while at school, we will contact you and ask you to take your child home, isolate for 10 days and arrange a Covid test.

If any of the children or staff (or a member of their household) tests positive, we will notify all parents of children in that bubble and ask them to isolate for 10 days and arrange a Covid test.

Year Group Bubbles

Children and staff will be kept in their class groups most of the time, but on occasion will mix with other children and staff in the same year group. Year group bubbles will generally not mix with other year group bubbles unless there is a significant social distance between them. Where staff need to move between year group bubbles, they will maintain social distancing and use PPE when appropriate.

Soft Start and End to the day

We will have a soft start and soft end to the day allowing parents to drop off and collect their children at any point during a 30 minute window rather than at a specific time. This is to avoid large groups gathering at the same time. Soft start will be from 8.45am to 9.15am. Soft end will be 2.45pm to 3.15pm. All of the gates will be open for the soft start and soft end. Most children should go straight to their classroom via the playground in the morning and can be collected from their classroom at home time. Year 5 Sycamore class and Year 5 Walnut class' drop off and pick up point is the school hall. Year 6 drop off and pick up point is the entrance near the new block.

School staff will be on duty in the playground on the first day of term to help everyone find the correct drop off points.

Equipment

Pupils should come to school in their uniform with a book bag and bottle of water. No other equipment is needed as we will be providing all the necessary learning equipment such as pencils, pens and rulers. Although it is not a requirement in primary schools, if you would like your child to wear PPE, then please send them in to school with this. On the days your child has PE, they should come in to school wearing their PE kit and will stay in those clothes all day to avoid getting changed in and out of uniform. Teachers will be sending out a curriculum letter next week informing you of their PE days.

Hygiene

We will continue to follow good hygiene procedures such as regular handwashing and cleaning.

Classroom layout

Pupils will be sitting side by side at desks facing the front of the class.

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Curriculum

During the first week of term children will spend time getting back into school routines and used to the changes we have made. They will also spend time getting to know their new teachers and learning support assistants.

We will adjust the Maths and English planning for the autumn term so that any key areas of learning from the previous year, which have been missed due to the school closure, are covered. Each year group will send home a curriculum letter with details of the learning at the start of the new term.

Breaks and Lunch times

Children will have staggered break and lunch times in their year groups. Lunch will be eaten in class instead of the school hall. Parents can send their child in to school with a packed lunch or order a packed lunch from our catering company, The Pantry.

Clubs

There will be no after school clubs during the autumn term. Breakfast club will continue to run in the school hall from 8am. Parents will need to book a place on this in advance by emailing the school office by 9am each Friday to book a place for the following week. The cost is increasing to £2.50 a day which is still less than what is being charged by other local schools.

Trips

There will be no school trips during the autumn term.

School Office

Parents will not be able to enter the school office unless they have arranged an appointment. Instead, please call or email using the details at the top of this page.

Communication with teachers

Please email any questions you have for teachers to the class email accounts and teachers will respond within 3 days. The class email addresses are:

Class	Email address
Year 3 Hazel	hazelclass@harefieldjunior.org.uk
Year 3 Willow	willowclass@harefieldjunior.org.uk
Year 3 Iroko	irokoclass@harefieldjunior.org.uk
Year 4 Juniper	juniperclass@harefieldjunior.org.uk
Year 4 Maranti	maranticlass@harefieldjunior.org.uk
Year 4 Spruce	spruceclass@harefieldjunior.org.uk
Year 5 Elm	elmclass@harefieldjunior.org.uk
Year 5 Sycamore	sycamoreclass@harefieldjunior.org.uk
Year 5 Walnut	walnutclass@harefieldjunior.org.uk
Year 6 Aspen	aspenclass@harefieldjunior.org.uk
Year 6 Beech	beechclass@harefieldjunior.org.uk

We look forward to welcoming you back on Monday.

Yours faithfully

Mr A Sunner
Executive Head Teacher

Mr J Downs
Head of Schools

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