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Headteacher: Miss Zoe Loosemore

3<sup>rd</sup> September 2021

Dear Parents and Carers,

We truly hope you have all had a brilliant summer holiday and are all now ready to return to school for the new year.

In response to the updated government guidance provided for schools, we have in turn reviewed our school risk assessment to reflect these changes and I would like to share with you the main actions and measures. The main changes refer to self-isolation, identifying close contacts and contingency planning. The guidance highlights again the control measures schools are expected to follow to support the safety of the school community including:

1. Ensuring good hygiene for everyone.
2. Maintaining appropriate cleaning regimes.
3. Keeping occupied spaces well ventilated.
4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

As a school we are no longer required to keep the children in their year group bubbles throughout the day, or for staff and other adults in the school community to wear face coverings. The children are now more freely allowed to move around the school site however during break time the children will play in their year group designated spaces outside to support the initial transition of children back to school. At lunchtime we are introducing a new lunchtime routine where the children will be able to eat back into the hall and enjoy mixing with children from other year groups.

### **Attendance**

After the disruption the children have faced towards their education over the last year, government guidance raises the importance of children regularly attending school to support their progress. Attendance is mandatory for all children from Monday 6th September and our normal attendance policies and procedures will be followed other than in exceptional circumstances.

To maximise the number of children in face-to face education and minimise disruption, in a way that best manages the COVID-19 risk we ask again for your commitment and vigilance in assessing your children for coronavirus symptoms - even if mild - before they attend school each day.

**Your child must not come into school if they have all or one of the symptoms below:**

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

If these symptoms do arise your child will then need to self-isolate straight away and get a PCR test as soon as possible. You can book by following this link: <https://www.gov.uk/get-coronavirus-test>.

The government guidance relating to self-isolation can be found:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

We also require you to complete the school's online reporting form for non-attendance that can be found on the school website, as early as possible to share the reason for your child's absence. At the latest this should be completed by 8.40am.

New Link

<https://www.hiltingbury-jun.hants.sch.uk/page/?title=Reporting+your+child%27s+absence&pid=128>

### **What if my child tests negative and is well enough to return to school?**

Your child should be brought back to school as soon as possible after receiving their negative PCR test result. If this is after the start of the school day your child should be taken to the school office where they will be supported in returning to class.

For both positive and negative PCR test results please inform the school by contacting the school office as soon as possible: Telephone: 02380 261808 or Email: [adminoffice@hiltingbury-jun.hants.sch.uk](mailto:adminoffice@hiltingbury-jun.hants.sch.uk)

### **What if my child tests positive with COVID-19?**

NHS Test and Trace will work with you to identify close contacts. The school will continue to support you and your family as needed throughout this process too.

If your child is well enough, they are able to continue to join in remotely to their learning throughout the self-isolation period via our online platform Google Classroom. Please make contact with the school office to request this access and talk through the remote learning provision we will provide.

### **What will happen if my child becomes ill at school with COVID-19 symptoms?**

In school we have a designated space should a child become unwell with COVID symptoms. We will notify you if any symptoms arise and ask you to collect your child immediately. Your child will need to have a PCR test as soon as possible and self-isolate while awaiting the result.

### **What if I have been told by NHS Test and Trace that my child has been in close contact with someone who has tested positive?**

School guidance has been updated regarding contact tracing for schools; 'Close contacts will now be identified via NHS Test and Trace and Education settings will no longer be expected to undertake contact tracing.' NHS Test and Trace will work with you to identify close contacts. The school will support you and continue to work with health protection teams when needed.

The guidance for self-isolation states that individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated

- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and **strongly** advised to take a [PCR test](#).

After taking the PCR test and awaiting the test result as a close contact your child can be returned to school as soon as possible. If this is during the school day please bring your child to the school office.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/>

### **What if my child has been identified as a close contact and I decide not to take them for a PCR test?**

We strongly encourage you to take your child for a PCR test should they develop symptoms or are identified as a close contact. The guidance states that 'Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).'

**What if a Parent/ Carer is self-isolating?**

Please do not attend the school site if you have been informed to self-isolate or have symptoms. Please arrange for your child to be dropped off or collected by another Parent/Carer/family member and telephone the school office on 02380 261808 before 3pm and leave a message on the answer machine to update us on the arrangements.

**What if my child is ill with a non-covid related illness?**

Please follow the normal school guidance, if your child is ill, let the school know as soon as possible by completing the online Google form, before 8.40am.

**What should I do if I need to contact the school office or my child's Teacher?**

The School Office will be open from 8.30am – 4.00pm on Monday – Friday. We are happy for parents to visit the school office but kindly ask to only visit the school office if essential.

If there is an urgent message for your child's class teacher ahead of the day please call the School office and we will arrange to share this. If there is an important message such as a change in pick up arrangements please call the school office on 02380 261808 before 3pm and leave a message on the answer machine. These are checked regularly and again at 3pm each day.

For any less urgent matters or if you wish to talk to a member of staff please email:

adminoffice@hiltingbury-jun.hants.sch.uk and we will ensure any messages are passed to the relevant staff member.

Please continue to use the letter box outside of the school office to share or return any paperwork. If you are delivering a forgotten essential item please leave these in the applicable year group boxes in the office foyer. Clearly named together with your child's class. These will be delivered at break and lunchtime. We will also maintain our online payment system that we have been using this last year for lunches, clubs and trips, with no cash / cheque alternative.

Please also email the school office to update on any change of contact details.

**How will the school provide remote education if my child has to self-isolate?**

The school has a legal duty to provide remote education for school-age children unable to attend school due to public health advice, UK government guidance or law relating to coronavirus (COVID-19). The Direction requires that where a class, group of pupils, or individual pupils need to self-isolate, or there are local or national restrictions requiring pupils to remain at home, schools are expected to provide access to remote education as soon as possible.

One important change to accessing remote education since the previous guidance is that the **school will provide remote learning for all children well enough to learn from home, even if they have tested positive.**

Each day, children will be expected to complete 4 hours of learning which is equivalent in length to the education taking place in school. This will be done in part by children joining live lessons conducted by a teacher in their year group via Google Meet, combined with the use of task sheets, video lessons and other materials uploaded to Google Classroom - the remote platform by which they will be kept updated with their work, expectations and feedback. This will follow the school's curriculum and will ensure that pupils continue to follow an ambitious, well planned and carefully sequenced curriculum.

All children will be shown their new Google Classroom pages within the first week after returning to school and reminded of their log in. Year 3 will be given their new log in details and also taught how to access their Google Classroom pages should they need to join in remotely. We will continue to support parents and carers should any help be required.

Please find our Remote Learning Contingency Plan on our school website for further information.

**What if my family's circumstances have changed and I think I might be eligible for support?**

We appreciate some family circumstances may have changed as a result of COVID-19. If you need any support please do contact the school office as we may be able to help. Please also use the following link to check for eligibility for Free School Meals;

<https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary>

### **What if my child needs to bring medication into school?**

Please complete the medical form on our school website, print it off and hand the medication to the member of staff at your child's gate on the first morning, Monday 6<sup>th</sup> September. Please ensure any medication is in its original packaging or bottle and is clearly named and labelled.

<https://www.hiltingbury-jun.hants.sch.uk/page/?title=Medical+Needs&pid=108>

### **What will my child need to bring to school on Monday 6<sup>th</sup> September?**

They will need to bring in their named PE kit which will then remain in school and their water bottle. All other resources such as stationery will be provided by the school.

Please visit our website using the following link and go to your child's year group page to find the information the Teachers shared about the new school year with you at the end of last term for further details and reminders ; <https://www.hiltingbury-jun.hants.sch.uk/page/?title=Our+Learning&pid=22>  
Music lessons and After school extra curricular sports clubs will start in week 3 (week commencing 13<sup>th</sup> September).

### **How will the school support my child's emotional wellbeing?**

We will continue to offer opportunities throughout our curriculum to support children with their mental health and provide the time for children to share any worries or concerns they may have. We also have 1:1 sessions with our Emotional Literacy Support Assistant Mrs Clarke across the week for children needing extra provision.

Should you need any more information please contact the school and also refer to our wellbeing page on our school website or the following link:

<https://www.hants.gov.uk/socialcareandhealth/publichealth/mentalwellbeinghampshire/childrenandyoungfamilies>

### **Will Before and After School Club be running?**

Before and After School Club will be running as normal from Monday 6<sup>th</sup> September. Both Before and After school club will remain running from the Junior School for Junior School children. Children will enter using Gate 2 for Before School Club and Parents and Carers will use the same gate to collect from the School hall door from After School Club.

Booking for club should be made via the link below for Junior School children:

<https://www.hiltingbury-jun.hants.sch.uk/page/?title=Booking&pid=95>

### **What times does school start and finish?**

The school starts at 8.45am and children will enter through their designated gate up to their classrooms. The school day finishes at 3.20pm where your child's class Teacher will bring the children to their designated exit gate ready for collection.

If you wish to give permission for your child to leave their designated exit gate unaccompanied at the end of the day please complete the permission form for this year before Monday 6<sup>th</sup> September:

<https://www.hiltingbury-jun.hants.sch.uk/page/?title=Permission+to+leave+at+the+end+of+the+school+day&pid=117>

### **Outbreak Management Plan**

Schools are required to have a Contingency plan in place in the case of needing to manage an outbreak linked to COVID-19. Please see the second attachment for further details.

We are really forward to welcoming everyone back after what we hope has been a wonderful summer for you all.

Best wishes,



Zoe Loosemore  
Headteacher