



2<sup>nd</sup> November 2020

Dear Parents/Carers

I hope you all have enjoyed the half term break. I am sure you will be aware that the Government is to impose a second national lockdown from Thursday 5<sup>th</sup> November until at least 2<sup>nd</sup> December but intends to keep schools fully open.

Hamsey Green's school day will continue to run more or less as it did last half term. Given the sharp rise in infection rate, and our desire to continue to make the school environment as safe as possible for staff and pupils, changes were emailed out with In A Nutshell and from the Trust at the end of last half term. I would ask that you read these letters again in full in preparation for tomorrow morning (Tuesday 3<sup>rd</sup> November 2020), copies are on the school website. Outlined below are some reminders and also some additional guidance we will be implementing.

### Attendance at school

Attendance in school is still expected for all pupils and staff.

However, we recognise that some staff and pupils may fall into the 'clinically extremely vulnerable' category. Such cases will receive a letter from the NHS to this effect and may require additional or different provision. Please do contact the school office if this is the case so we can adapt provision. If you, or your child, request a test please send details of this and the results, in confidence, to the school office.

Our 'pods' have been successful in their running. So far, we have been lucky and have been fully staffed, however, there may be a time when some teachers may have to teach their classes from home, while another member of staff supervises the pupils or where classes/pupils may need to isolate. So that we may quickly identify with whom pupils and staff have been in 'close contact', we will continue to use seating plans for all lessons. If this is the case, work will be set on Show My Homework on the first day of absence. Please notify the main office following the normal school procedures.

### Visitors/drop off and collection

We are still saddened that we cannot welcome any visitors on to site and that any planned meetings will have to be carried out remotely. From now on, **EVERYONE** coming on to site, for example to drop off or pick up pupils, should wear a face covering. This includes all outside areas within the school grounds. Drop off and collection times should be completed in the shortest time possible. Please **DO NOT** arrive more than **5** minutes before and remember to socially distance whilst waiting. Staff on duty will also wear face coverings in the playground.

In order to reduce the number of people on site, during lockdown, staff are being asked to work minimal hours on site where possible. We recognise this requires staff to take work home with them and we would appreciate your continued understanding of any delay in communicating with you. We will always endeavour to communicate through Show My Homework/Edmodo and through emailed communication via the main office.

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Tandridge  
Learning Trust

An Academy within the Tandridge Learning Trust

## School Building Works

We are having all the internal doors replaced throughout November and into December. This work has been delayed already because of Covid-19 reasons as it should have been completed over the Summer. It has been confirmed that this work is able to continue under the recent announcement. This will mean that there will be some disruption to classes whilst the doors in their year group corridors are being installed. Some classes will need to relocate temporarily to other spare classrooms or the hall. I will inform you on a weekly basis of which classes this will affect.

The project team are required to work in areas where there will be no other adults or pupils to allow for social distancing. It is anticipated that, due to the age of the building, it will take an entire day for each door and metal frame to be replaced.

### Tuesday 3<sup>rd</sup> November until Tuesday 10<sup>th</sup> November (subject to completion of this corridor)

Year Group	Drop off point/time	Learning area	Collection point/time
Year 2 Murphy	8.30-8.45 am left hand hall door (named)	Hall	2.55 pm left hand hall door
Year 2 McKee	8.30-8.45 am middle hall door (named)	Hall	2.55 pm middle hall door
Year 3 Kinney	8.30-8.45 pm – outside usual Year 3 door	Spare classroom	Outside usual Year 3 door. Children will be walked back to the area by their teacher in time for dismissal at 3.00 pm.

Just to let you know, once this corridor is complete the work will move to the Year 4 area before proceeding to Year 5 and finally The Nest (Reception and Year 1). Work in the main corridors, hall, the rest of the communal areas and Surfers and Ocean Club will be completed during the weekends.

### Travelling

Some of you may be aware that the planned road resurfacing on Tithepit Shaw Lane has over run. The team have agreed to carry out the remaining works early this week between 9.30am and 2.30pm. To help the traffic, if you are able to walk, cycle or scoot to school, please try.

### Breakfast Club & After School Club

Surfers and Ocean Club (wraparound care provision) will continue as they did last half term. Just to remind you, wraparound care attendance has to be pre-booked in all cases.

### Face coverings for staff

Pupils will notice that staff may begin to wear face coverings or visors when not directly teaching, in particular settings and when working directly with pupils or at collection and drop off times.

As mentioned above, any parent / visitor to school site should wear a face covering (even when outdoors).

## Clothing

To ensure good ventilation in rooms where pupils are seated for prolonged periods, pupils are aware that staff have been leaving windows and doors open wherever possible. The heating will be on but, given we are now in November, all pupils need to ensure they have their school jumper/cardigans in school and a warm under layer such as a vest on colder days. We are encouraging warm socks, scarves and gloves when the temperature drops. Outdoor coats and jackets should be in school everyday as we always aim to get the children outside whenever possible. On the days your child has PE, they need to continue to come in their PE kits. Please ensure they have their school jumper/cardigan on and a warm fleece if they have outdoor P.E.

It continues to be crucial that pupils do not come into school if they are required to self-isolate, if a test has been requested, if they develop symptoms whilst another family member self-isolates or if someone tests positive for Covid-19 in their household. No one should come onto site if they are displaying any of the following symptoms: a new continuous cough, high temperature, a loss of taste or smell. If your child does begin to display symptoms, please contact [office@hamsey.surrey.sch.uk](mailto:office@hamsey.surrey.sch.uk) to discuss arrangements.

We thank you for your support of the above measures, which we believe will allow the crucial balance of allowing school activities to continue in the most normal way possible whilst ensuring we prioritise the health and safety of our school community.

Yours sincerely



Mrs Mace  
Headteacher