



Palermo Avenue  
Coventry CV3 5EH  
Tel: 024 7641 1711

Headteacher: Miss S Cooke  
admin@howes.coventry.sch.uk  
www.howesprimary.co.uk  
@HowesCoventry

22<sup>nd</sup> May 2020

Dear Parents/Carers,

**Proposed Phased Opening of Howes**

As you are aware the Government announced that schools could start a phased opening from 1<sup>st</sup> June. Since this announcement we have been working with the Local Authority to put measures in place to ensure that we can safely return to school. **As yet a start date has not been confirmed by the Government.**

The children who were initially identified within the key worker group or the vulnerable children categories will continue to attend school each day as they have done since the start of lockdown. We have been creating plans to ensure that we can gradually open to children from Nursery, Reception, Year 1 and Year 6. We have yet to receive any guidance as to whether this will extend to Years 2, 3, 4 and 5 but will keep you up to date as the weeks progress and if more announcements are made.

**Once the Government announce when schools can start their phased return we will inform families with children in Early Years, Year 1 and Year 6.**

Below are the proposed timetables for the first three weeks of a phased return.

Week 1:

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Years (Nursery and Reception)	No children in school as staff will be using this day as a training day to ensure that all safety measures are understood and followed in the weeks to come.			IN SCHOOL Start time 9:15am End time Nursery 12pm End time Reception 3pm Enter/exit -Nursery door	
Year 1					
Year 6					
HIU					
Key worker	IN SCHOOL Start time 9am End time 3:30pm Enter/exit through main office				

Week 2:

	Monday	Tuesday	Wednesday	Thursday	Friday	
Early Years (Nursery and Reception)	IN SCHOOL Start time 9:15am End time Nursery 12pm End time Reception 3pm Enter/exit -Nursery door					
Year 1						IN SCHOOL Start time 9:15am End time 3pm Enter/exit -KS1 door on main playground
Year 6						IN SCHOOL Start time 9:15am End time 3:15pm Enter/exit- main office
HIU						
Key worker	IN SCHOOL Start time 9am End time 3:30pm Enter/exit through main office					

Week 3:

	Monday	Tuesday	Wednesday	Thursday	Friday
Early Years (Nurseys and Reception)			IN SCHOOL Start time 9:15am End time Nursery 12pm End time Reception 3pm Enter/exit -Nursery door		
Year 1	IN SCHOOL Start time 9:15am End time 3pm Enter/exit –KS1 door on main playground				
Year 6			IN SCHOOL Start time 9am End time 3:15pm Enter/exit- doors next to Y6		
HIU	IN SCHOOL Start time 9:15am End time 3:15pm Enter/exit- main office				
Key worker			IN SCHOOL Start time 9am End time 3:30pm Enter/exit through main office		

Please take note of when your child’s year group will be in school. Where the year group is blocked out, the children **must not** attend school.

You will notice that we have staggered start and end times for the different groups. This is to ensure that all families can follow social distancing during the busy start and end of the day. We have also identified which door your child will enter and exit through. We will ensure that the playgrounds and paths are marked with social distancing measures to ensure that you can wait safely.

**Entering and exiting school**

We ask that all families enter and leave via Palermo Avenue (the side gate will not be open). We will ask you to enter via the main path and to leave through the vehicle gate which will be left open. Please do not drive up Palermo Avenue or into the carpark as this could cause injury to families.

We ask that only one parent comes with the children. In order to minimise the risk of any infection spreading, parents will not be permitted inside the school building. If your child is upset when they are due to enter the school, staff will not be able to assist you in getting your child inside the building. If they do not leave you willingly then they will have to go home with you that day. Staff safety is also essential at this time.

**Lunches**

If your child is eligible for Infant Free School Meals or Free School Meals then a school packed lunch can be provided for them. If your child is eligible for FSM and you choose to take the school packed lunch option then you will no longer be eligible to receive the weekly vouchers.

If your child is not taking a school packed lunch, please send a packed lunch from home in a disposable bag with your child each day. Please ensure that your child brings with them items that they are able to open themselves as staff need to maintain a social distance where possible.

All children will need to bring their own named water bottle each day.

**Safety first**

Along with this letter we have created an information leaflet about some of the measures that we are putting in place for the return to school and also guidance for you as to what we will need you to do to work with us safely.

### Staffing

You will appreciate that staff are in different situations at home, with some in high risk groups as identified by the Government. As we are a small school, the children and staff know each other very well however your child may return to school and be working with adults who are not usually in their year group. The groups of children will be of no more than 10 in each and this may mean that the children are not back in their normal classroom with all of their friends. Please ensure that you share this with your child(ren) so that they are prepared for when they return to school.

### Communication with school

Over the last few weeks Mrs Bolland has been calling families to ask for their thoughts about their child(ren) returning to school. The Government hope that all children in the identified year groups will return. We would like to reassure you that this is a family decision. If we can help to answer any questions that you may have about what the return will look like for your child(ren) please contact us. The Government have made it clear that families will not be fined if they decide that their child(ren) will not attend.

If you decide as a family that you would like your child to start back at school then please contact us to give us a week's notice as we may need to rearrange staffing etc to ensure that we follow the guidance correctly.

### What we will continue doing during this phased return

We will continue to provide home learning for children who are as yet unable to attend school. Our home learning page has a wide range of ideas and activities that the children can use: <https://howesprimary.co.uk/children/working-at-home/>. We have been updating this as regularly as we can to ensure that you and your child(ren) have access to many free online resources. We are also sharing ideas via Twitter and Facebook.

**Please note that Howes Primary School will be closed for half term from Monday 25<sup>th</sup> May to Friday 29<sup>th</sup> May.**

Thank you for continuing to work with us in these challenging times.

Sioux Cooke  
Headteacher

Sue Roberts  
Chair of Governors

