



St Ives Road  
Hemingford Grey  
Huntingdon  
Cambridgeshire PE28 9DU

Headteacher: Kirsten Marriott  
Deputy Headteacher: Danielle Jones

Telephone: 01480 375040

Dear Families,

#### Hemingford LKS2 (Y3/4) Hub

The children in school have been organised into Hemingford Hubs to reflect the 'bubbles' recommended by the government to reduce the risk of spreading the virus. In order to be able to provide the best education and make up for time lost in school, we have decided that working in phase bubbles will best provide this opportunity.

#### Measures to ensure that Hemingford Hubs remain safe

We cannot guarantee that the return to school is completely risk free, but we are reassured that with current Public Health and both national and local government guidance for safe measures to open school, that we have good systems in place. We have a robust procedure for reviewing health and safety measures and risk assessments, which will be available once they have been approved by the school's governing body and the local authority. Below, we outline the recommended measures that we are taking to reduce any risk.

#### Staggered drop off and collection times

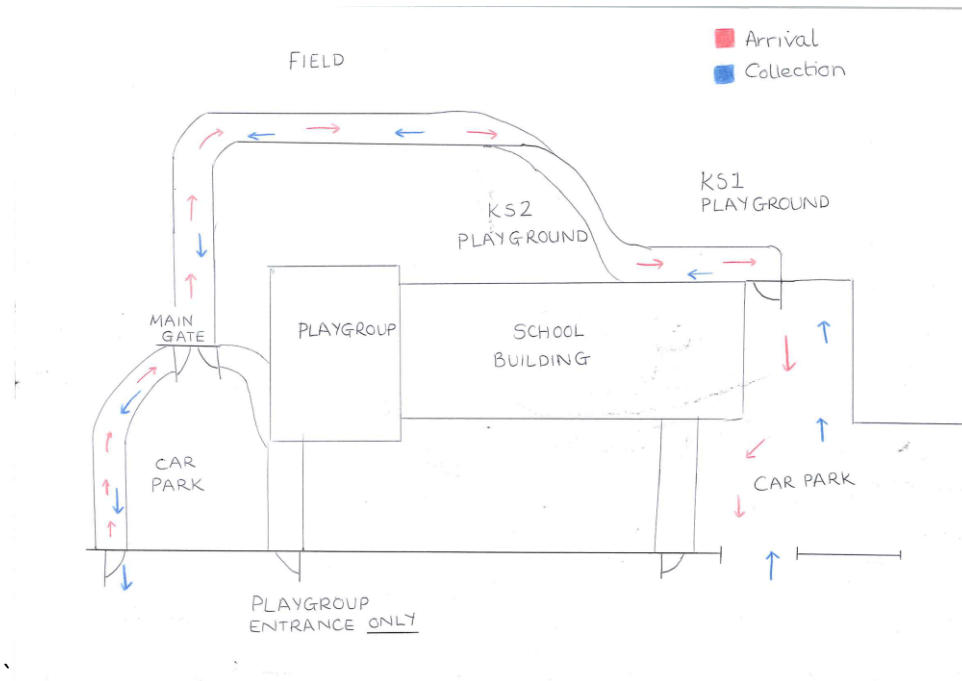
Each hub has its own timetable for staggered arrival at the start of the day and collection at the end of the day to avoid hubs mixing. This will be a one way system from the usual arrival gate, drop off at the class door and out via the staff carpark gate. This will be reversed for end of day collection with parents/carers arriving through the staff carpark gate and exiting through the usual gate. This should allow for the pupils to still arrive and depart through the same entrance and exit, collecting bikes and scooters as they leave. Please be mindful of others and avoid chatting around drop-off and pick-up to allow clear entrance and exit for all pupils, parents/carers and staff.

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Email: [office@hemingfordgrey.cambs.sch.uk](mailto:office@hemingfordgrey.cambs.sch.uk)  
Website: [www.hemingfordgrey.cambs.sch.uk](http://www.hemingfordgrey.cambs.sch.uk)

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Your child(ren) will begin school at 9.00am with collection at 3.15pm. The length of the day is slightly shorter currently than it usually is, due to lunchtime being 45 minutes. These timings will remain under review.

If you have more than one child, please work out the most logistic drop off plan for your circumstances and respect social distancing when moving around the school grounds. Now that school is formally open to all pupils, we cannot compromise on learning time by allowing early or late arrival/pick up to accommodate siblings in different phases with different timings in their day.

#### Cleaning and hygiene

The school has a contract with Easyclean who will continue to complete an after school daily clean as well as provide an onsite daytime cleaner to revisit high touch areas and toilets during the school day. They are booked to complete a pre-opening clean over three days in September before the school opens to children.

Children will be required to wash their hands at various regular times in the day. Soap and water is adequate for keeping hands clean but if you would like to provide a small hand sanitiser for your child they may keep this in their bumbag.

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We will ensure good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach. Tissues for good respiratory hygiene will be provided in school, but again if you wish your child to have a small packet, they can also keep them in their bumbag.

### Space

In addition to staggered arrival and pick-up, the hubs will access outdoor space at different times in the day so that the hubs do not mix. Outdoor learning will be timetabled so that all children have as much opportunity as possible to learn outside in the fresh air.

### Staggered plan in event of a case or outbreak

We liaise regularly with the local authority who keep us informed of local statistics. Should there be a significant increase in local cases which changes the risk level, we will reduce the size of our hubs (bubbles) to class sizes of 30 and prepare for potential hub closure. Should individuals be required to self-isolate, we would support learning with our hybrid approach of home and school learning using SeeSaw. Should hubs close, we would resume home learning for all pupils in the hub via SeeSaw. Confirmed cases of coronavirus (COVID-19) in the school will be managed in line with current public health guidance. Current government guidelines indicate hubs would close with two confirmed positive tests within a hub.

Please support these measures - anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who has COVID-19 symptoms, should not attend school - this means if your child, or someone in your household, has symptoms you should not send them to school. We engage fully with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to [get a test](#) and you should inform school of the results of that test.

### Other useful Information

#### Lunch

Pupils who are eligible for Free School Meals and those preferring to purchase a school lunch may book this. The office will send information on this system. In the initial weeks, the school kitchen will provide a packed lunch bag, similar to those taken on school trips and the menu is displayed on our website. Children will initially eat in the classrooms with tables cleaned beforehand or outside as a picnic if weather permits. Warm lunch options will become available as soon as we can organise this safely.

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#### Environment and Equipment

Each child in Y1-Y6 has a new bum bag which will contain the stationary and small resources that they need for each day. Your child will be able to bring a bag with required items in, but should not bring unnecessary items into school. They should bring a water bottle and their lunch if not having a school packed lunch. Children may also bring in a healthy snack of either fresh or dried fruit. They will need a PE kit which can be left in school; it will be sent home at half term. We have your child's medication in a pack linked to their hub.

#### Office and Communication

The school office will remain 'virtual' with all communication via telephone and email ONLY. Parents/carers and visitors should not enter the school building unless they have a pre-arranged appointment, which is able to be conducted safely and which has been agreed by the Headteacher.

The website is currently having a refresh and from September, you will be able to find lots of information that you require on the website. We will be capturing your views via polls that you can access easily from any device. SeeSaw is being upgraded so that each class will have their own page.

We really want to keep lines of communication open, even if we cannot actually offer a traditional 'open door'. Please let us know if there is anything that we can help with by calling the office or emailing us. Staff should not be contacted directly via their school email account or via SeeSaw with concerns. Please direct these through the office using [office@hemingfordgrey.cambs.sch.uk](mailto:office@hemingfordgrey.cambs.sch.uk)

We will be offering a virtual 'Meet the Teacher' in September so that you can find out more about the next stage of your child's learning journey at Hemingford Grey Primary School.

We will be supporting all children with their wellbeing as they return to school. We understand that school may feel unfamiliar and that separation anxiety will be increased as children settle into school. We will support this with carefully planned wellbeing activities and through the Recovery Curriculum.

We so appreciate your support, understanding and patience while we have planned for this new scenario and we look forward to welcoming all our families back to school.

Kind regards,

Kirsten Marriott  
Headteacher

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