



Palermo Avenue  
Coventry CV3 5EH  
Tel: 024 7641 1711

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

11<sup>th</sup> June 2020

Dear Parents/Carers,

**Phased Opening of Howes**

As you are aware we have been working very hard to ensure that all of the guidance from the Government has been put in place ready to begin a phased return to school. We are pleased to say that we have now had the approval from the Local Authority which means that we can start to welcome children back in Nursery, Reception, Year 1, Year 6 and HIU whilst also continuing to support our key worker group.

As you will have seen in the news the Government has announced that they understand that their initial plan to extend this return to Years 2, 3, 4 and 5 poses many challenges, not least that schools do not have the classroom space to accommodate all children in much smaller groups at once. Currently we do not have plans in place for Years 2, 3, 4 and 5 to return to school this academic year however we will continue to take advice from the Local Authority in this matter and will keep you updated if anything changes in this regard. We will continue to support the children in all year groups via our working at home page on our website: <https://howesprimary.co.uk/children/working-at-home/>.

Below are the proposed timetables for the phased return. Please note that these may be subject to change.

**Week 1:**

	Monday 15 <sup>th</sup> June	Tuesday 16 <sup>th</sup> June	Wednesday 17 <sup>th</sup> June	Thursday 18 <sup>th</sup> June	Friday 19 <sup>th</sup> June
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 22 <sup>nd</sup> June	Tuesday 23 <sup>rd</sup> June	Wednesday 24 <sup>th</sup> June	Thursday 25 <sup>th</sup> June	Friday 26 <sup>th</sup> June	
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						
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					

Week 3:

	Monday 29 <sup>th</sup> June	Tuesday 30 <sup>th</sup> June	Wednesday 1 <sup>st</sup> July	Thursday 2 <sup>nd</sup> July	Friday 3 <sup>rd</sup> July
Early Years (Nurse 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				

Week 4:

	Monday 6 <sup>th</sup> July	Tuesday 7 <sup>th</sup> July	Wednesday 8 <sup>th</sup> July	Thursday 9 <sup>th</sup> July	Friday 10 <sup>th</sup> July
Early Years (Nurse 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				

Week 5:

	Monday 13 <sup>th</sup> July	Tuesday 14 <sup>th</sup> July	Wednesday 15 <sup>th</sup> July	Thursday 16 <sup>th</sup> July	Friday 17 <sup>th</sup> July
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 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. The children must not bring any other bags/book bags or equipment from home.

**Safety first**

On 22<sup>nd</sup> May 2020 you were emailed 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. Please ensure that you check it carefully. If needed it can be found on our website: <https://howesprimary.co.uk/news-events/covid-19/>

**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.

If you wish to show your child photographs of what the classrooms look like and what staff wearing PPE might look like then please visit our COVID-19 page: <https://howesprimary.co.uk/news-events/covid-19/>

**Communication with 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 to all children on Monday 15<sup>th</sup> June for staff training with regard to COVID-19.**

**Please note that the summer holidays begin on Monday 20<sup>th</sup> July.**

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

Sioux Cooke  
Headteacher

Sue Roberts  
Chair of Governors

