



Holy Trinity CE Primary School Northwood

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Executive Headteacher: Reverend Daniel Norris MBA NPQH
Heads of School: Mrs. Sally Roscoe and Mrs. Clare Rodenas

Dear Parents/Carers

4th January 2021

Firstly, Happy New Year! We hope all our families have had a peaceful holiday, despite not being as expected. The next couple of weeks are going to look and feel a little different too. However, we are absolutely determined to keep as many of our school routines as consistent as possible.

During our Inset Training Day today, staff reviewed the school's amended comprehensive risk assessment in line with the new contingency framework.

Our first day calling protocol remains in place for all children in accordance with our Attendance Policy. Therefore, if your child is unwell and not able to attend school or access online learning, please ensure you leave a message on the absence line with a reason for absence by 9 am. The school has a duty of care for all pupils and we will contact parents/carers to establish children are safe and well if they are not present for registration in school or online. Many of you will be juggling work commitments alongside the challenge of home learning but we must follow our statutory duties and would appreciate your understanding in this matter.

Please remember to urgently inform the school office of any recent changes to contact details.

Partial School Closure : Information for children accessing online learning

The format to online learning will vary from previous scenarios, ie. during the initial lockdown / class bubble closure. The children at home will receive the same quality and quantity of activities as those in school, following the National Curriculum and set units of work. Teaching staff will need to teach both those in school and those at home which obviously involves an increased volume of work and therefore we would ask for your patience as teachers undertake this endeavour. As staff will be teaching in the classroom, they will be unable to respond immediately to messages on Google Classroom. If you have any urgent queries relating to the online learning, please contact the school office and a message can be relayed at the earliest opportunity.

Please note, Ash class online learning will be following a slightly different format this week. Miss Leavens will be teaching the whole class remotely due to having to self-isolate until 11th January (this is not related to any confirmed cases in school notified before Christmas).

To support our staff's well-being during this demanding time, we have informed them that they are not to respond to any messages on Google Classroom after 5 pm each day as staff need to plan and mark work throughout the evening for the following day.

Following updated Government guidance regarding online learning and provision for children, your child(ren) may be asked to submit/upload work to their Google Classroom at certain times. If you choose not to upload work, please ensure it is kept and brought in for their class teacher when the school fully reopens to all pupils.

Please re-familiarise yourselves with our Remote User Agreement (Appendix 2 of the Remote Education Learning Policy) which was sent out on 23rd October 2020. A copy of this Appendix is attached for ease of reference and can also be found under Policies on the school website.

Information for children in school: Critical Worker / Vulnerable Families

If you are one of our critical worker / vulnerable families and submitted your Google form to confirm your child(ren) will be in school during the partial school closure, we look forward to seeing them in school tomorrow. As previously stated, your child automatically has a place unless you have already been contacted today. As highlighted, the provision is on a full-time basis and attendance is expected every school day. The timings for the beginning and end of the school day remain the same, as per the start of this academic year.

Please note, due to pupil numbers and staff allocation needs throughout the school, we have combined 'Acorns' and 'Maple' classes. All other class 'bubbles' will remain static and follow their usual timings, including PE days and the wearing of full school uniform.

A few important reminders:

- It is vital to adhere to the stringent staggered start / finish times and designated entry/exit gates for your child/ren.
- Follow the Government *Hands, Space, Face* guidance. For the safety of our whole school and local community, please keep 2 metres apart and wear a face covering (unless exempt) to minimise breaching social distancing guidelines.
- Only one person per household is to collect/drop off who must accompany their child/ren to their designated entry gate to ensure children maintain social distancing.
- Observe the 'one-way' system in place around the school premises.
- Move away swiftly following drop off/collection; do not congregate in groups.
- If a child displays symptoms whilst in school, parents/carers will be contacted by telephone or text message and a parent/carer must immediately come to collect their child. **It is important that you remain contactable throughout the time your child/ren are with us in school and that you have plans in place should you need to leave work.**

Covid-19 Symptoms:

Please note: If you have any COVID-19 symptoms (a new continuous cough, high temperature, or loss/change to your sense of smell or taste), you should self-isolate and book a PCR (Polymerase Chain Reaction) test at a local testing site by visiting www.gov.uk/get-coronavirus-test or by phoning 119.

If anyone in your household displays Covid-19 related symptoms and has a PCR test (not the rapid testing/lateral flow test) for any reason, you must all self-isolate until the results of the test are known. Please follow school protocol and notify us of the details. The transmission of the new strain of the virus is prevalent; there is no stigma to testing/confirmed cases - we must do all that we can to safeguard our families and staff.

Hillingdon residents can book slots for a Lateral Flow Test (LFT) if they wish to, at the Beck Theatre, to test all those *without* any COVID-19 symptoms.

The rapid lateral flow swab tests provide results within an hour and help to identify those who are unknowingly carrying the virus. It also enables those who test positive, their household members and their close contacts, to self-isolate, which can help drive down the R rate locally and save lives.

Click this link for more information and to make LFT bookings, one booking form needs to be completed per person:

[Hillingdon Lateral Flow Tests](#)

Unfortunately, due to the school only being open to critical worker / vulnerable families and therefore low numbers able to participate at this time, we will postpone the commencement of the free extra-curricular clubs for now. We will review the situation and update you further in due course.

Further to our earlier letter, apologies if the subsequent communication from The Pantry has caused any confusion. We can assure you that all children in school tomorrow will receive a cold packed lunch provision if not bringing their own packed lunch in from home.

Whilst we are unable to welcome all children back to school tomorrow, it is important for us to come together. Therefore, at the end of each day, the children will 'join' together in their classes for a prayer and to enjoy hearing classroom staff read a story. There will also be pre-recorded worship for the children to watch throughout this time.

We know how challenging these forthcoming weeks will be – do remember, your best IS good enough - and we thank you for your support. We are here for each and every one of you. If you have any issues or concerns, please do not hesitate to contact us via email admin@holytrinitynorthwood.org or if of an urgent nature by telephoning the school office 01923 822529.

May we unite and pray for God's love, strength and protection now and in the future.

Living and learning together as part of the family of God; we seek to inspire every person to be deeply rooted in their faith and to experience being connected in a loving community - to grow, flourish and bear much fruit.

(inspired by John, Chapter 15)

Yours sincerely



Mrs S Roscoe and Mrs C Rodenas
Heads of School