



# Heathfield Schools' Partnership

Cobbett Road - Twickenham - Middlesex - TW2 6EN

[www.heathfieldschoolspartnership.org](http://www.heathfieldschoolspartnership.org)

**EXECUTIVE HEADTEACHER – Mr Paul Clayton**

Nursery and Infant School  
Tel: 020 8894 4074  
Email: [info@heathfield-inf.richmond.sch.uk](mailto:info@heathfield-inf.richmond.sch.uk)

Junior School  
Tel: 020 8894 3525  
Email: [info@heathfield-jun.richmond.sch.uk](mailto:info@heathfield-jun.richmond.sch.uk)

17<sup>th</sup> March 2020

Dear Parents and Carers

Thank you for your cooperation and flexibility as we continue to get to grips with the changing picture from the government regarding the coronavirus. Following the latest advice from the government, we will be changing procedures and increasing precautions within school. At the point of writing, schools remain open.

Activities will be sent home with your child today for them to complete in the event of a future closure. If your child is not in school at the moment, please discuss with the office how you will receive the activity pack (e.g. collection by a non-isolating neighbour).

Regarding your child's health, please take necessary precautions and do not send your child to school if s/he has a new persistent, dry cough, raised temperature or shortness of breath. With these symptoms, please keep your child off school for the recommended 14 days (weekend included). **Updated advice is that all members of a household where one person (adult or child) is showing symptoms must self-isolate for the 14 day period.**

Please do inform us if your child is absent from school, in the usual way. If you inform us that your child is in isolation for 14 days, due to your child or a family member presenting with symptoms of the coronavirus, you do not need to update us until the 14 days is over.

Within school, in addition to the hygiene practices advised yesterday, we are introducing social distancing measures, as follows:

- children will be spaced out within classrooms and within the dining hall to reduce contact
- all non-urgent **messages to the office will be accepted by email, phone or text only** to avoid face to face contact with office staff
- all clubs other than The Club will be cancelled until further notice (The Club is run by Heathfield staff and will remain open to offer childcare for parents who are working)
- staff within school will not meet in large groups
- staff will have minimal face-to-face contact with parents at the start of the day - we will open the doors at 8:45 for the children to come in. Please watch your child come into school from a distance of 2 metres
- dismissal times will be staggered (see below). Please receive your child from school staff at a distance of 2 metres
- we would ask you not to gather in groups on the playground at the start and end of the day.

Dismissal:

3:10 Reception

3:15 Years 1&2

3:20 Years 3&4

3:25 Years 5&6

3:30 Year 6 children walking by themselves will leave

Nursery times will be unchanged but we would ask you to drop your children at the gate if at all possible and watch them walk in and stand well back at collection times.

We will, of course, follow any updated advice from Public Health England and will keep you informed of any changes.

Paul Clayton

Executive Head Teacher