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Chetwynde School

Croslands, Rating Lane,
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5th June 2020

Dear Parent/Guardian

Plan to extend provision and capacity of the school from 15th June 2020

Following my letter dated 19th May we have been working on our risk assessment to prepare for a phased return for our Reception, Year 1, Year 6 and Year 10 pupils.

I am sure you can appreciate the amount of work that has been taking place over the last few weeks in terms of risk assessment and creating a 'return to school' that provides a safe and controlled environment for our children. All the decisions that we have made have been personalised for Chetwynde and are well within the guidelines from the Department of Education. We have tried to upscale our successful provision as a Hub school, to accommodate more pupils and limit the entry into areas of the school site.

We are in the process of putting a video together to show parents, carers and pupils what school will look like for those pupils who are returning. The video will hopefully be shared via our app and on our social media early next week.

I am aware there is a lot of information below regarding the phased return but please do read all of the information carefully to enable you to make an informed decision:

Phase 2 until Friday 12th June:

- We will continue to set on-line work and we will continue to be open for our pupils of **Critical Workers** and **vulnerable children** (9.00am to 3.30pm, Monday – Friday). **Parents of these pupils should email info@chetwynde.cumbria.sch.uk with the days they need to access this facility.**
- Free School Meal deliveries will continue, please continue to order via Lunch Shop (This will continue up until the end of term on the **10th July**).

Phase 3 Week beginning 15th June: School will open for Year 6 and Year 10 pupils:

- We will continue to set on-line work and we will continue to be open for our pupils of **Critical Workers** and **vulnerable children** : 8 pupils max (9.00am to 3.30pm, Monday – Friday)
- **Year 6** : 15 pupils max per week (Mon – Thurs only)
 - Based in the Art Room.
 - The same two members of staff will be with the pupils for the week.
- **Year 10** : 15 pupils max per day (Mon – Thurs only)
 - Group 1 all day Monday, Group 2 all day Tuesday, Group 3 all day Wednesday, Group 4 all day Thursday : 4 groups split into 2 using the ICT rooms in the DT Building (morning and afternoon sessions). This will be organised on a timetabled basis and further details will be communicated once we know the number of pupils attending.
 - The same two members of staff will be with the pupils in the morning. Two other subject teachers will swap for the afternoon.

Phase 4 Week beginning 22nd June: As well as Year 6 and Year 10, Reception and Year 1 will start:

- **Reception** : 8 pupils max (Mon – Thurs AM only : 8.30am – 1.00pm)
 - We have made the decision for Reception to only do mornings to help them to adapt to coming back to school due to having a large period of time off.

- Based in Kindergarten with a small number of Kindergarten children.
- The same staff members will be with the pupils for each week.
- **Year 1** : 15 pupils max (Mon – Thurs only)
 - Based in the Year 1 / Reception classrooms.
 - The same two members of staff will be with the pupils for the week.

Each Friday:

- School will be open for pupils of Critical Workers and vulnerable children only (9.00am to 3.30pm).
- This will also be a day to deep clean and for teachers to prepare work for home schooled children.

Below is some important information about changes to the way the school will operate:

Start and finish times : Start and finish times will be staggered.

Start:

- **8.15am** Kindergarten
- **8.30am** : Reception
- **8.45am** : Year 1
- **9.00am** : Keyworker and vulnerable children to arrive
- **9.15am** : Year 6
- **9.30am** : Year 10

Finish:

- **12.30pm** : Kindergarten
- **1.00pm** : Reception
- **3.00pm** : Year 1
- **3.15pm** : Year 6
- **3.20pm** : Year 10
- **3.30pm** : Keyworker and vulnerable children to finish

Parents/Pupils should arrive/leave at the designated times.

There will be no Breakfast/After School Clubs or extra-curricular activities.

Please follow these new measures:

- Parents/pupils must queue on the path that runs adjacent to the main drive. The steps will be used as an EXIT only. **The entrance off Abbey Road will be closed.**
- Please queue on the path observing the 2m distance rule and wait for the staff member to take your child before you leave.
- Any face masks or gloves must be removed and disposed of before children arrive at school. They will not be permitted on the school site.
- We will have a senior member of staff at the end of this path.
- Child's temperature will be taken at drop off.
- Children will be collected at the gate of Rating Lane following the one way system from the steps.
- Parents are not permitted onto the school site. When collecting your child please queue on the pathway observing the 2m social distancing and leave as soon as you collect your child.
- Only one family member to drop off and collect. You should only bring siblings if you absolutely have no alternative option. If you need to bring siblings, they will need to be by your side and adhere to the social distancing measures we have put in place.
- Children will not be permitted to bring any toys from home.
- The children will not wear school uniform, I am recommending sensible clothing. This needs to be washed each evening and a fresh set of clothing for the following day.

Lunches:

- Please order a lunch via Lunch Shop or send your child to school with a packed lunch.
- Children will eat their lunch in their classroom.
- Please ensure they have a bottle of water.

Break times and lunch times:

- Lunch times and break times will be staggered so that groups of children do not mix with any other groups.
- Pupils will have an allocated outdoor space at break time and lunch time which will only be with the group of pupils that are in their group.

Cleaning:

- Our cleaners are working on a rota basis throughout the day. The classrooms will be cleaned at the end of each day in line with Government guidance. The bins will be emptied, and desks will be sprayed throughout the day. Handles will be wiped regularly. A deep clean will take place each Friday.

Behaviour:

- If any child does not follow the Covid 19 behaviour and hygiene rules they will not be allowed to remain in school. The safety of staff and other children is paramount and any disrespectful action of a child that consequently puts another person in danger will NOT be tolerated (I am not expecting any of this behaviour from our children). The school's behaviour policy has been updated and will be on the school website.
- If the school is made aware of families breaking social distance rules, your child will not be allowed on site for 7 days.

Hygiene:

- Children must wear clean clothes every day.
- Children must wash their hands on entry to school and continue to wash them at regular intervals during the day.
- The classroom workstations will be cleaned at regular intervals.
- Primary children will be in a classroom where small toys, books and soft furnishings have been removed. Children will work at their own work station with their own resources that they will use during their indoor lessons.
- All groups of children will be allocated their own toilet area.

Symptoms of Coronavirus:

- If your child is displaying any of the 3 symptoms (cough, temperature, loss of sense of smell or taste, they MUST NOT come to school for 7 days.
- If a child displays symptoms whilst at school they will be immediately taken to an isolation room and you will be expected to collect them immediately. They should then be taken for testing. If they test positive you must inform the school. No child from their group will be allowed to return for 7 days and must have not displayed any symptoms on their return.

Please note: this schedule could change at any time due to change in advice from government or due to our risk assessment which is currently being reviewed and updated. At all times the aim is to keep your children and our staff safe.

Our decisions have always and will continue to be based on facts, discussion with relevant stakeholders and through assessment of risks. All these precautions have been put in place to stop the spread of the virus and to ensure that we take as much care as possible. We want to protect your children, you and of course our staff.

To enable us to plan the sessions effectively please click on the link below no later than **9.00am on Wednesday 10th June**. Any response not received by this time it will be assumed you do not wish your child to return to school. Due to careful planning of groupings and resources we cannot allow

additional children to come back to school midweek. However, if you change your mind for the following week you can let school know via email at info@chetwynde.cumbria.sch.uk. We will send a reminder on Tuesday 9th June for the week beginning the 15th.

<https://forms.office.com/Pages/ResponsePage.aspx?id=UqpuLTXU-UuRlIQvfwra1T5oo1gtVUhNgWRJTJOciM5UQVc0MzIIVkxORFdDQU1NUlhXRlpFQ0RHMS4u>

Please only send your child to school if you have notified the school in advance.

I hope this has given you more information regarding how the school will operate during these difficult and testing times.

Please email info@chetwynde.cumbria.sch.uk if you have any questions.

Thank you for your continued support. Stay safe, stay at home as much as possible and follow the government guidance.

Yours sincerely



Stephen Jefferson
Headteacher



Leon Walters
Chair of Governors

The sources of the government guidance can be found by clicking on the following links:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>