



8th July 2020,

Dear parents and carers,

Thank you to all who took the time to complete the online surveys. We found the comments very useful in the planning process and we have tried to address your concerns about September opening, where possible. Within this letter I will try to outline our proposed plans and procedures for September, in as much detail as possible, to enable you to feel secure about your child returning to school. We have followed government guidance for our planning. A parent's guide to the guidance, 'What parents and carers need to know about early years providers, schools...' can be found at:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

### **Class Bubbles**

Children will start their new classes on Thursday 3<sup>rd</sup> September. All children in Years 1-6 will return and will be taught full time. We will be open 5 days a week as normal. The children will be kept in a class bubble that will not mix with other year groups. Each bubble will be taught by their teacher, as normal, and supported by a learning support assistant. Transition arrangements for September for our new Sunbeams class have been sent out separately.

### **Staggered start and finish times**

To minimise contact between classes, we will be implementing the following start and finish times:

Years 1, 3 and 5 – class doors will open at 8.30am, pick up at 3.05pm

Sunbeams, Years 2, 4, and 6 – class doors will open at 8.40am, pick up at 3.15pm

Where parents are waiting, we request that they adhere to social distancing and that only one parent accompanies children to and from school.

### **Break times and lunch times**

Break and lunch times will be staggered slightly and classes will not mix on the playground. For Years 1-6, we will continue to run the system that we have had over the past few weeks whereby the field and playground are split into zones and the children stay in one zone to play. These zones are rotated on a weekly basis so the children are not always in the same place. We have found that the children have really enjoyed playing in different areas. Sunbeams will stay in their own outside area.

### **Lunch time**

Hot dinners will be available, as well as school packed lunches. These will be served in take away style boxes for hot dinners, or bags for packed lunches. Most classes will eat in their classrooms to minimise contact with other children and surfaces. Due to these changes, there will be a more limited menu than normal. Children will be able to bring in packed lunches from home.

### **Handwashing and Hygiene**

Children will be washing their hands several times throughout the day such as on entry, before and after break, before and after lunch. We have been following this system since the 1<sup>st</sup> June and have found that the children have got used to it as part of their routine. We will be using both hand gels and hand wash at different times.

We will also be promoting a 'catch it, bin it, kill it' approach and good respiratory hygiene with the pupils.

### **Enhanced Cleaning**

A system of enhanced cleaning will be in place where frequently touched surfaces are cleaned throughout the day. We have been following this system since 1<sup>st</sup> June and the sight of the teachers and learning support assistants with an anti-virus disinfectant is now a common one for us! Toilets and sinks etc. will be cleaned between classes.

### **Resource sharing**

Sharing across classes: Where resources are shared across classes e.g. laptops or PE equipment these will be wiped down with an anti-viral disinfectant or left for 72 hours before use by another class. Children will be able to borrow school books to take home as normal and we will have a system of cleaning in place for their return.

Sharing within classes: We will be providing the children with their own equipment to keep on their desk from September so that they are not sharing. We will minimise resource sharing between children in the same class but for our younger children this will not always be possible as they may be playing together with toys and we feel this is incredibly important to continue for their education and wellbeing. However, we will ensure there is frequent cleaning taking place of any resources used.

### **Classrooms**

Desks will be placed so that all the children are facing forwards and we are looking at removing any surplus furniture from classes so that there is as much space as possible.

### **Curriculum**

In September the teachers will be carefully assessing the children to see what gaps there are in their learning. They will then be adapting the curriculum and their lessons so that these gaps can be addressed for individual pupils. As usual teachers will plan to meet the needs of all children, including those who have made good progress during lockdown. We intend that our curriculum will have a strong wellbeing focus, as many children will have found lock-down difficult. We will also be continuing to provide a broad and balanced curriculum with all subjects covered across the year as usual. As a school we will also be trying to use our outdoor spaces as much as possible.

## **Uniform**

Uniform will be worn as usual. Government guidance states that: 'Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.' A reminder about our uniform requirements are as follows:

- Red jumper or cardigan (preferably with school logo)
- Black or grey skirt, trousers, shorts (no jeans, leggings or jeggings)
- White shirt or polo shirt
- Black shoes/trainers/boots (these should be black all over) with sensible heels and no obvious branding
- White, black or grey socks
- Red and white checked 'summer' dress
- PE kit – white t-shirt, black shorts and black plimsolls

Our branded uniform is available via [www.myclothing.com](http://www.myclothing.com) and 'New Cangle' in the search box. Please allow plenty of time for delivery. Otherwise uniform can be bought in supermarkets etc.

## **Covid-19 Prevention**

We will require pupils, staff and other adults not to attend school if they have had Coronavirus symptoms or have tested positive in the last 7 days. Anyone developing these symptoms will be sent home immediately to self-isolate for at least 7 days. Siblings will also be sent home and other household members will be required to self-isolate for 14 days from when the symptomatic person first had symptoms. Government guidance states that, 'Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.' Where a positive case is identified we will send home people who have been in close contact with the person who has tested positive and they will be advised to self-isolate for 14 days. Where the school has 2 or more confirmed cases of Covid-19 among pupils or staff within 14 days, we will contact our local health protection team who will advise us where additional action is required. Government guidance states that 'the closure of the whole school or college will generally not be necessary'.

## **Face Coverings**

These are not recommended for use in schools. Where pupils are wearing face coverings, these must be removed and placed in a plastic bag before entry to school.

## **Social Distancing**

Staff will continue to be social distancing from each other and pupils, as much as possible. However, it will not always be possible for them to keep 1m from children, especially the younger ones. Older children will also be encouraged to social distance and not touch staff and their peers where possible. This will not be possible for the youngest children and children with complex needs.

## **Visitors and whole school events**

We will minimise the amount of visitors into school. This means that events such as 'learning togethers' and Christmas performances will not be planned in school for the Autumn Term. We will review this

situation as the term progresses. No whole school assemblies will be taking place physically, although we intend to hold virtual assemblies every week.

Parents will not be permitted to enter classrooms but appointments can be made by contacting teachers via Class Dojo, the school office or by catching the teacher outside the classroom in the morning. Essential visitors who are allowed into school will be required to social distance and follow our hygiene procedures.

### **School trips**

Schools are permitted to resume educational day trips in the Autumn Term. Unfortunately, our Year 4 Residential Trip to Burwell House will not be going ahead as planned in December. We will be looking at alternatives for this (either day trips or a residential visit later in the year) and Year 4 parents will be consulted for their opinions. Where day trips are planned we will give parents plenty of notice.

### **Transition**

Staff are already working closely together to ensure a smooth transition for our children to their new classes. This includes discussion about each of the children and their needs and how best to support them in future. They will also be discussing any clear gaps in learning that they have noticed via the home learning.

Next week staff will be posting videos on Class Dojo to their new classes to introduce themselves to the children. Where possible, these will include a 'tour' of their new classroom and what topics the children can look forward to learning about in the Autumn term.

### **Online Learning and Local Lockdown**

Should there be a local lockdown or class or whole school closure due to cases of Covid-19, the school will ensure that remote learning takes place immediately. We will be looking at enhancing our provision so that online lessons can take place more easily, should children be learning from home.

### **Risk Assessment**

A written risk assessment will be completed for September opening and will be available on our school website.

I hope that this letter has addressed lots of your concerns. There are, of course, many further details that sit behind each of the points here but I feel that 4 pages is probably enough to digest at the moment! However, if you would like to contact me with any questions/queries, please feel free to do so; there may be points that I have missed. We will publish most of these procedures again in September so that you will have it fresh to hand for the children's return to school.

I know that myself and all the staff are very pleased that we will have all the children full-time back in school in September and that we will be able to resume doing the job that we love: giving the children a fantastic education.

Yours faithfully,

Ms J Brading

Headteacher