



Information for parents regarding the wider reopening of Coxhoe Primary School in September 2020



Government guidance states that school attendance is mandatory again from the beginning of the Autumn Term. Therefore, from September 2020, the usual rules on school attendance will apply.

Dropping your children off and collecting them from school

- Only **one parent/carer is permitted to drop off/pick up** their child to ensure social distancing. Parents/Carers should ensure school are kept up to date with who will be collecting their child.
- Parents/carers and children who are travelling to school using public transport should continue to follow the current guidance regarding accessing [public transport](#).
- **Year 6 children may walk/cycle to school by themselves.** Parents/adults in school will remind children about the importance of social distancing when they are walking to and from school. When leaving school, children will be advised not to congregate at exit doors and gates. They will be supervised to ensure that they leave the school site swiftly and not in groups.
- **PLEASE NOTE:** A new permission slip (reminding Y6 children about the importance of social distancing) will need to be signed by parents/carers **BEFORE** the children in Y6 can walk home independently. This slip will be given out on the first day back at school but will also be available on the school website if you want your child to walk home independently on that first day back.
- **Y5 will NOT be allowed to walk home from school independently (this will be reviewed in the Spring Term).**
- Children should only be dropped off/picked up at their allocated entrance/exit and their designated time slot.
- Parents/Carers will be directed to leave the school site immediately once they have collected their child. They should not congregate at school gates in order to keep social distancing rules.
- Children who are wearing facemasks to travel to school will be asked to remove these and leave them with their parents before they enter the school premises. Children in Y6 who walk to school independently will be asked to dispose of their face mask in the lidded bins as soon as they enter the school building or if the facemask is reusable, they should put it in a sealable plastic bag in their tray.
- Children are not to touch the front of their face covering when removing them. The following should be taught to the children both at home and at school:
 - Untie the strings behind your head or stretch the ear loops
 - Handle only by the ear loops or ties
 - Fold outside corners together
- Children who wish to cycle to and from school will be able to access the bike shed one at a time (social distancing) at the start and end of the school day.

Uniform

Children should attend school each day in our school uniform.

One day of the week will be a 'PE day' and on this day, children should attend in our school PE kit.

Entry/Exit Points

YR/Y1/Y2 – these children will enter and exit the school at the Y1/Reception doors beside the car park entrance.
Y3/4 – these children will enter and exit the school at the normal 'Parsons Walk' entrance and then enter/exit via the 'normal' school entrance door.
Y5/6 – these children will enter and exit the school at the normal 'Parsons Walk' entrance and then enter/exit via the top door on the yard (where Y6 would normally exit from after school).

Times of entry exit

Children will be met each day at their identified entrance (for their year group) by a staff member. A member of staff will bring the children to this same point at the end of the school day. Staff will maintain social distancing.

Times will be staggered to ensure minimal contact

Times as follows:

- Children with surname A-J:
 - Enter school between 08:30 – 08:45
 - Leave school at 15:00
- Children with surname K-Z:
 - Enter school between 08:50 – 09:05
 - Leave school at 15:15

Bringing items from home

- Children are able to bring their book bags to and from school. **Bags must not have any attachments.**
- Children will store their outdoor clothing and bags in their designated class area.
- Children should bring a water bottle with their name clearly labelled on it and this will remain on their desk at school. Children bringing packed lunches should have these clearly labelled also and these will be stored in a designated area of their classroom. We recommend that an ice pack/block be used to keep packed lunches cool. Children will be reminded that they should not touch another child's water bottle/packed lunch.
- Water bottles and lunch boxes/bags must be taken home from school each day. **Parents/Carers should ensure that water bottles are to be thoroughly washed and lunch boxes wiped over with anti-bacterial spray when they arrive home.**
- **No toys should be brought into school from home.**
- Snacks can be brought into school as usual and kept in your child's tray.
- Children will be provided with a stationery pack (including items such as pen, pencil, ruler, set of colouring pencils, scissors, Pritt stick). They should not bring any of their own equipment from home.

Communication

- Parents will continue not to be permitted into the school building unless the need is essential.
- All communication between school/teachers and parents will continue to be via telephone or the school/shared email boxes.

Social distancing

- Parents/carers are asked to ensure that they adhere to social distancing rules when dropping children off/collecting children.
- Children/parents/carers should continue to follow social distancing rules whilst outside of the school environment.
- Parents/Carers should leave the school site immediately once their child has entered the building.

'Bubbles'

Year Groups/Key Stages will make our new bubbles:

Red Bubble – YR (Donaldson and McKee)

Green Bubble – Y1 (Hargreaves and Rosen)

Blue Bubble – Y2 (Milne and Dahl)

Purple Bubble – Y3/4 (Walliams, Morpurgo and Rowling)

Yellow Bubble – Y5/6 (Dickens, Tolkien and Shakespeare)

- Each bubble will have their class teacher. Teachers and TAs can move across bubbles in order to support children's learning.
- Each bubble has their allocated classroom to work in. They are able to work with other children/in other classrooms within their bubble only.
- Children within each classroom will only be allowed to go to the toilet one at a time and hand washing procedures must be strictly adhered to at all times.
- Children will remain with their bubble whilst they are at school and they will not mix with any other bubble.

Wrap around care, after school clubs and breakfast club

- As we had not introduced wrap around care yet in our school (due to commence September 2020), we have taken the decision to postpone introducing wrap around care. This will continue to be reviewed as the guidance changes.
- **There will be no after school clubs in the Autumn Term.** This will continue to be reviewed as the guidance changes.
- **Breakfast club will go ahead from September.** There will be a single drop off time only of 07:45. Please arrive at this time and not any earlier. A member of staff will meet children as they arrive at school at this time. The school hall will be set out in zones so that children mix with their bubble only. **Slots for Breakfast Club can now be booked on the School Gateway.**

Reducing the risk of infection

- Children should wash their hands **before they leave their house** on a morning and **when they return home from school** at the end of day.
- Children should wear school uniform, **which is cleaned regularly**.
- Children will be asked to wash their hands/use hand sanitiser following government guidance at regular intervals throughout the day. Hand sanitiser stations will be located in identified areas around the school site.
- Children will be encouraged throughout the school day to socially distance themselves from staff and other children.
- Children should bring their **water bottles filled each morning**. When they wish to refill them at school, pedals have been installed on water stations to reduce cross contamination.
- Tissues are available in each classroom. Children should follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. This practice will be followed whilst at school. Children will be taught to cough and sneeze into their elbow and away from the direction of other children and staff. Lidded waste bins will be in place to put used tissues in, in every classroom.
- Windows will be opened in corridor areas/school hall during the school day to allow natural ventilation.
- Children will have their temperature taken **only** if they feel unwell.
- Children and parents/carers should continue to adhere to [staying alert](#) and social distancing guidance when away from the school.
- Surfaces within the classroom will be cleaned regularly throughout the school day.
- Each bubble will be allocated toilet cubicles and sinks to wash their hands. These facilities will be cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers).
- Interactions with our school dog, Cooper, will be timetabled. This will mean that each bubble will be on a weekly rota to minimise risk of infection.
- Some children may have particular characteristics e.g. members of the BAME community, that may put them at a comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#). If you have any concerns about this, please do not hesitate to contact the school via email or telephone to talk to a member of SLT.
- We love celebrating children's birthdays and would ask that if parents wish to send in a treat for the class it should only be sweets in individually sealed bags.

Lunch times/eating dinner

- Children will be directed to wash their hands both before and after eating.
- Children will spend lunchtimes with their bubble only.
- Children in YR/Y1 and Y2 will eat their lunch at staggered times in the school hall. This will be cleaned between each use.
- Children in KS2 (Y3/4/5/6) will eat their lunch in their classroom.
- **Children may bring packed lunches from home or have a school dinner – whichever they would usually do.**

Break times

- Each bubble of children will have staggered playtimes and lunchtimes to ensure there is no contact between groups
- Children will spend any break times with their bubble only.
- Children will be encouraged to socially distance during these times.
- Any outdoor equipment, e.g. outdoor gym, will be used by bubbles on a rota basis to ensure that it can be cleaned thoroughly before the next bubble uses it.
- If children normally receive milk from Cool Milk, this will continue (parents to liaise with Cool Milk regarding payment).

Educational Visits

- Children will not be taken on educational visits that require them to travel on a bus during the first half of Autumn Term. This will be reviewed as the guidance is updated. Visits within walking distance will be risk assessed on an individual basis.
- The school's access to public spaces will be restricted to small groups and the [guidelines on the number of people who can meet in outdoor public places](#) will be followed. The school will not take larger groups of children to public outdoor spaces at one time.

Learning in school

- Children will face the front of the classroom throughout the day – desks will be placed in rows. If children need to work face to face, this will be limited to 15 minutes only. Where children require support from a staff member, this support will be given side on and not face-to-face.
- Children will be taught in their classroom/other areas of the school, e.g. Computer Suite; in other classrooms within their bubble and outside in the school grounds. They will not be taught in classrooms, which are not in their bubble. If children need to work with a different teacher, staff will move to their classroom instead of the children moving - to reduce whole school movement around the building.
- Some lessons will be timetabled, e.g. P.E and parents/children will be advised when their weekly timetabled day is. PE activities will take place in external areas of the school.
- With regards to Music lessons, children will be positioned back-to-back or side-to-side, there will be no sharing of instruments, and we will ensure good ventilation (opening of windows). Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies (groups will be no larger than 15).
- Swimming is not currently permitted under current guidance documentation. This will continue to be reviewed as the guidance is updated.
- When children need to change reading books, they will be asked to leave the book they have read in a quarantine box (for 48 hours) and then supported to choose a new book by one of the adults working in their classroom (in order to reduce the risk of infection).
- There will be no whole school assemblies in the school hall. Virtual assemblies and in-class assemblies will be used instead in order to maintain a sense of community within school.
- Although children within bubbles cannot share stationery equipment, other resources, such as books and games, can be shared within the bubble. These classroom resources are included in the cleaning schedule for each class.
- If a child needs to be taken to another room in the school for teaching intervention, a space will be identified for the intervention to take place, and set up so socially distancing can be adhered to where possible. Following the intervention, staff and children will wash their hands and the member of staff will clean the desk area.
- Remote education will be made available to children who cannot attend the school because they have to self-isolate as a result of COVID 19. We will continue to use the school website/class page as well as additional resources, e.g. Purple Mash and myON.

Moving around school

- Children will move around school with their bubble and adults within this bubble only.
- Bubbles will move around school following the instructions of their teacher and at the times given by their teacher only.

School Rules

- An annex has been added to the school Behaviour Policy and our school rules have been updated to ensure that high standards of behaviour can be maintained and the risk of infection to both children and staff can be reduced. Please see school website (policies section)
- The new updated practices and rules will be explained to the children regularly. This will keep the reasons for our new ways of working fresh in the children's minds.
- As always, we encourage all staff to give praise as opportunities arise throughout the school day when they observe good or improved behaviour. We will continue to endeavour to share this information with parents whenever possible.
- In some situations, however sanctions may have to be applied when rules are not being followed, thus affecting the welfare or safety of other children and staff.

Recognising symptoms

- The most important symptoms of COVID 19 are the recent onset of any of the following:
 - **a high temperature** – this means you feel hot to touch on your chest or back
 - **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- **IF YOUR CHILD HAS ANY OF THE ABOVE SYMPTOMS PLEASE DO NOT SEND THEM TO SCHOOL.**
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).
- The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
- Other members of their household (including any siblings) should **self-isolate for 14 days** from when the symptomatic person first had symptoms.
- If a child is unwell with symptoms of coronavirus and awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. Windows are opened for ventilation.

Test and Trace

There are two possible scenarios:

- Your child presents symptoms of COVID 19
- Your child has come into contact with someone who has symptoms of COVID 19

Testing for COVID-19 is available to everyone whatever their age. [Testing is available through the NHS.](#)

- The school will ask Parents/Carers to inform them immediately of the results of a COVID-19 test:
 - If a child tests positive for COVID 19 then parents/carers will be asked to provide details of anyone they have been in close contact with by NHS Test and Trace.
 - If a child tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of the household can stop self-isolating.

Sickness/absence procedures

- Please follow the usual school procedures for sickness absence.
- If your child is absent from school then please inform us as soon as possible
- Where pupils are absent and the school does not receive a phone call from parents/carers, the school will contact them to ascertain the reasons for their absence.
- Parents/Carers should immediately report to the school any symptoms of COVID 19 that they or their household may have.
- Where pupils or a member of their household displays symptoms of the coronavirus, they are to follow [the Guidance for households with possible coronavirus infection.](#)

First Aid provision and support with medication

- Where children have medical needs, Individual Health Care Plans will be reviewed prior to them returning to school – via telephone appointments. Identified staff will continue to support pupils with medical needs.
- A First Aid and Medication policy is in place.
- First Aid boxes will be fully stocked and located around the school site and in the vicinity of classrooms in use
- Staff will wash their hands prior to and after administering first aid and they will wear PPE when providing first aid support. This includes when providing support with medication (including inhalers).
- Medication will continue to be stored in a dedicated area.



Early Years Foundation Stage Only

Information for parents regarding the wider reopening of Coxhoe Primary School in September 2020



Key Government Guidance for Early Years Settings

- Early years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. Your child will be allocated their Reception class during their first transition days in school.
- Parents are required to drop off and collect children from the designated area outside of school only. No parents are able to enter the school or Reception learning environment.
- The Reception learning environment and surrounding areas will undergo an enhanced cleaning schedule, including cleaning frequently touched surfaces on a regular basis.
- Only 2 children may use the designated toilets at a time. They will be monitored by a member of the Early Years team at all times to ensure correct hand washing.
- Staff will promote the 'catch it, bin it, kill it' approach at all times.
- Hand washing will take place more regularly, including: when children arrive at school, when they return from being outdoors as well as before and after eating.
- No toys can be brought into school. We understand that the transition to school may be difficult for some children and they may want to bring in a comforter. Please encourage your child to leave their comforter at the school gate. As an Early Years team, we will support your child and engage them in the school day.

Our Learning Environment

As an Early Years team, we have worked hard to prepare a stimulating and engaging environment for your child whilst following all Government and Local Authority guidance.

We have been able to return our learning spaces to normal with some minor changes and adaptations to keep your children as safe as possible. Current guidance states that 'all beanbags, pillows and soft furnishings should be removed from settings'. We have adhered to this whilst still maintaining a warm and inviting space to learn. Sand and malleable materials such as play dough and clay have also been removed until guidance states that they can be safely used again.

Children will be allocated an area in our cloakroom to store their coats. **Please do not send in a PE kit with your child.** We will notify you when PE sessions will begin and the children can wear their kit for the full day to minimise contamination and the mixing of clothes.

A virtual tour of our Early Years environment will be added to the transition page on our school website before the children join us in September.

The Structure of Our Day

As an Early Years team, we understand that the transition into school may be more challenging for your child since they have not attended a nursery setting in such a long time. We want to prioritise supporting your child as they adapt to their new routines and setting as well as get to know all of their new friends and members of staff.

Our school day will consist of lots of singing, games and physical activities as well as opportunities for the children to develop their language and communication skills. Staff will engage in play with the children to promote positive relationships and a stimulating learning environment.

During the first few weeks in school, we plan to include lots of teaching around keeping ourselves safe, including regular hand washing and the use of tissues.

Our aim is to get to know your children and the way that they learn best so that we can provide a bespoke curriculum to meet all of their individual needs. We hope to encourage all of our new starters to be the best that they can be!



Transition at Coxhoe Primary School In September 2020



Transition in September

A phased approach is planned for September to ensure that children settle in well and understand the essential new rules and routines. We have a CPD day on Tuesday 01/09/20. Year 5 and 6 will return on Wednesday 02/09/20. Year 3 and 4 will return on Thursday 03/09/20. Year 1 and 2 will return on Friday 04/09/20. Reception children will be attending a Teddy Bear's Picnic with their parents in this first week but will not begin school until Monday 07/09/20.

Unfortunately, due to current government restrictions we have been unable to have our first day back as a day with your child's previous teacher as we had originally wanted to. However, in order to support children with transition, we have the following in place:

- Phased return of classes
- Whole school text: The Colour Monster which will have a focus on feelings
- Wellbeing/activities in first few days which allow children to get to know their class teacher, peers and discuss fears and worries
- Outline of proposed timetable for the first few days shared to website so that parents can prepare children for the first few days back
- We have created a social story which will be on the transition page of the school website and can be adapted by parents to share with children before they return. This is a way of preparing children for what school will look like for them/what to expect.
- 'Time to talk' activities built into curriculum time but staff will also be reactive to any immediate needs