



Headteacher  
Mr. Dale Bateman

Thursday 3<sup>rd</sup> September 2020

Dear parents/carers,

### **Re. September full opening of School – a final guidance**

I sincerely hope this letter finds you and your families safe and well.

The intention of this letter, a day before your child returns to School, is to update you on any changes made to our guidance letter on reopening, sent to you on 21<sup>st</sup> July 2020. Within this letter, is also a refresh on the most important safety measures we explained to you back in July. Key changes since the July guidance and updates, have been highlighted in **blue** or underlined.

As you will be aware, the current Government guidance is that schools should fully open from the start of the autumn term. They've decided this on the basis of:

- The prevalence of coronavirus decreasing
- The new NHS test and trace system being in place
- More clarity about the measures that need to be in place to create safe environments in schools
- Time out of school being detrimental to children's development
- The low risk to children of becoming severely ill from coronavirus

We're really looking forward to welcoming everyone back, starting on **Friday 4<sup>th</sup> September 2020**, and we're working hard to make the school a safe and enjoyable environment.

#### **Attendance**

Attendance will be mandatory in September, as the Government expects all pupils to attend school. The usual rules will apply, meaning we'll be recording attendance and following up on any unauthorised absences. Since 1 August, children who were shielding at home, are now able to come back to school in September with all other pupils. However, it goes without saying that, if you've received medical or public health advice that your child should remain at home, please let us know and continue to follow that guidance. We will continue to provide remote education to pupils who cannot attend School for reasons relating to Coronavirus (including those who are isolating in accordance with Test and Trace guidelines). **This will begin from the week commencing 7<sup>th</sup> September.**

#### **Good supply of PPE**

PPE requirements are understood by School leaders and appropriate supplies are in place. Staff have been trained in appropriate use and when PPE is to be worn. A Governor-led health and safety inspection has taken place, to check the robustness of the School's Risk Assessments and a final inspection is being held today, to check the final arrangements in place.

### **Changes to our drop off plans**

**You will be able to drop off your child at any time from 8.40am to 9.00am.** Duty staff will ensure you enter the School site with correct social distancing measures followed, of 2m where possible, with at least a 1m+ where you are unable to follow the 2m rule. [You'll now be able to walk with your child to their classroom's entrance point, where the class teacher will welcome your child inside.](#) Along the one-way system, we have floor markings of the entrance point for each class (e.g. Y1 = Year One entrance). We have a separate entrance point for each class to ensure our bubble groups remain socially distanced. [As parents, we must ask you to leave the premise as soon as you have dropped off your child. If you have any message to pass on, please do so at the front office, or by emailing or calling the School, if not urgent to do so on site.](#)

### **Changes to our pick-up plans**

**You will be able to collect your child at any time from 3.00pm to 3.20pm.** Duty staff will ensure you follow the one-way system that follows the exterior of the School buildings, guiding you past the appropriate door, where your child's class will be waiting. You will be expected to observe social distancing measures at all times.

### **Transport to School**

We encourage our families to travel by private transport or walk to school. If your child travels by bike or scooter, they must be able to park it without your help, in the designated space provided.

### **Healthy Snacks**

**We have been informed that our first delivery of fruits (Government's Free Fruit to KS1 Scheme) for Year 1 and Year 2 will be on Monday 7<sup>th</sup> September. Therefore, please ensure your child has a healthy snack brought in from home, for Friday 4<sup>th</sup> September. All other Year Groups, please bring a healthy snack to school each day, if you so wish, as normally done before the Covid-19 lockdown.**

### **Rules on what pupils can take to and from School**

**We would like all pupils to bring to School, on their first day in September, an empty, named pencil case.** This pencil case will remain at School. On the first day back in September, we will provide your child with their own writing stationery (e.g. pens, pencils, ruler, sharpener, scissors). These items will be kept in their pencil case when not used and put away in their personal trays at the end of the school day.

P.E Kits will remain at School on your child's designated peg. Their book bag will come to School each day and return home with them. In order to limit the amount of non-school property, we would ask that your child does not bring a ruck sack, unless absolutely necessary (where items do not fit in a book bag).

**Water fountains at School are not in use. Your child will, therefore, need to bring a named water bottle each day, taking it home daily for a wash.** Drinking water taps are readily available for pupils to fill their bottles (or for younger children to have adults fill for them if needed).

Weather dependent clothing is of course essential to bring to school. These items will either be stored in your child's tray or on their designated peg when not used. All additional items will need to be taken home daily.

### **Good personal hygiene**

Increased handwashing schedules will be followed. In addition, hand sanitiser will be readily available across all areas of the School. With a good supply of hand santiser, we do not require your children to bring in their own. The "catch it, bin it, kill it" message will be reinforced through suitably placed signage and regular learning reminders, particularly for our younger children.

## Keeping in 'bubble' groups

For the autumn term, the Government guidance is that maintaining consistent groups remains important. Given the decrease in Covid-19 and the resumption of the full curriculum subjects, schools will need to change the emphasis on bubbles and increase size of groups. A bubble from September will be a full class size. We will do all that we can to keep bubbles apart from other groups. Older pupils, Year 3 and upwards, will be encouraged to keep some distance within groups. Sharing of rooms and social spaces between groups will be limited as much as possible. This includes each class having a designated toilet area (which will be regularly cleaned) that will not be used by other bubble groups.

## Timetable Changes

Collective worship will be held in classes, either led by individual class teachers, or remotely led and shared via secure video conferencing platforms.

Break time and lunchtime play will be staggered to ensure class bubbles do not interact in close proximity ([see below for our lunchtime arrangements](#)).

## Regular Cleaning

Before our September reopening, the School has had a deep clean of all areas. Additional cleaning of the school will take place daily. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, together with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be thoroughly cleaned at each time it is transferred between bubbles.

## School Uniforms

[We will return to pupils wearing our School uniform from September.](#)

## School Meals

[\(Please note that Week One is only Friday 4<sup>th</sup> September. Week two commences 7<sup>th</sup> September\)](#)

We will have our new dinner menus on the School website by the afternoon of 3<sup>rd</sup> September, for you to look at with your child.

Our School kitchen will be returning to a hot dinner service from September. In order to ensure our class bubbles do not come in contact with one another, as well as maintaining meticulous cleaning of our dinner hall furniture between group use, we are using the following safety measures:

- [Reception, Year 1, Year 2 and Year 3 classes](#) will eat every day in the School Hall. They can either order a hot School dinner, or they can choose to bring in a packed lunch from home.
- [Year 4 classes](#) will eat in the School Hall for Weeks: Two, Four, Six and Eight of the first autumn half-term. In these weeks they can order a hot School dinner, or they can choose to bring in a packed lunch from home. On alternative weeks, they will eat lunch in their classroom, where they can either order a School cold packed lunch, or they can choose to bring in a packed lunch from home. They will not enter the School dinner hall on the weeks they eat in class.
- [Year 5 and Year 6 classes](#) will eat in the School Hall for Weeks: [One \(only Friday 4<sup>th</sup> September\)](#), Three, Five and Seven of the first autumn half-term. In these weeks they can order a hot School dinner, or they can choose to bring in a packed lunch from home. On alternative weeks, they will eat lunch in their classroom, where they can either order a School cold packed lunch, or they can choose to bring in a packed lunch from home. They will not enter the School dinner hall on the weeks they eat in class.

## What happens if a child or adult displays symptoms of COVID-19

As a School, we are supportive of the Test and Trace process, in that we require parent/carers to tell the School if the child or anyone in the house is told to isolate and we will provide guidance on the next steps.

### **Test returns as negative: If an individual pupil/member of staff**

- inform the school immediately
- if the test is negative and if pupil/staff member feels well and no longer have symptoms similar to coronavirus (COVID-19) then 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 their household can stop self-isolating.
- schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation

### **Test returns as positive – If an individual pupil/member of staff**

- inform their school immediately
- individual must isolate for at least **10** days from the onset of their symptoms
- They can return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. These symptoms can last for several weeks after the infection has gone
- 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.
- Their household should self-isolate for the full 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

## **Curriculum**

Although there'll need to be some changes to reflect the in-class teaching time that was lost during the lockdown and to reinforce some of the teaching delivered via our remote education offering, we will still be providing an ambitious and varied curriculum.

Our current plan is:

- We will be implementing a 'recovery curriculum' for the first six weeks, which acknowledges that there may have been social and emotional upheaval from staying at home.
- Within the first 6 weeks, we will be supporting the children in building their own 'emotional' toolbox which will support mental health and wellbeing. This will happen through *Art therapy*, *PSHE* and *Exploring our School Values through English*.
- Physical health will be supported through a balance of aerobic and anaerobic exercises and *Yoga* to support mindfulness. In addition, Mr Bromley, our sports coach, will lead weekly sessions for Years 1 through to Year 6.
- *Power Maths units* - there will be a focus on strengthening *place value* and *number skills* for all children, where children will be taking progress tests and then using the Power Maths textbooks to strengthen their knowledge. Maths interventions will focus on ensuring all children have a secure understanding of place value and number, as well as ensuring the majority of children are working at Age Related Expectations (ARE) in place value and number. Maths concepts that were 'missed' during the Summer 2020, will be merged together in Summer 2021 where teachers will look at key outcomes needed for their year group and assess accordingly.

## **The Shine Clubs (Our wrap-around cover) Breakfast and After-School provision**

**Breakfast and after-school club provision opens from Monday 7<sup>th</sup> September.** For our new Reception class, this service will not be available for the month of September. For all other Year groups, the provision is for the month of September:

- **7.30am to 8.30am** provision with breakfast option included
- **3.15pm to 4.30pm** provision with a light, cold snack included

**More information on the finalised September arrangements has been given to parents/carers via the School Jotter app in August.**

**Contacting the School**

If you have any questions or concerns about the points we've set out above, please get in touch with School leaders via: [admin@coopersaletheydongarnon.essex.sch.uk](mailto:admin@coopersaletheydongarnon.essex.sch.uk). Or phone the front office on: 01992 574 890

We're extremely grateful for all the support we've received so far from the school community and for your understanding and patience during these challenging and unprecedented times. We look forward to a fresh start in September and to working with you once again.

Warm regards,  
Mr. Dale Bateman  
Headteacher