



Headteacher  
Mr. Dale Bateman

Wednesday 3<sup>rd</sup> March 2021

Dear Parents and Carers,

## **Re. March 8th full opening of School**

I sincerely hope this letter finds you and your families safe and well. On behalf of all the Staff, thank you all so much for your engagement, participation and supportive communications during the recent lockdown.

As you will be aware, the Government guidance is that schools fully reopen from Monday 8<sup>th</sup> March 2021. Having now been able to digest Government and Department for Education guidance, this letter outlines what you can expect from us and what we will expect from all of our parents and carers to ensure a safe and positive full reopening of our school.

### **Attendance**

Attendance will be mandatory from 8<sup>th</sup> March, as the Government expects all primary aged pupils to attend school. This includes Reception children of school age. The usual rules will apply, meaning we'll be recording attendance and following up on any unauthorised absences.

The Government is due to reassess the shielding guidance by the end of March, if there's a continued decline in coronavirus transmission rates. That means that shielding children will hopefully be able to come back to school from April 13<sup>th</sup>. 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).

## **What protective measures will we have in place when your child returns to School?**

### **Good supply of PPE**

PPE requirements are understood by School leaders and appropriate supplies in are in place. Staff have been trained in appropriate use and when PPE is to be worn.

### **Face coverings**

In accordance with Government guidelines, primary school children do not need to wear face coverings in school. However, in order to maintain a safe and secure site, we ask that our parents and carers wear a face covering when entering the School grounds for drop-off and pick-up times. We understand that some parents/carers are exempt from wearing a face covering for medical or other reasons. These individuals are not required to wear a covering but we would then expect a strict following of our social distancing measures. To assist the School, we request all exempt parents to use the benefits of our staggered times, ensuring you do not arrive onsite early or for the first 10 minutes of the drop-off and pick-up times. Where possible, please come on site between 8.50am to 9.00am and 3.10pm to 3.20pm. These are the times within our staggered drop-off and pick-up periods, that we can ensure 2m social

*distancing measures are being followed.* We thank you for your co-operation and ongoing support on this matter. If anyone has any concerns, please let us know.

### **Our drop-off and pick-up plans**

Our system remains the same as during Autumn term. You will be able to drop off your child at any time from 8.40am to 9.00am and pick-up between 3.00pm to 3.20pm. Duty staff will ensure you enter the School site with correct social distancing measures followed.

### **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.

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

As in Autumn term, your child will continue to keep their named pencil case at School. 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.

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**

As was in place during the Autumn term, 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**

The Government guidance is that maintaining consistent groups remains important. Therefore, as in the Autumn term, our Year group bubbles remain. 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**

Daily whole school collective worship will be held in classes and staff will lead virtually and by a safe remote platform.

As in the Autumn term, break time and lunchtime play will be staggered to ensure Year group bubbles do not interact in close proximity (see below for our lunchtime arrangements).

### **Regular Cleaning**

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 or left for a decontamination period of 48 hours (72 hours for plastic).

### **School Uniforms and P.E kits**

As in Autumn term, pupils must continue to wear our School uniform, and PE kits are to be worn into School on their designated days.

Class P.E days are:

*Reception: Wednesdays*

*Year 1: Mondays and Wednesdays*

*Year 2: Mondays and Thursdays*

*Year 3: Mondays and Thursdays*

*Year 4: Tuesdays and Thursdays*

*Year 5: Mondays and Fridays*

*Year 6: Mondays and Fridays*

As we ensure our classrooms are sufficiently ventilated across the day, for Covid-19 safety precautions, additional clothing can be worn on top of our uniform until further notice. This must be removable by your child and with their name on it. We will of course increase heating where needed, and open up the classrooms for full ventilation at periods across the day when pupils are not inside, such as break and lunch times. Please rest assured that we will not be making our classrooms cold whilst in use. We will balance ventilation requirements with appropriate levels of room temperatures to work/learn in. Most children will find additional clothing will not be required.

### **School Meals**

**Please note that our School menu resumes with the Week 3 Menu.** Menus can be found on our website by clicking into the 'Parent and Pupil' tab. Until at least Easter, our lunch system will remain as it was in the Autumn term. In order to ensure our Year group 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 commencing 8<sup>th</sup> and 22<sup>nd</sup> March. In these weeks they can order a hot School dinner, or they can choose to bring in a packed lunch from home. **On the week commencing 15<sup>th</sup> March, 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 week they eat in class.
- **Year 5 and Year 6 classes** will eat in the School Hall for the week commencing 15<sup>th</sup> March, where they can order a hot School dinner, or they can choose to bring in a packed lunch from home. **On the weeks commencing 8<sup>th</sup> and 22<sup>nd</sup> March, 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 weeks they eat in class.

### **Healthy Snacks**

For Reception and Year 1 and 2 pupils, the Government's free fruit and vegetable scheme will resume from March 8<sup>th</sup>. Of course, children in these Year groups, as our KS2 Year groups do, may choose to bring from home a healthy snack for break time. Please see our new 'food policy' on our website for any other food and healthy eating guidance: [Coopersale & Theydon Garnon C.E. \(V.C\) Primary School - Policies](#)

## **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 inform the School immediately if the child or anyone in the house is told to isolate and we will provide guidance on the next steps.

### **What to do if your child takes a Covid-19 test:**

#### ***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 best to avoid contact with other people until they are better.
- other members of their household can stop self-isolating.

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

- inform their school immediately
- individual must isolate from the onset of their symptoms and for the next ten full days.
- After the 10-day self-isolation, 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 after 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 from when the symptomatic person first had symptoms and for the next 10 full days, or if no symptoms, from the day of the positive test result and for the next 10 full days.

For more advice, please follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

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

From, Monday 8<sup>th</sup> March, Shine Clubs before and after-school provision will reopen to all Year groups. Bubble groups will remain as they were in the Autumn term. The clubs opening times are:

- 7.30am to 8.30am and 3.15pm to 6.00pm

Our website has a Shine Clubs page, please follow the link for contact details and bookings: [Coopersale & Theydon Garnon C.E. \(V.C\) Primary School - Shine Clubs](#)

## **Household testing**

A joint letter from the LEA and PHE Essex Directors, via our website and school app, will be sent to you by the end of today, regarding the Government’s new initiative of household testing. The letter is for parents and carers in our community, to encourage them to take up the offer of regular testing for their household. Whilst this is, of course, a matter for each household, the School is supportive of this initiative to seek to limit the spread of the virus.

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 call: 01992 574890

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.

Regards,

Mr. Dale Bateman  
Headteacher

Mr. Sam Reeve  
Co-Chair of Governors

Mr. Jonathan Goldsworthy  
Co-Chair of Governors