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Headteacher: Mrs L C Crossland BSc Hons QTS / NPQH



Wednesday 15<sup>th</sup> July 2020

**RE: The return to school for all pupils at the beginning of the Autumn term following the school's partial closure due to the coronavirus (COVID-19) pandemic.**

Dear parents,

I am writing to inform you of the steps Cuckney C of E Primary School will be taking to fully reopen to all pupils this September and share what you need to know to help your child prepare for their return to school in the new academic year.

We understand that the return to school is vital for your child's education and wellbeing; therefore, we will ensure that all pupils can return in the Autumn term and do so safely. While the risk to children becoming severely unwell due to coronavirus is considered to be low, we will continue to put social distancing and infection control measures in place, in line with the results of the relevant risk assessments, to help keep all members of our school community safe.

Should you have any queries or concerns after reading the information in this letter, please contact the school office via telephone on 01623842223 or via email at [office@cuckney.notts.sch.uk](mailto:office@cuckney.notts.sch.uk) to discuss these as soon as possible.

### **When the school will reopen**

After the school admin day for teachers on Tuesday 1<sup>st</sup> September, the school will reopen fully on Wednesday 2<sup>nd</sup> September. This is applicable to all pupils in all years 1 to 6, and any previous arrangements to limit school places during the coronavirus pandemic will no longer be in effect. Reception 'new starter' children will be offered transition activities during the first part week (Invited to attend 'stay and play' on the afternoon of Thursday 3<sup>rd</sup> September and for the morning session with lunch on Friday 4<sup>th</sup> September) beginning full time from Monday 7<sup>th</sup> September.

### **Attendance**

Attendance for all pupils is mandatory from the beginning of the Autumn term, including for pupils who have, so far, been advised to shield at home. Pupils who are self-isolating due to presenting with symptoms of coronavirus, or have been exposed to somebody presenting with symptoms of coronavirus, must not attend school until the self-isolation period has passed or they test negative for coronavirus. If your child

presents with coronavirus symptoms, the self-isolation period is seven days; if a member of your household presents with coronavirus symptoms, the self-isolation period for your child is 14 days.

Pupils who cannot attend school at the start of the Autumn term due to sickness or self-isolation requirements will be educated remotely. If this circumstance arises, the school will discuss with you how your child can access remote education.

### **Getting to school**

The school will be using staggered starting and finishing times until further notice, to allow for effective social distancing and infection control. Please see the table below for information on when we expect groups of pupils to arrive at school and when they should be picked up.

<b>Class</b>	<b>Arrival time</b>	<b>Pick-up time</b>	<b>Pick up / drop off point</b>
<b>Holbeck</b>	<b>8:30am</b>	<b>3:00pm</b>	<b>Red gate</b>
<b>Sherwood</b>	<b>8:30am</b>	<b>3:00pm</b>	<b>Field gate</b>
<b>Langwith</b>	<b>8:45am</b>	<b>3:15pm</b>	<b>Top door</b>
<b>Thoresby</b>	<b>8:45am</b>	<b>3:15pm</b>	<b>Red gate</b>
<b>Welbeck</b>	<b>8:45am</b>	<b>3:15pm</b>	<b>Field gate</b>

If, for any reason, you are unable to pick up or drop off your child during these allocated slots, please contact the school office as soon as possible. To ensure this system runs effectively please ensure you are on time to drop off and collect your children. The school cannot accommodate lateness.

### **Using the school bus**

The normal bus service will run in September and pick up and drop off times remain the same. A member of staff will be available to meet the children on arrival at school and will ensure they board the bus safely in the evening.

We have put arrangements in place for pupils using the school bus, to align as much as possible with social distancing and infection control. The bus contractor will also ensure that any dedicated school transport undergoes additional cleaning between uses.

Pupils will be:

- Grouped together on transport using the same group they have been assigned to within school.
- Asked to use hand sanitiser before boarding and disembarking the school bus.
- Asked to queue before boarding the bus.
- Seated to maximise social distancing where possible.
- Asked to use face coverings, where necessary.

### **Infection control and social distancing measures as of September**

It is important that we maintain proportionate infection control and social distancing measures when we welcome back all pupils and staff from the start of the Autumn term. To ensure everyone's safety, we will be enforcing the following as part of our risk management plan:

- Anyone who is unwell and displaying symptoms of coronavirus will be asked to stay at home for seven days.
- Robust hand and respiratory hygiene practises will be encouraged and enforced.
- Enhanced cleaning will be undertaken as necessary, including cleaning any frequently touched surfaces throughout the day.
- The NHS 'Test and Trace' system will be actively used and followed.
- Limitations will be placed on the number of people staff and pupils encounter during the school day.
- Large gatherings will be avoided, e.g. assemblies and collective worship.
- Pupils will be grouped together and asked to remain in these groups.
- Contact between groups will be avoided.
- Classrooms will be arranged to allow for social distancing and desks will be faced forwards to minimise face-to-face interaction between pupils.
- Pupils will be asked to remain at least two metres away from members of staff, where practicable.

Should any of the above protective measures change at any time, including the need to close the school due to a local lockdown, we will contact you via text message as soon as possible.

### **If your child becomes unwell**

If your child becomes unwell at school and develops a new, continuous cough, a high temperature, or a loss of, or change in, their normal sense of smell or taste, they will be sent home immediately. They will be told to self-isolate within the school and supervised, as necessary, until they can be collected. The school will contact you via telephone as soon as possible should your child need to go home.

If we do not have your up-to-date contact details (particularly email addresses), please contact the school office as soon as possible to notify us of any changes.

If your child becomes unwell at home and is presenting with symptoms of coronavirus (listed above), we ask that your child does not attend school and instead stays at home for the next seven days or until they test negative for coronavirus. We encourage all parents whose child is presenting with coronavirus symptoms to get their child tested and, where required, their family.

Please contact the school office via telephone before 8:00am to notify us that your child will not be attending. We also ask that you notify the school office as soon as possible with the results of any coronavirus tests your child has undertaken.

### **How pupils will be grouped**

Consistent groups (you may know them as 'bubbles') will be enforced when pupils return to school at the start of the Autumn term. We aim for this arrangement to help reduce the risk of coronavirus transmission by limiting the number of people pupils encounter throughout the school day. Enforcing strict group arrangements will also help us reduce the number of people who will be asked to self-isolate should a member of the group become ill with coronavirus.

From September, pupils will be grouped using whole-class groups until further notice. Groups will not be permitted to mix at this time, including during break times and lunchtimes. In order to adhere to these protocols, Welbeck class will be taught in the school hall to minimise risk of transmission between groups. We will continually review the effectiveness of enforcing these groups, as we understand this arrangement may present educational and logistical challenges.

Should any of the above group arrangements change at any time, the school will notify you via text message as soon as possible, as this may affect your child's arrival and departure times.

### **Clubs**

Breakfast club will run as it did previously, however this will be housed in Welbeck classroom. The drop off point is the top door from 7.45am. All places must be booked and paid for in advance. Please do not bring your child without a prior booking, we will not be able to accept them. Staff will ensure all pupils arrive at the correct classes at the correct time to begin lessons.

After school clubs will not continue as the school hall is required as a classroom. It will not be practical to run these clubs in the available classroom.

We will continue to evaluate this situation regularly and plan to reintroduce them as soon as we are able to do so.

### **Supporting pupils with SEND**

We understand that some pupils with complex needs may find this transition back into school and a new routine challenging or stressful; however, we are committed to supporting each individual pupil fully as they return to school. To help support pupils with SEND transition back into school, Mrs Armstrong, school SENCO is willing to discuss additional provision and training which can be put into place. Please contact her via email or telephone on [darmstrong@cuckney.notts.sch.uk](mailto:darmstrong@cuckney.notts.sch.uk) or 01623842223

Please do not hesitate to contact me on 01623842223 or via email at [head@cuckney.notts.sch.uk](mailto:head@cuckney.notts.sch.uk) should you have any concerns specific to your child's needs in preparation for their return in the Autumn term.

We also understand that some of the protective measures identified in our risk management plan may not be suitable or practical for all pupils. We are, therefore, committed to helping all pupils stay safe as best we can and working with your child to help encourage good hand and respiratory hygiene and social distancing practices.

We will continue to provide educational and care support as normal to pupils who require it.

### **Catering arrangements**

School kitchens will be fully open from the start of the Autumn term and will serve a daily hot meal. Free school meals (FSM) will be provided as normal.

Pupils will be asked to remain in their designated groups at lunchtime and will eat their lunches in the classroom. Infection control and social distancing measures will be enforced during lunchtime and we ask that pupils do not share food, utensils, or cups at this time. Each class group will be allocated a mid day supervisor which will supervise that group every day.

### **Educational visits**

From the start of the Autumn term, the school will resume any non-residential educational visits that are within the UK; however, overnight and overseas visits will not take place until further notice. Protective measures will apply to all permitted educational visits, e.g. pupils will remain in their groups.

### **Adult helpers**

We are so sorry but we will not be able to have adult helpers in school for at least the first half term. We appreciate all hard work and acknowledge how much our children benefit from your support. We will update you as soon as we are able to invite you back into school. We will miss you!

### **School uniform**

The school expects all pupils to wear school uniform from the beginning of the Autumn term.

We are mindful that these arrangements may not be possible for some parents who are facing financial pressures. We welcome you to contact the school office on 01623842223 as soon as possible to discuss any alternative uniform arrangements in preparation for September.

I would like to thank you for your continued hard work and co-operation during the coronavirus pandemic. We are committed to supporting you and your child as they transition back into school routine. Should you have any queries or concerns about your child returning in September, please contact the school office via telephone on 01623842223 or via email at [office@cuckney.notts.sch.uk](mailto:office@cuckney.notts.sch.uk) and we will be happy to discuss these with you.

We hope you and your family are safe and well.

Yours sincerely,

Lisa Crossland  
Head Teacher