



Cuckney Church of England Primary School  
School Lane  
Cuckney  
Mansfield  
Notts NG20 9NB  
[office@cuckney.notts.sch.uk](mailto:office@cuckney.notts.sch.uk)  
Telephone: 01623 842223



Fax: 01623 845391

Headteacher: Mrs L C Crossland BSc Hons QTS / NPQH

*Dream, Believe, Achieve*

*'Nothing will be impossible with God' Luke 1:37*

**Tuesday 9<sup>th</sup> June 2020**

**RE: Arrangements for school reopening**

Dear Parents / Carers,

We would like to invite year 6 pupils to return to school on Monday 15<sup>th</sup> June. Childcare places for critical workers still remain. Please note this group is increasing in number by the day and has to take priority over places offered to any other year group. Should you be a 'Critical worker' who has previously managed childcare yourself and given a return to work, now requires a place, please complete and return the form on the website to [head@cuckney.notts.sch.uk](mailto:head@cuckney.notts.sch.uk). I've included a reminder of previously circulated information but additionally –

- Please send your child in uniform – including critical worker children.
- Please provide your child with a mid-morning snack as there is no 'healthy tuck shop' available
- Critical worker drop off and collect times – 8.45 and 3.15pm at the front red gate, staff will be there to meet you. You will not be allowed on site
- Year 6 drop off and collect times – 8.40am and 3.10pm at the top door, please queue down the side of the building. You will not be allowed on site.
- Please DO NOT send your child if anyone in your household is displaying symptoms.
- Year 6 parents, please contact Mr Greenwood via email to confirm your child's attendance from next week. I appreciate you have already done this but numbers may have changed since the last time we asked. We ask this as we need to be prepared for an exact number of pupils arriving on Monday. If you have not confirmed your place, with strict regulations in place, we will not be able to accommodate your child.

**A reminder –**

**Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place and maintaining safe distances within normal arrangements can be a challenge. We have implemented the following measures for when pupils return to school:

1. Please keep a two metres distance from other parents and children at pick up and drop off by standing on the marked lines.
2. Critical worker children pick up point is at the front red gate, please queue from the gate down the lane within the white walk way. Drop off 8.45am & pick up 3.15pm

3. Year 6 pick up point is at the top door, please queue from the door down the side of the building by the upstairs toilets. Year 6 drop off 8.40am & pick up 3.10pm
4. Sorry, no parents are allowed on the school site at all. Only 1 parent/adult to collect or drop off children.
5. Sorry, no 'on site' contact with staff, urgent communication should be via email or telephone.
6. Please only send your child with a lunch box and water bottle. We will ask you to take all other items home with you.
7. There will be no breakfast club available at this time. No other after school clubs will run.

### **Maintaining a safe school environment**

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving school
- Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
- Telling staff to stay at home for seven days if they develop symptoms of coronavirus

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature, loss or change to your sense of smell or taste or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, please contact the school on **01623 842223** at the earliest opportunity.

### **Arrangements for break times and lunchtimes**

We recognise the importance for all pupils to have a break and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

Break time -

1. Each group will be allocated an outdoor area to play. Pupils will continue to observe social distancing when playing outside. Critical workers will use the big playground and Year 6 the school garden.
2. The school field may be used by groups of children but they must be timetabled and pupils can't be allowed to mix. If members of the general public choose to access the field at the same time, children will be directed to come back inside.
3. Outdoor equipment will be allocated to each class which they will clean and disinfect after use.

Lunchtime -

1. Midday supervisors will take responsibility for one group and remain with that group throughout the week.
2. Lunches will be taken in the classrooms.
3. Mrs Darch will serve Critical worker children from the main entrance door, Year 6 from will collect as required directly from the hot trolley, accompanied by an adult.
4. Mrs Darch will organise trays to serve dinners on and they will be plated up and stored in the hot cupboard/trolley.
5. The staffroom is not to be used by staff, as the space is too small. However, staff can access the room, one at a time, to use the microwave or boiler for hot drinks. Staff will sit at least two metres apart in the unused Langwith classroom during lunchtime.

### **The school day**

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

Classrooms

1. Once pupils are in the classroom this is their base for the day, apart from designated playtime/lunchtime and toileting, children should not leave the classroom.
2. All movement around school will be kept to a minimum. Staff should not leave the group of children they are working with and should not enter another room with other children. Groups should be kept completely separate.
3. Coats (only if essential) should be put on the back of chairs and lunchboxes / water bottles remain on the other half of the child's table for storage.
4. All classroom sides will remain clear.
5. Tray storage and book cases will be covered with plastic covering. No resources will be accessed by pupils.
6. Only the correct number of chairs and tables will be in the classroom for the number of students attending.
7. Tables will be in rows, approximately two meters apart
8. 1 individual table per child, no movement or sharing of resources or seats

9. Children will have their own individual 'pencil case', pack of resources. Children will anti bac wipe down their own resources at the end of each day. Please do not send children with their own equipment.
10. Children will not have access to any reading books. All books will be provided on 'MyOn'. Returned books will be put in a storage box and left for 2 days for virus infection to 'die out' before being handled.
11. Hand washing will be carried out regularly as per government guidelines.
12. Toileting – Year 6 will use the upstairs toilets and Critical worker children will use the downstairs toilet. Only 1 child to use the toilet at any one time.
13. All soft furnishing and toys that can't be easily cleaned or washed down have been removed and stored away.
14. Daily acts of worship will take place in cohort groups in the classroom

#### Isolation spaces-

1. Any child displaying symptoms will be sent home immediately. We would very much appreciate a prompt collection, to allow us to safeguard all others within the building.
2. If children fall ill with symptoms they will be removed from their learning space into the sensory room until an adult arrives to collect them. They will be supervised by one member of staff.
3. The member of staff must wear full PPE when supervising pupils with symptoms.
4. The member of staff must have a 'walkie talkie' with them to communicate any concerns or changes in circumstances.
5. A pupil in isolation will be able to use the disabled toilets next to the sensory room.
6. All isolation spaces will be thoroughly cleaned in line with government guidance after use.

#### Cleaning –

1. Teachers and TAs will clean down equipment after each use.
2. Teachers and TAs will regularly clean down key areas in the classroom throughout the day eg light switches, taps, table tops and door handles.
3. Teachers and TAs will clean down classroom areas at the end of every day, paying particular attention to door handles, light switches, taps, chairs, tables and all sides/ equipment touched by adults or children.
4. Mrs Fletcher will clean all shared areas thoroughly as per government guidelines.

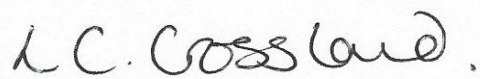
I would like to take the opportunity to thank you for supporting the school over recent weeks and supporting your child with their home learning. Please feel free to contact me via email should you have any further queries or concerns at [head@cuckney.notts.sch.uk](mailto:head@cuckney.notts.sch.uk)

#### Home learning

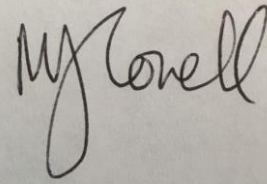
As already explained, home learning will continue to be provided on the school website for all year groups. Teachers will plan weekly for literacy and numeracy and share the same planning with parents that they will teach to the year groups attending school. This allows us to maintain a consistent approach as both children at home and school will receive the same learning opportunities. Should parents need any support with this, class teachers are more than happy to help. While we appreciate this may cause stress to parents, please know that we think you have done an amazing job so far.

Once again, I would like to take the opportunity to thank you for supporting the school over recent weeks and supporting your child with their home learning. Please feel free to contact me via email should you have any further queries or concerns at [head@cuckney.notts.sch.uk](mailto:head@cuckney.notts.sch.uk)

Yours sincerely,

A handwritten signature in black ink that reads "L.C. Crossland." The signature is written in a cursive style with a period at the end.

**Lisa Crossland**  
**Head Teacher**

A handwritten signature in black ink that reads "M Lovell". The signature is written in a cursive style.

**Margaret Lovell**  
**Chair of Governors**