



Cuckney Church of England Primary School
School Lane
Cuckney
Mansfield
Notts NG20 9NB
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

Wednesday 20th May 2020

RE: Arrangements for school reopening

Dear Parents / Carers,

Following the government's announcement that schools may reopen as early as 1st June, for some year groups, I am writing to share with you the arrangements we are implementing to ensure the safety of all staff, pupils and visitors to the school. These arrangements have been put into place following a robust risk assessment process.

Of course, we are looking forward to seeing all the children once again, but I would like to reassure you that the safety of our school community is our priority. Initially, as directed by the government, we plan to invite pupils from Reception, Year 1 and Year 6 back to school, should all the government 5 key conditions be met and our own risk assessments deem it safe to do so. Provision for 'Critical workers' will continue and pupils attending this group will remain as a separate group, even if they are in Reception, Year 1 or Year 6. We will continue to review the arrangements we have implemented at every appropriate stage and update you with any changes as and when we make them.

I will confirm a start date and time as soon as we receive that information from the government. We currently believe a decision will be shared at the 'Daily Coronavirus update' made by the government on Thursday 28th May 2020.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please, in the first instance, contact your child's **class teacher** via **email**. If your child has an additional need please contact the school SENCO, **Mrs Armstrong**, who will support you and your child with their return to school.

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 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 metre 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 top door, please queue from the door down the side of the building by the upstairs toilet. Drop off 8.30am & pick up 3.00pm
3. Reception pick up point is at the red gates, please queue down the lane in the white walkway. Reception drop off 8.35am & pick up 3.05pm
4. Year 1 pick up point is at the field gate over the bridge, please queue along the side of the hedge. Year 1 drop off 8.40am & pick up 3.10pm.
5. 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 8.45am & pick up 3.15pm
6. Sorry, no parents are allowed on the school site at all. Only 1 parent/adult to collect or drop off children.
7. Sorry, no 'on site' contact with staff, urgent communication should be via email or telephone.
8. Please only send your child with a lunch box and water bottle. We will ask you to take all other items home with you.
9. There will be no breakfast club available at this time. No other after school clubs will run.

School transport

If your child needs to travel to school using the 'Meden travel' school transport, please contact the school office to inform us so we can make the necessary enquiries.

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. Reception will have access to Foundation playground, Year 1 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 Year 1 from the Sherwood main door, Reception from the cloakroom door and key workers / Year 6 from the main entrance, directly from the hot trolley.
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.
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, Key worker and Reception children will use the downstairs toilet and Year 1 children will use Sherwood toilets. 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 will be removed and stored away.

14. Previously booked swimming for year 3 and 4 will not take place.
15. 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.

Transition arrangements

This time of year is an exciting time for our Year 6 pupils who are preparing to move to the next stage of their education. In normal circumstances, this can sometimes be a worrying time for children and for some, with the recent time away from school, this may be magnified. To help all pupils prepare for this change and to make the move to their next school successful, we would like to hear from them about what they are looking forward to and any concerns they have, this will inform our plans for supporting pupils transitioning to their new school. We will work with the secondary schools to prepare our pupils in the best way we can under the circumstances. For other year groups, we have no plans to carry out our traditional 'class swap' morning at the moment. This will be evaluated as further government guidance is received.

School events

Please note the following events have been cancelled.

5th June – Sports day
18th June – New intake meeting
7th July – New starters stay and play
10th July – Class swaps
11th July – summer fair and duck race
15th July – Year 6 prom
24th July – Leaver’s assembly

Dates

Should school ‘reopen’ from 1st June to more pupils, this day will remain as a planned **INSET day** for staff to prepare and school will be **closed to all pupils** including ‘Critical worker’ children. Should the current situation continue and school remain closed to the majority of pupils, the school will open for ‘critical worker children’ on the 1st June.

Staff are working on an ‘Annual report to parents’, although this will be in a different form to previous years. This will be sent out to parents via email on Friday 3rd July.

Support for pupils and families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils’ emotional wellbeing as well as their return to learning. Should you have concerns regarding your child’s mental or emotional well-being, please contact your child’s class teacher in the first instance.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free webchat is available at https://england.shelter.org.uk/get_help/webchat

Home learning

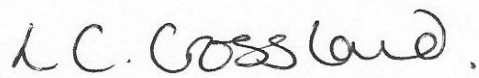
Home learning will continue to be provided on the school website for all year groups.

In conclusion, I hope that these arrangements provide you with the information you need to support your child over the coming weeks. While some learning will take place in school, this will, for now, take a different form to how it may have been in the past. It will be a much ‘lighter’ version of the curriculum. Our main aim is to keep pupils and staff as safe as

possible and take appropriate and reasonable precautions to minimise risk of infection. Should parents choose not to send children back into invited year groups, the government have stated there will be no consequence for this.

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

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