



20<sup>th</sup> August 2020

Dear Parents,

## **Arrangements for re-opening for all children in September**

Following the government's announcement that schools will re-open to all children in September, we are writing to share with you the arrangements that will be in place at Cubitt Town Junior School. These arrangements have been agreed following a robust risk assessment process and with the safety of children and staff as the number one priority. We will continue to review the arrangements we have implemented at this stage and will update you with any changes as and when we make them. All decisions will be in line with up to date government guidance and the scientific advice, so this does mean that our plans could change.

We recognise that some of you may have concerns about your child returning to school and that some children may be feeling anxious about the return to school. Furthermore, we also understand that the past months may have been challenging for many families. This has all been taken into consideration when planning the reopening of our school. Here is an outline of the steps we have taken:

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

As per the advice from the government, the following actions for infection control will be 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
  - Before and after using the toilet
  - After breaks and sporting activities
  - Before food preparation
  - Before eating any food, including snacks
  - Before leaving school
- Providing 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 - “catch it, kill it, bin it”
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Ensuring any one that develops symptoms of coronavirus whilst in school are sent home
- Isolating any unwell people in a separate room, and providing a separate toilet, where possible
- Active engagement with the NHS Test and Trace programme if any staff, pupils or parents develop symptoms of COVID -19
- Supporting staff, pupils and families to access a test if they develop symptoms of coronavirus
- Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days
- Ensuring children have their own learning equipment on their desks
- Staggering playtimes and lunchtimes

### **Year Group ‘Bubbles’**

As a school, we have decided to set up Year Group ‘Bubbles’ which means the children will only mix with the children in their class during learning time and their year group when outside.

Children will be seated at desks facing forwards in classrooms where possible. Children will be provided with their own frequently used equipment e.g. pens, pencils. All other resources will be used only by the children in the same year group bubble. If any resources or equipment needs to be shared between bubbles then they will be cleaned and disinfected thoroughly or left for 72 hours before being used again.

### **Attendance**

In line with government guidance, attendance will be **mandatory** and usual rules for school attendance will apply unless for medical reasons linked to Covid-19 and as a school, we will need to see evidence of this. From 1 August, the government paused its advice for vulnerable people to shield. This means that pupils affected by those rules should be able to return to school.

If your child is unable to attend school because they are complying with public health advice given to them (e.g. they are isolating or waiting for a test result) then you will not be penalised for absence.

We will work with families to ensure all children are able to return, including offering a range of pastoral supports where needed. If you have any questions or concerns regarding this please contact the school as soon as possible.

### 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, therefore maintaining safe distances within normal arrangements can be a challenge. To help with this we have implemented the following measures for when pupils return to school:

### School will run from Monday to Friday with the following times:

Year Group	Start of the day	End of the day
Year 3	8.45 am back gate Enter school through <u>middle</u> staircase – <b>follow green arrows and posters</b>	3.15pm Back Gate Parents to wait behind yellow line – teachers will dismiss children one at a time
Year 4	8.55am back gate Enter school through <u>middle</u> stair case – <b>follow blue arrows and posters</b>	3.25pm Back Gate Parents to wait behind yellow line – teachers will dismiss children one at a time
Year 5	8.55 am back gate Enter school through <u>back</u> staircase – <b>follow yellow arrows and posters</b>	3.25pm Back gate Parents to wait behind yellow line – teachers will dismiss children one at a time
Year 6	8.45am back gate Enter school using the <u>year 6 stair case</u> by science lab – <b>follow red arrows and posters</b>	3.15pm Back Gate Parents to wait behind yellow line – teachers will dismiss children one at a time

If you have siblings in year groups that finish at different times then the child that finishes earlier will be permitted to stay in their classroom and will be supervised until the older sibling finishes. You will be able to collect both siblings together at the older siblings pick up point. This plan will need to be communicated with the class teacher.

It is **extremely important** that parents/carers arrive on time to drop off/pick up their children. Parents must ensure they leave 2 metres between others at all times and leave the school premises as quickly as possible. Areas will be clearly marked on the floor and with signage for parents to follow so that they can drop their children off as quickly and safely as possible. We are asking parents to drop children off in clearly marked areas where their class teacher will be waiting for them. If you have picked up one child and are waiting for another, please do this in a safe area. Parents/carers will not be allowed inside the school building without prior communication with the school where a meeting has been organised. Please do not enter the school for any other reason.

Children **cannot** be picked up or dropped up outside of these times unless in emergency or any other circumstance agreed to by a member of SLT.

## **Breakfast club**

Breakfast club will continue to run from 8am and will take place in the hall from 7<sup>th</sup> September. Children will be sat at Year Group Tables in order for 'Bubbles' not to mix. Children arriving for breakfast club must be dropped off at the main office door where a member of staff will greet them and take them to the hall.

Children will need to enter the school through the back gate and the normal £1 charge will apply.

If you wish your child to attend breakfast club, please complete and return the google form which will be on the website so that we can prepare adequately.

## **After School clubs**

We hope that we can provide after school clubs in year groups so that the children do not mix with other bubbles. More information will be provided in September once we have made the necessary arrangements.

## **The school day**

The school day will look very different to what the children will have been used to. To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- Children should wear full and correct uniform.
- The children should bring a coat, book bag and a water bottle to school.
- Children should not bring any other belongings or toys to school
- On PE days children will be asked to come to school in their PE kit and will remain in their PE kit for the rest of the school day – in cold weather this can be a tracksuit – no hoodies
- We ask that children come to school wearing trainers or closed school shoes as we will be completing the Daily Mile and spending as much time outside as possible
- Children will not need to wear any PPE in school and if this is worn before school they will be required to take it off and give it to their parent before they enter the school building – those children who come to school on their own will be asked to place the mask in a plastic bag and keep it in their resource bag in the classroom
- Children will sit in rows facing the front of the classroom
- The children will be provided with all resources they need on the desk including a pencil, ruler and anything else they need for their learning.
- The majority of learning will take place in the classroom but other areas in the school such as the library or the hall can be used and will be cleaned in between bubbles. When the British weather allows, the children will also use the outside space around the school as much as possible
- Children will be spoken with regards to movement around the school – toilet breaks will be monitored to ensure safe distancing
- School trips may need to be adapted or re-considered to ensure they are safe for pupils and staff. Risk assessments will be carried out and more information will be shared with parents/carers.
- There will be no whole school assemblies as year groups are unable to mix. Assemblies can be held in each class or in year group bubbles in the hall.
- Parent meetings will be held over the phone or virtually where possible

- If you need to speak to a member of staff you must call the school to arrange an appointment. No visitors will be allowed to enter the school building.
- Children will not be able to leave school early for unnecessary appointments. Please arrange all appointments for after school. Where this is unavoidable evidence will be required.

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

We recognise the importance for all pupils to have a break from learning 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:

- The children will have a break with children in their Year Group only. Each year group will have their own equipment and static equipment in the playground will be cleaned in between year groups.
- We will operate lunchtimes on a rota. One week the children will receive hot food and the following week a school packed lunch. The menu will be sent to you electronically and you will need to fill in a form to choose the packed lunches your child would like for the week. This means that only 2 year groups will be accessing the hall at separate times during a week. Cleaning will occur between each change
- The children will have access to the outside area (weather permitting) in two different sessions to ensure that year group bubbles don't mix.
- The children will have access to some equipment at break and lunchtime to be used by their year group only.
- Children will be able to bring a packed lunch to school if they wish

### **Curriculum**

Cubitt Town Junior School is in the process of developing a curriculum that suits the needs of our children. We are aware that some children may have missed out learning over the last 6 months. We are ready to work with you to ensure they continue to progress and catch up the learning that is needed. Changes have had to be made to respond to the needs of the children when they return to school after so long away. Further information about our curriculum will be shared with parents/carers in September. The children will have access to a broad and balanced curriculum and staff will make this as creative as possible in line with the guidance. Some subjects will be adapted to ensure that provision is as safe as it can possibly be.

If for whatever reason the school is forced to close to some or all children, then the curriculum will continue to be delivered remotely via google classroom.

### **Homework**

Children will be able to bring home reading books in September. A new system for home-school communication, which includes setting homework, will be shared with parents in September.

### **Uniform**

Children are expected to be wearing full school uniform in September. Parents are reminded that it is important for children to be wearing clean and tidy uniform each day. No jewellery other than studs and a flat watch is allowed. Children are not to wear makeup including nail varnish. Long

hair should be tied back. Please ensure children wear appropriate footwear to school that they can safely exercise in. No sandals or open toe shoes are to be worn. **Black, white or blue trainers are preferred.**

### **Parent/carer responsibilities**

As an important part of our school community, we 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.

We are asking parents to work with us to ensure children can return to school safely. We require parents to sign the new online home-school agreement which outlines your role in supporting the school to successfully keep children happy, safe and learning. This will be sent to you shortly.

There is a lot of information, new rules and practices to get used to and this may take a bit of time. We appreciate your patience and understanding whilst we all settle in to this new way of operating.

We hope that these arrangements provide you with the information you need to support your child to return to school. Please note that arrangements will differ from school to school as local context is vital to ensure the safety of the community a school serves. The school will constantly review the risk assessment and follow advice from the government and local authority. If anything changes, we will communicate with you as soon as possible.

We thank you again for your continued support and can't wait to see you all in September!

Kind regards,

Robyn Bruce

Headteacher