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# CRADLEY CE PRIMARY SCHOOL

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Headteacher: Mrs Donna Jones BA (Hons)

Dear Parents,

I trust that you have survived the Summer break and I am sure you are all looking forward to getting children back to school and in to a routine. I know that many of you will have mixed feelings and some parents and children will have real anxieties. The pandemic isn't over yet and changes we have made to the school routines may last for the whole academic year. We care about all our families and it is really important that we know how you are all feeling about the return to school and about how the time children were at home was for your children. If you haven't already done so please complete the questionnaire sent out at the beginning of the week by clicking [here](#) (you may need to click Ctrl whilst clicking on the word "[here](#)").

The Government guidance released on 2<sup>nd</sup> July 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance is updated weekly and this information is based on the most up to date requirements. We must:

- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education

## **Keeping children and staff safe**

**All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:**

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

### **Prevention:**

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

### **Response to any infection:**

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

## **Bubbles**

We will group children into 'bubbles' which will remain consistent and separate from other 'bubbles' wherever practically possible.

For the majority of their time in school the children will be in their own class/ teaching group for Maths and English with their own teacher and support staff but at playtimes and lunchtimes they will be put into Key stage bubbles that will only have limited contact with other bubbles. This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'*.

### **Attendance**

All children will be welcomed back to school from Thursday 3rd September and attendance is mandatory. If your child is anxious, new to school or hasn't been in school since March they may attend part time on Thursday and Friday. All children (unless arranged with me) will attend full time from Monday 7th September

### **Before Your Child Leaves Home in The Morning**

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident do not send them to school, contact the school office before 8.30am.

Government advice must be followed, it can be [found here](#).

### **Travel to and from school**

In accordance with our current risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

### **Morning Drop Offs**

Children should arrive at school and enter through their allocated entrances.

8.30 to 8.45am (Nursery 8.45-9am)

Nursery- Through nursery playground

Class 1 - Through the Nursery entrance

Class 2 - Through the main entrance

Class 3 - Through the playground gate then through the hall to the Classroom

Class 4 - Across the playground and through the KS2 door

Class 5- Across the playground to class

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults on site. Parents should drop and go following the arrows to move around the school site.

Nursery and Reception parents will be able to settle their children in the outdoor play area if absolutely necessary.

There will be staff on the gate and at entrances to welcome the children and guide them to their classrooms.

### **Afternoon Pick up**

Nursery 2.45

All other classes 3pm

To ensure we are minimising contact and ensuring social distancing at the end of the day parents should collect Nursery, Class 1 and Class 2 from their drop off entrances before waiting on the playground for KS2 children who will be released to parents. Children will only be released to an adult on the playground, not on the path, steps or road. Please maintain social distancing, keep your younger children with you (they must not be running around) and leave promptly via the steps.

Please can parents ensure they are on time to ensure a swift drop off and collection. Please note we will review the drop off and collection arrangements regularly to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments if we feel it is necessary.

### **Drop in session**

Children in Class 1 are invited to a drop in session to meet staff and visit the classroom on Wednesday 2nd September between 1 and 2.30pm. This will just be a 20 minute session so that children can familiarise themselves with the room and meet Mrs Symonds. You may be asked to wait if there are too many people visiting.

If children are anxious in other year groups or new to school, you are welcome to visit but please let us know in advance.

### **Arrangements in school**

We aim to make learning and the curriculum as normal as possible. We know that routine and familiarity is what helps children to settle quickly and thrive. During the first two weeks of term activities will be based around a book which will lead to some creative work and a corridor display. During this time staff will be getting to know children they haven't taught before, assessing their emotional needs and finding out where children's starting points are. We can then plan to fill gaps of lost learning and begin to move children forward. We will try to deliver as full a curriculum as we are able. Staff will be able to move between bubbles to cover PPA and deliver specialist elements of the curriculum.

Children in school are not expected to social distance however it will be encouraged wherever possible and some games such as tag will not be allowed for the time being. Adults in school are expected to social distance wherever possible.

### **Learning resources**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles where they cannot be cleaned.

### **Collective Worship**

There will be no traditional Whole School Collective Worship during the first part of the Autumn Term and these will be replaced by a Whole School Zoom meeting, Key Stage and Class Collective Worship.

We are keeping an open mind about Class Assemblies, Welcome Wednesday, Harvest and Christmas productions but everyone should be aware that, even at this early stage, full-scale productions look unlikely in the Autumn Term.

### **Reading Books**

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return on the first day back in September.

### **Enhanced cleaning regimes**

Since lockdown and opening for Keyworker children our school has had enhanced cleaning systems in place and has also been deep cleaned over the Summer. We have adjusted our cleaning practice to ensure that much more cleaning takes place– with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. The toilets will also be cleaned during the school day. These arrangements will stay in place until further notice.

### **Coats and bags**

As children have their own cloakroom facilities in their individual classrooms, coats and bags can be left in their normal places. Please keep items brought into school to a minimum as much as possible.

### **The importance of fresh air**

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children have a coat and PE kit in school everyday and on forest school days have suitable clothing for all weather possibilities.

### **Activity clubs**

We are planning to run some sporting and active clubs outdoors next term. We will let you know more details during the first week of term. We will increase the variety of clubs as we go through the year.

### **School office**

The School office will remain limited to visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day. If there is an instance where a child needs to be collected at a different time, you should telephone the school to make arrangements. Staff will then arrange to meet parents with their child at the front entrance.

All other communication should be done by telephone or e-mail as far as possible.

### **Communication**

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please telephone the office to support making these arrangements.

Please keep face to face conversations to a minimum at the school gates. Tapestry can be used for general questions and information for the class teacher.

## **Behaviour**

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and has been modified again to be in line with current guidance in place. In the addendum we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously. This addendum will be added to the school website.

Our Cradley values and ethos remain unchanged, and children are expected to aim to uphold them. In addition to our Cradley expectations for behaviour children must be aware of the new requirements in the addendum namely that they must:

- Stay apart from each other wherever possible (with a common sense approach taken to EYFS and younger pupils);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- Move around school as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will take action immediately if necessary.

## **School Lunches**

Black Pepper will provide a packed lunch option for the first half term. We will review this after a few weeks. Lunches must be booked by Thursday at midnight for the following week.

Children can bring their own packed lunches in a lunch box or bag which can be wiped or washed everyday.

All pupils should have their own water bottles which can be refilled.

**Fruit will be available for KS1 children as part of the SFVS. Key stage 2 children can bring a fruit or veg snack.**

## **School uniform**

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school.

## **Breakfast and After School Club**

We will be offering Breakfast Club and After school Club from **Monday 7<sup>th</sup> September**.

This can be booked through school money in the usual way. We may need to limit numbers but we will trial it for the first few days. Children will remain in two bubbles Nursery/ KS1 and KS2. Please try to book in in advance and stick to consistent days wherever possible. Children will be based in the hall and will social distance between bubbles. Children will play separately and with different equipment We will try to get children outdoors as much as possible. However, this cannot be guaranteed and parents should be aware that children are likely to mix with a limited number of children outside their 'bubble' in ASC.

We have made the decision that this is justifiable given that the alternative is no provision at all for working parents. The children will sanitise their hands often and surfaces will be cleaned regularly.

We will review these arrangements regularly.

**Breakfast Club - Includes toast/cereal (7.45 to 8.30) £4**

**After School Club - includes snack (End of school day - 6.00pm) £4 per hour**

## **Recovery Curriculum**

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. In September we have planned a recovery curriculum that will have children's well-being at the centre. Our staff do not feel that it is helpful to focus on what has been 'lost' during the lockdown however we are very aware of the impact it may have had on some of our children's routine, structure, learning behaviours, social skills and friendship. We are also aware that during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect a 'growth mindset' philosophy – '*you can't do it yet*'. Where children have not lost some learning we will continue to move them on so that all children reach their full potential.

In the event of a further local Lockdown we will revert to an enhanced version of what we did before. We do have a plan to provide more face to face contact, videos of some parts of lessons, a more robust platform for providing and collecting work and an expectation of engagement.

I am sorry that this is quite a lengthy letter but I want you to be as informed as possible as we move forward to a challenging but exciting year ahead. If you have any questions please do not hesitate to get in touch.

As you know the Christian Values adopted by our school community are very important to all at Cradley and the ones we will need most at this time are going to be patience and trust. We are all stepping into the unknown and we will need to make changes as we go but please be reassured that your children's happiness, education and well-being are at the heart of everything we do.

God Bless you all,

Mrs Jones  
Head teacher

