



Carlton Way, Cambridge, CB4 2DE

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Headteacher: Ben Tull

1st March 2021

Dear Parents / Carers,

We are very much looking forward to seeing you all again next week when the school reopens on Monday 8th March 2021. We will be returning to the measures we had in place in the Autumn term in order to continue to make school life as familiar to our children as possible and avoid unnecessary changes. The aim for us all remains to keep each other safe and keep our school open to all children. Most of the content of this letter was shared with you all in September, but we thought it sensible to remind you of the main messages.

Starting Back at School on Monday 8th March – At a Glance

What time do I drop off and pick up?

Each year group has its own start and finish time.

Where do I need to go?

KS1 should arrive through the side gate to the school in Roland Close, off Brimley Road.
KS2 should use the front entrance to school.

What does my child need to wear?

Children should wear clothes that they can exercise in comfortably as they will not change for PE.

What does my child need to bring?

- Coat, hat (for the sun or cold) and gloves as needed
- Lunch box if they are having a packed lunch
- Water bottle
- Book bag
- A change of clothing (including pants and socks) in a small, labelled bag, in case they need to change during the day (younger children).

Please do not allow children to bring in:

- Their own stationery
- Mobile phones
- Large bags
- PE kits

What do children eat at lunchtime?

Children can bring in a packed lunch or order a school dinner.

Who will help me if I have a question?

Senior staff will be on hand outside to help remind you of the arrangements for dropping off and picking up children.

Do I need to wear a face covering?

We welcome and encourage adults to wear face coverings when they enter the school site. Please do so where you are able to.

Start Times	8.50 – 9.00	9.00 – 9.10	9.10 – 9.20	9.20 – 9.30	Finish Times	2.40 – 2.50	2.50 – 3.00	3.00 – 3.10	3.10 – 3.20	3.20 – 3.30	3.30 – 3.40
Rec	10				Rec	10					
1		10			1		10				
2			10		2			10			
3	10				3			10			
4		10			4				10		
5			10		5					10	
6				10	6						10

Starting Back at School on Monday 8th March – In More Detail

Measures that we have been asked to take to keep safe

We have been asked to continue to have the following measures in place in our school:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often
- Minimise contact between individuals and maintain social distancing wherever possible
- To engage with the NHS Test and Trace process
- To follow the advice of the local health protection team

Bubbles

When we return to school, we still need to ensure that we limit the contact between children and staff as much as possible, whilst delivering a high quality curriculum. Although the latest guidance allows for children to be in year group bubbles, it is also clear in the guidance that the safest model is for class bubbles. We are returning to our Autumn plan around class bubbles as it halves the number of contacts every day. This means carefully scheduling arrival times, handwashing, break times, lunches and departure times. It also means no whole school assemblies and events for a while still.

Dropping off and collecting children

Senior staff will be on hand outside to help you all remember the Autumn term arrangements for dropping off and picking up children. The most important thing is to arrive at the correct entrance and at the correct time. We will help with everything else. Please ensure that you keep to 2m apart, the floor markings will help you to do this. We also welcome and encourage the use of face coverings for adults on site. Please do so where you are able to.

The guidance asks us to continue to reduce the number of people arriving and leaving school at the same time. We will return to using the **side entrance from Roland Close (off Brimley Road) as a one-way entrance to access KS1**. We will use the **main front pedestrian path as a one-way entrance to access KS2**. We will use the **main drive for everyone leaving the site**.

Each year group has a ten minute time slot to arrive and leave school. To ensure that we do not have large gatherings, we ask that only one parent/carer drop off and collect children. Children can come to school on a bike as normal, using the bike shelters on the playgrounds. Each class has an allocated place to wash their hands as they arrive at school. Reception will use hand sanitizer on arrival as this can be more easily supervised in class with their adults.

Reception, Year 1 and Year 2

Dropping off - Come onto the playground and say goodbye to the children at the KS1 entrance where you will be welcomed by a senior teacher. Cones will help you avoid getting too close to the entrance so that it remains clear. The teaching assistants will help children with hand washing and their teachers will be waiting for them in their classrooms. (Reception children will be supervised to use hand sanitizer when they get to class rather than washing their hands.) Adults should leave by the front entrance, walking up the main drive.

Picking up – Classes will wait just inside the entrances at either end of the KS1 corridor. Please stay spread out when waiting to collect. Children will be sent out to their grownups one at a time. Class 1, 3, and 5 will need to be collected from the far end of the playground entrance. Class 2, 4 and 6 will need to be collected from the main KS1 entrance. Everyone should then leave by the main drive onto Carlton Way.

Attendance

We are very much looking forward to having all children back in school on the 8th March at which point all normal attendance policies and procedures will be back in place. It is very important to report any absences to the school office. You will need to confirm if any illness has Covid-19 related symptoms as we have to report this to the Local Authority, which includes if your child is off because someone in the household has symptoms. If Covid-19 related symptoms are reported for your child, or someone in your household, we will be asking that you go and get tested and let us know the outcome of the test. The quickest way is to visit a test centre rather than by post. A quick test result avoids an unnecessary period of self-isolation.

Children who are currently shielding

We understand from the guidance that some children are shielding until at least the 31st March and are being advised not to return to school. Please provide the school with a copy of a child's shielding letter so that we can authorise absence and discuss arrangements for remote learning. If you are in any doubt about whether your child should be shielding, contact your GP to discuss this before you return.

Limiting what is brought to and from school

We have always asked our children to limit what they bring into school to essential items. We are currently trying to reduce this further by limiting items to:

- Coats, hats (for the sun or cold) and gloves as needed
- Lunch box if they are having a packed lunch
- Water bottle (we will continue to avoid the use of water fountains)
- Book bags (brought to and from school daily)

Please do not allow children to bring in:

- Their own stationery (this has always been the school rule)
- Mobile phones (we can no longer collect them in the office)
- Large bags (they should not need them as we are reducing what we bring into school)
- PE kits

Until further notice, please send children into school in clothes that they can exercise in without the need to change for PE, as it will give us the flexibility to increase the amount of physical activities we do in school. We expect that all children will benefit from regular fresh air as they adjust to being back in school.

Children in reception should bring in a change of clothing (including pants and socks) in a small, labelled bag, in case they need to change during the day. These bags will stay in school unless clothes need washing. This may also be wise for some children in other year groups where you think this would be a good idea.

In the classrooms

Classrooms will be welcoming and vibrant and we are allowed to share some equipment if it is cleaned regularly and not moved between class bubbles. All children will have a plastic wallet with their own stationery inside so that they don't need to share with other children. Children will not face each other, so we will be sitting side by side. We will continue to keep classrooms clutter free in order to allow for the enhanced daily cleaning and will continue to use outdoor spaces to learn, where we can. Classrooms will continue to be very well ventilated, so ensure that children have layers to keep them warm on colder days.

Curriculum

In the first few weeks back, we will be reviewing the learning from the Spring term and assessing what we need to focus on over the summer. Our priorities for children before Easter will be:

- Renewing relationships with adults and other children in school
- Key skills such as reading (phonics), spelling, handwriting and number work
- Helping to grow self-esteem and confidence
- Supporting physical and mental wellbeing
- Remembering the arrangements for staying safe in school

Access to the site for visitors

The current rules for visitors on site will remain in place. No adults will be allowed to come into the school building unless a prior appointment has been made. Remember that we moved to a cashless system for dinner money, therefore it is important that parents and carers ensure they are registered with 'SIMS Pay'. We will still be contactable during the day via email and the school telephone system. As always, we are more than happy to chat outside, socially distanced, at the start and the end of the school day, when there will always be a senior member of staff on duty.

Face covering in school

The guidance from the DfE on face coverings for children in primary schools remains unchanged and does not recommend the use of face coverings in schools. Evidence suggests that there may be an increased risk associated with the misuse of face coverings. As previously mentioned, we welcome and encourage adults to wear face coverings when they enter the school site. School staff will continue to wear face coverings in communal spaces in school.

After School Club and Breakfast Club

We will focus on opening the school to all pupils in the first instance before starting to plan for the reopening of our after school club. This is because wrap around care mixes children across multiple bubbles and we want to limit this in the short term. We expect wrap around care to be open during the Summer term, starting in the first week back after the Easter break. There are no plans to reopen the breakfast club at this time.

Thank you from school

I just wanted to say a big thank you for all the support you have given to the remote learning this term. The 8th March is a chance to get back to the way things were before Christmas. I hope that you can appreciate that the restrictions that continue to be in place are required due to the continued high levels of Covid-19 nationally.

Please do contact us if you have questions that have not been covered in the information sent home. Senior staff will be available as children start back to remind everyone of the adjustments to school life which were in place during the Autumn term.

We are very much looking forward to seeing you all again.

Yours

Ben Tull
Headteacher