



Carlton Way, Cambridge, CB4 2DE

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Headteacher: Ben Tull

4<sup>th</sup> September 2020,

Dear Parents / Carers,

We are very much looking forward to seeing you all again next week when term opens for children in years 1 to 6 on Wednesday 9<sup>th</sup> September and for children joining us in reception a day later on Thursday 10<sup>th</sup> September. As anticipated, there was another update to the government guidance which was published within the last week. This was our main reason for starting with an additional 2 inset days.

Most of the content of this letter was shared with you all in a letter sent by email, added to the school Facebook page and the school website on the 17<sup>th</sup> July. This letter adds the final details so that we all know the arrangements for starting next week. We have all got more accustomed to the effects of Covid-19 on our daily lives. Things take a bit longer and life is a little more complicated. We have worked very hard to follow the national guidance whilst balancing safety with sustainable measures that we can all reasonably work to. We have made school life as familiar to our children as possible and have avoided unnecessary changes. The aim for us all remains to keep each other safe and keep our school open to all children. As always, we will continue to review all our measures as we move forward and will keep you all updated as we fine-tune the arrangements.

### **Measures that we have been asked to take to keep safe**

We have been asked 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**

In September, 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 guidance allows for children to be in year group bubbles, it is clear in the guidance that the safest model is for class bubbles. We have been able to create a plan around class bubbles where possible 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.

## **Dropping off and collecting children**

Mr Tull, Mrs Rawlins, Mrs Whiting and Mrs Evans will all be on hand outside to help you all understand the new 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.

The guidance asks us to reduce the number of people arriving and leaving school at the same time. We have based our planning on the very successful 'soft start' that we put in place in March before schools were closed as this significantly avoided queuing. We will use 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**. This is because we have been asked to avoid pedestrians passing each other closely, face to face.

Each year group has been allocated 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. Our adjusted timings for our new reception children on Thursday 10<sup>th</sup> and Friday 11<sup>th</sup> will allow for 2 adults to drop their children off on their first 2 days of school. Your 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.

On the first couple of days, children in reception will be met on the playground by their teachers.

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.

### Year 3, Year 4, Year 5 and Year 6

Dropping off - Say goodbye to the children at the first gate to the KS2 playground where you will be welcomed by a senior teacher. Children will go into school through the KS2 entrance. Their teaching assistants will help them with hand washing and their teachers will be waiting for them in their classrooms. Adults should then leave by the front entrance, back onto Carlton Way.

On the first few days back, children in y3 can be walked across the playground and dropped off closer to the KS2 entrance.

Picking up – Classes will be brought out of the KS2 entrance by their teachers. Please stay spread out when waiting to collect. Children will be sent to their grownups one at a time and those going home on their own will be allowed to leave. Everyone should then leave by the main drive onto Carlton Way.

### Whole school

- Children will not be able to arrive early or hang around after school to play in the playgrounds.
- Adults should leave as soon as they have dropped off their child to avoid congregating.
- When dropping off more than one child, you may wait in the playground away from the entrance. 10 minute windows allow for parents to drop off 2 children in the same time slot if they drop off in KS1 first.



## **Limiting what is brought to and from school**

We have always asked our children to limit what they bring into school to essential items. In September, please help us 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 will again be allowed to share some equipment if it is cleaned regularly and not moved between 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 when the weather turns colder. We will post pictures of the classrooms on our website for children to see.

## **Recovery curriculum**

We will be working hard to ensure that your children catch up with learning they have missed during lockdown. We will use the first few weeks back in school to focus on:

- Building positive relationships with their new adults in school
- Rebuilding relationships with their peers
- Catching up on key basic skills which would have been taught in the summer term
- Helping to grow children's self-esteem and confidence
- Improving their physical and mental wellbeing
- Learning the new arrangements for staying safe in school

## **Access to the site for visitors**

The current rules for visitors on site will remain in September. No adults will be allowed to come into the school building unless a prior appointment has been made. We have moved to a cashless system for dinner money, therefore it is important that parents and carers ensure they are registered with 'SIMS Pay' to do this. 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 the same: *'Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.'* 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. Staff may wear face coverings or a face shield when they are mixing with other adults.

### **After School Club and Breakfast Club**

There has been some welcome clarification of the rules around wrap around care in a recent update from the government. We are now able to push ahead with reopening our wrap around care and will do so as soon as we are able. We understand that this news will be welcomed by many families. We are aiming to move the expected start date of wrap around care forward and we are confident that we will be able to do this ahead of the 5<sup>th</sup> of October as previously indicated.

### **Thank you from school**

I am aware that there is lots of information that I have shared with you in this letter. September is a chance to get back to something closer to the way things were before Covid-19. I hope that you can appreciate the restrictions that we have been asked to plan to in order to reopen our school.

Please do continue to make contact with us if you have questions that have not been answered in the information sent so far. Remember that senior staff will be available as children start back to help get used to the adjustments to school life. Please visit the school website and join our Facebook page to have the most up to date information, pictures and videos.

We are very much looking forward to seeing you all again and getting to know our new families joining us in reception.

Yours

Ben Tull  
Headteacher