



*'Aiming High  
Together'*

**Headteacher: Mr D Sumner**

14<sup>th</sup> July 2020

**Dear Parents/Carers,**

You will be aware that the Government has asked us to plan for all children returning to school from September, and issued detailed guidance for how we should operate. We are really looking forward to seeing everyone again. Some details are still to be put into place, but I am writing now with an update. Please note that everything is subject to change, either with the guidance or as we review and develop our systems.

### **Attendance, and what to do in case of symptoms**

Unless your child is ill, or has been granted permission to be absent for exceptional circumstances, attendance will be compulsory again from September. The Government is clear that they want all children back in school full time. This means that any unauthorised absence could result in a fine issued by the Local Authority.

**It is absolutely vital that if your child develops any symptoms of Coronavirus, or has tested positive in the last 7 days, they stay at home in isolation for at least 7 days or until they have a negative test result.** If they become unwell at any point with a new, continuous cough or a high temperature, or have a change in their normal sense of taste or smell, they must have a test as quickly as possible, and self-isolate until either they have a negative test result or they have isolated for 7 days. Err on the side of caution, and keep them off if you are not sure, but you must take them for a test if they have Coronavirus symptoms. You must keep us fully informed, so that we can follow the correct procedures and cooperate with NHS test and trace. The whole household should self-isolate for 14 days, under these circumstances, or until the person with symptoms has had a negative test result.

**If anyone in your household develops symptoms, your child must stay away for 14 days in self-isolation** (or until the person with symptoms returns a negative test result), but you only need to get them tested if they develop symptoms themselves. If this happens, please tell us immediately and keep us informed of any results.

**If a child develops symptoms within school, we will isolate them and contact you to take them home straight away – they would then need a test as soon as possible.** If this test is negative, they can return to school; if it is positive, they must continue to self-isolate for at least 7 days – with everyone else in their household self-isolating for 14 days. We are not medical professionals, and we cannot diagnose Coronavirus, so we have to make decisions based on our analysis of symptoms – we will follow the most recent guidance at the time, and if we send your child home to be tested it is to protect everyone, not to be awkward. We need everyone's cooperation, and we will not enter into arguments about whether a child has a common cold or Coronavirus, because until they are tested we will not know.

**If a child is identified as having been in close contact with a person who has tested positive, either through NHS test and trace or otherwise, they must follow the guidance, which is to self-isolate for 14 days (even if they get a negative test result).**

Illness or absence unrelated to Coronavirus should be reported in the normal way, on days that we are expecting your child to attend. Any vomiting or diarrhoea must be followed by at least 48 hours off school, as usual.

## **Arrival at School**

If you walk to school, and find yourselves close to another family on the pavement, please ensure that you keep 2 metres distance at all times. Please avoid using public transport if you can – we understand if some of our children have to come to school this way, but it is safer not to at the moment. If you do have to use public transport, you must all wear a face covering. There is no recommendation to wear a face mask while walking in the open air, but if you and your family choose to wear a face covering on the way to school, there will be a procedure in place for your child to remove it on entering the building. This is in line with current guidance about face masks worn by children in schools, which is that they can increase rather than reduce the risk of infection.

Please arrive through the pedestrian gate and leave through the car park gate, so that we can create something of a one-way system. Only one adult from each family should come on to the school premises, please, to minimise contact between adults and enable everyone to move safely.

Please arrive strictly within your allocated drop-off time (not earlier) and come to the correct zone:

NURSERY	8:50-9	Rainbow Gate
RECEPTION	8:45-8:55	Rainbow Gate
Y1	8:40-8:50	Rainbow Gate
Y2	8:45-8:55	Hall Side Door
Y3	8:45-8:55	KS2 Side Gate
Y4	8:40-8:50	KS2 Side Gate
Y5	8:35-8:45	KS2 Side Gate
Y6	8:35-8:45	Y6 Side Door

Nursery children coming for the afternoon only should arrive at 12 noon.

You must pass your child to a member of staff before leaving – please do not just drop children at the bottom gates, as they are your responsibility until they come into school. The exception to this is children in Years 5 and 6, who may come to and from school on their own if you email giving written permission.

We respectfully ask you to arrive at the correct zone, pass the children over to us safely, and leave – this goes against all our instincts, as we are normally very happy to chat with you and to see you talking with others in the morning, but please minimise the time spent standing in the school grounds, even if you are keeping a two metre distance, so that other people can arrive and leave safely. Please try to ensure that your child does not interact closely with anyone else on their way in, as we have to keep the bubbles separate.

We will give you our usual friendly greeting, but if you have anything more to tell us please would you phone or email, and we will be more than happy to discuss anything or take a message over the phone. We're not trying to avoid you, but physically we have to!

For the foreseeable future, we have to ask parents and carers to remain outside the building and also not to come through the side gates, which is where we will be meeting and greeting the children. Everyone who has been attending during this lockdown period has managed really well with these arrangements, including our very youngest children in Nursery and Reception. The only exception to this rule will be the new starters in Nursery, whose parents/carers will have a pre-arranged time to bring them individually up to the Nursery conservatory and help them to settle in, and any Reception children who are completely new to our setting if they need similar support.

## **Clothing and Equipment**

Children will need to be in their normal school uniform from September - details of our uniform policy can be found on the school website, and requirements are the same as before the lockdown. Please ensure that every item is clearly named – we still see far too much un-named lost property in

school. PE kit should be brought in every Monday, please, and should remain in school until Friday, when it must be taken home and washed. Everyone must also have a raincoat and, in case of sunny weather, a sun hat. They will all need a clearly named water bottle, containing water only. Children with asthma inhalers or auto-injectors should carry these with them as normal. Children in Nursery, Reception, Year 1 and any others who might need it should have a change of clothes including underwear – please bring this in a named plastic bag on the first day, and leave it in school. All other equipment will be provided, and children should not bring anything unnecessary into school. Please keep bags as small as possible.

### **Groups or “Bubbles”**

Children will be taught in their normal class groups. However, as far as possible, classes will be kept apart from each other. This will include break times and lunchtimes, and movement around school will be carefully managed. Children will be told which toilets and sinks to use, and there will be no assemblies or other occasions/activities which bring together more than one class. Staff will sometimes have to work across different year groups, and this is permitted within the guidance.

Within each class, seats will face forward whenever practical, and close face-to-face contact will be minimised. Obviously there will still be a need for children to move around their classroom during the day. Where circumstances allow, distance between adults and children will be maintained, and we will minimise time spent within 1 metre of anyone. The guidance makes it clear that distancing in school is not always possible or practical, and therefore the main risk management is through keeping children in their class-sized bubbles and maintaining good hygiene.

### **Hygiene**

There has been a consistent message around handwashing and personal hygiene since the Coronavirus arrived. Children will wash their hands as soon as they arrive at school, at key points through the day and whenever necessary. When sneezing or blowing their noses, they will be encouraged to “catch it, bin it, kill it”, with bins emptied through the day. We have introduced an enhanced cleaning regime, and frequently touched surfaces, especially toilet doors and taps, will be regularly cleaned during the day. Please continue to remind your children at home of the need for good hygiene.

### **Lunch**

We are able to provide hot meals, with an adapted menu which will be sent to you in advance. The catering service have increased their prices to £2:20 per meal, to reflect increasing costs from their suppliers, and there will be a reduced choice, with no baked potato or school sandwich option during this period. We will send a menu before the start of term. Dietary requirements and allergies will be catered for. Lunch will be eaten in classrooms, with school lunches provided in disposable take-away containers. Children in Nursery, Reception, Year 1 and Year 2 will be provided with a snack; children in Years 3-6 are welcome to bring a snack with them. Please remember that packed lunches and snacks must not contain nuts or nut products.

### **School Office**

Mrs Oxley, Mrs Lambourne or I will be very happy to speak with you on the phone or to deal with any correspondence by email ([info@calow.derbyshire.sch.uk](mailto:info@calow.derbyshire.sch.uk)), and we will be able to pass on messages to teachers, who will ring you back if you request it. No parents/carers will be allowed in the school building, except in case of emergency. Please avoid buzzing on the door unless absolutely necessary (e.g. you are dropping something urgent off during the day, collecting your child for an appointment, or bringing them in outside the arranged drop off time). If you do need to buzz on the door, please then stand well back so that we can open it safely and speak to you from the doorway.

## **Behaviour**

We have created a specific behaviour policy which directly relates to this period of heightened risk. We will send it out to you, and it is important that you read and understand it before your child comes back in to school.

## **Curriculum**

Children will follow a broad and balanced curriculum in all subjects. Key areas of the curriculum that were not covered because of the lockdown will be prioritised at the start of next academic year. Teachers have worked hard together to incorporate these priorities into their planning for September and beyond. As we always do, we will tailor our teaching to each child's understanding and ability, and no one will be left behind. Of course everyone will be anxious about lost learning time, but we are confident that over time the effect of this will be reduced. We know that there will be gaps, but we will back-track, consolidate anything which is shaky, teach anything which wasn't taught, and move forward from there.

There will be a special emphasis on reading, across all subjects. Children will be able to resume bringing home reading books, within their bubble.

We will also prioritise mental health and wellbeing – always important, and never more so than now.

Because we cannot gather together for any sort of assembly, Collective Worship will take place daily in classrooms.

## **Breakfast Club and After-School Activities**

Breakfast club will start from Monday 7<sup>th</sup> September, at a cost of £3 per session, with children from different year groups kept apart on separate tables. Breakfast will be provided, and we will modify our activities to minimise the risk of infection. At the moment, there will be no after school clubs, because of Coronavirus restrictions, but we will review constantly and re-introduce after-school activities when it is practical and safe to do so.

## **Pick-Up**

Please follow the same guidance as above, just in reverse! Pick-up is in the same place as drop-off, at the following times:

NURSERY	3
RECEPTION	3:05
Y1	3:05
Y2	3:10
Y3	3:05
Y4	3:10
Y5	3:15
Y6	3:15

Children who are leaving after a morning session only should be collected at 12 noon.

Please do not arrive before the allocated slot, come to the correct zone, stand back (but visible) and distanced from other adults. Remember, one adult per family, please. We will bring the children out as we see you.

Parents/Carers of Year 5 and 6 children may give written permission to walk home by themselves.

## **Confirmed cases of Coronavirus among the school community**

If we become aware that someone who has attended school has tested positive for Coronavirus, we will contact the local health protection team immediately (the team will also contact us directly if they become aware that someone who has tested positive has attended the school, as identified by NHS test and trace).

We will follow the advice of the health protection team under these circumstances, and everyone who has been in close contact with the person who has tested positive will be sent home and told to self-isolate for 14 days. This is likely to be the whole class and any staff who have worked with the person who has tested positive. It will also include anyone who has travelled in a vehicle with them, and may include other contacts too. Household members of those contacts who are sent home do not need to isolate themselves, unless the child who has been sent home subsequently develops symptoms, in which case their household will need to start a 14-day isolation at that point.

**We are looking forward to getting everyone back. Some of these changes may remain long-term, such as enhanced cleaning and hygiene. However, we are really hoping that many of the other measures are temporary, and that we can get back to a school environment where sharing, social interaction and togetherness can be embraced again.**

Best wishes,

A handwritten signature in black ink that reads "Daniel Sumner". The signature is written in a cursive style with a long, sweeping underline.

**Daniel Sumner  
Headteacher**