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# Primary Phase Parent Information Guide









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### Introduction

Dear parents and carers,

I am very much looking forward to the start of our new academic year, and school life regaining a sense of pre-COVID normality. As the bubble system will no longer be in place from September, we're delighted to provide the full range of curriculum and extra-curricular opportunities for our primary age pupils, together with cross phase learning opportunities in our state-of-the-art facilities and specialist teaching rooms. We are also looking forward to coming together again across the year groups for break times, assemblies, house activities, performing arts and sports. Ensuring pupils make the most of their schooling experience through fantastic teaching and learning, is our priority.

High Performance Learning (HPL) remains a key part of our school curriculum and mindset; our aim is by the end of this year to have achieved World Class School status through adopting their approach to learning in believing that each and every one of our pupils is capable of becoming a high performance learner.

In this guide, you will find lots of useful information and reminders regarding our practices for the new academic year. Whilst restrictions continue to ease, it's important that we remain alert and continue to protect our children, young people and staff against the transmission of COVID-19. We will keep in place certain protocols to ensure everyone stays safe during the school day, such as good hand hygiene practice and effective room ventilation.

Should there be any changes to our COVID-19 regulations in line with Government guidance, we will of course update parents and carers accordingly. At the time of publishing, this guide contains our most up-to-date guidance.

Regards,

David James

Principal

### School Attendance

#### Illness

In the case of a child being absent from school due to illness, parents have three options to report their absence:

- 1. Call the Primary Office on 01604 669210 and leave a short message.
- 2. Text 01604 420132 with details of your child's full name, class, reason for absence and expected date of return.
- 3. Email <u>SC9414005a@schoolcomms.com</u> each morning of the absence.

Absences should be reported to school on the morning of <u>each</u> day that your child will be away from school. Please note, if your child is suffering from diarrhoea or vomiting, they **must** stay off school for 48 hours until they have not been sick or had diarrhoea for at least 2 days.

### COVID-19 prevention measures

From 16 August 2021, children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, parents will be contacted by NHS Test and Trace, informed their child has been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Students should continue to self-isolate immediately for 10 days if:

- They have any symptoms of COVID-19 (a high temperature, a new, continuous cough or anosmia, which is a loss or change to their sense of smell or taste)
  - o If you are experiencing COVID-19 symptoms, please book a PCR test as soon as possible. For details on what to do if your PCR result is negative, please <u>click here.</u>
- They have tested positive for COVID-19

After 10 days of self-isolation, you can return to your normal routine and stop self-isolating if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). For NHS guidance on when to self-isolate, please <u>click here.</u>

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

Please also visit the GOV website for guidance on what parents and carers need to know about <u>early year providers</u>, schools and colleges in line with Step 4 in the Roadmap out of Lockdown.

Staff and parents/carers understand that they will need to be ready and willing to:

- <u>Book a test</u> if affected members are displaying symptoms. Staff and pupils **must not** come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) if asked by NHS Test and Trace.
- <u>Self-isolate</u> if instructed by NHS Track and Trace if there has been close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).
  - o As mentioned above, from 16 August, if you are fully vaccinated or aged under 18 years and 6 months, you will not be required to self-isolate if you live in the same household as someone with COVID-19. If your child has only received one dose of the COVID-19 vaccine, they will still be required to self-isolate if over 18 years and 6 months. Full guidance is available via the GOV website.

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <a href="NHS">NHS</a> testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the Internet.

### Digital Device Strategy

We are delighted that from the start of term, primary phase pupils will have increased access to Winbook devices. With the arrival of sufficient new devices on a ratio of 1 device per 2 primary pupils, our digital device strategy is constantly growing, as are the skills and competencies of every child and member of staff.

During this academic year, teachers will regularly incorporate WinBooks in children's learning to enable them to practice and advance in their computing and IT knowledge, skills and understanding.

All year groups have a dedicated MS Teams site, and every child has their own login details. Class teachers post communications and home learning on the Teams year group sites. Please refer to our 'Remote Learning' guide for Parents on how to access your child's year group Teams site.

### **Dining Room**

Our dining room facility will return to normal services from September and will then also be available to secondary phase students for hot lunches. Primary pupils will go back to their lunch time sittings, starting with Foundation Stage and Year 1, followed by Years 2-6.

Our primary phase lunch menu is available to access via Chartwells Catering's webpage on our school website: <a href="https://www.ccs.northants.sch.uk/information/chartwells-catering">www.ccs.northants.sch.uk/information/chartwells-catering</a>.

Please note, the Chartwells menu runs on a three-week cycle. When children return on Friday 3 September it'll be week 1. Parents and carers can purchase meals for their child/ren, via their Chartwells ParentPay account, with the deadline to order meals being Thursday at 23:59pm for meals in the following week.

### Mid-morning Snack

Our arrangements for mid-morning snacks will continue. Children are encouraged to have a mid-morning snack during their break time. Students in Foundation Stage are provided with the option of fruit and various other food items in exchange for a small, parental, termly contribution which is paid via ParentPay.

Children in KS1 (Y1/Y2) are provided with a free piece of fruit at break time, under the National Free Fruit for Schools scheme. Children in KS2 (Y3-6) should bring in their own healthy, nutritious snack to be eaten at break time. Further details about what is acceptable as a snack item will be sent out in a separate letter at the beginning of term.

Children are also welcome to have a drink of milk under the Cool Milk scheme. This scheme automatically provides milk to any children under the age of 5. Once a child has turned 5, parents can pay for their child to continue to receive their milk drink during the school day by registering directly with Cool Milk (<a href="https://www.coolmilk.com">www.coolmilk.com</a>).

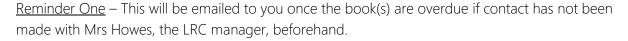


### **LRC**

We are so excited to be able to re-open our Learning Resource Centre (LRC) from September, for students across the whole-school to enjoy. Our LRC is filled with lots of wonderful books, with something suitable for all ages. Primary pupils can loan one book at a time for a three-week period. Please note, if a selection of fiction and non-fiction books are popular, the loan period will change to one week, without being able to renew the item.

We do operate a strict return policy for book loans, as highlighted within the LRC agreement that parents will have signed when their child started with us. A reminder of

the process for overdue books is detailed below for your information:



<u>Reminder Two</u> – A second email will be sent a week later if the book(s) have not been returned, to return it immediately.

<u>Reminder Three</u> – If we don't hear from you within a week after the second reminder, you will need to contact Mrs Howes to discuss the borrowed item. We may seek to recoup some or all of the cost of the book.

### **Primary Classes**

Parents and carers will already be aware of their child's class teacher for the new academic year, we have also detailed a full list of class teachers below for your information.

Class code	Teacher	
RKJ	Mrs K Jeffery	
RRKLG	Mrs R Kelly and Mrs Laura Graham	
1KO	Mr K O'Boyle	
1LL	Miss L Losty	
2NCAW	Mrs N Coleman and Mrs A Wheeler	
2ST	Miss S Turner	
3CMMR	Mrs C Meredith and Mrs M Rosam	
3JW	Mr J Wood	
4AP	Mr A Perry	
4EC	Miss E Carter	
5CH	Mrs C Honeywood	
5CS	Mr C Sumner	
6KM	Mrs K Murphy	
6SM	Mrs S McNair	



### Key Stage Leaders

EYFS - Mrs K Jeffery

**Key Stage 1 – Mrs N Coleman and Mrs A Wheeler** (maternity leave cover for Mrs Simmonds)

**Lower Key Stage 2 –** Mrs C Meredith and Miss E Carter (maternity leave cover for Mrs Lynes)

Upper Key Stage 2 – Mrs S McNair



### SEND/Inclusion Leaders

Mrs J George and Mrs K Millican (Primary SENDCo/Inclusion Leaders) Miss L West (Assistant Principal/SENDCo/DSL)

### **Bright Horizons**

Bright Horizons, our nursery provider, will be operating their breakfast club from 8:00am – 8:45am and their after-school care from 3:15pm to 6pm as required, from September. This provision will be accommodated in the school's dining room, both before and after school. Parents should contact Bright Horizons directly on 01604 877509 or by email using the address <a href="www.wooldale@brighthorizons.com">wooldale@brighthorizons.com</a> to discuss their requirements.

# Parent portal - Change to Edulink One

Within the first few weeks of the new academic year, we will be transitioning to Edulink One from Insight. We will share with parents and carers in the coming weeks a helpful guide of how Edulink One operates and how to use the platform.

All Priority 1 and 2 contacts will receive an email from Edulink One with login details to access their account.

The system will continue to allow you to check your child's timetable, attendance, exam timetables, and also book appointments for upcoming Parents' Evenings.

Please do look out for an email from Edulink One over the coming weeks which will include your login details and information of how to set up your account.

### Car Park Arrangements

#### Access to the school site

We will be continuing to reduce the volume of traffic in our car park from the start of the new term, our updated arrangements put in place from September 2020 have worked well to provide a safe environment for students, and we will continue to follow these arrangements with a few minor improvements from September 2021.

Our drop-off system will remain in operation outside of the main school gates, this leads to a broad and safe walking path into school. We also offer a walking bus service for children in Years 1-4. Please note that at drop-off times, the school car park will only be accessible to:

- Parents of children in Bright Horizons Nursery and the Foundation / Reception years (short-stay).
- Blue badge holders (accessible bays).
- Parents of students with an Educational & Healthcare Plan (EHCP) who are not blue badge holders
- Sixth Form students who meet the criteria for a car park permit.
- Staff.

### Nursery and Foundation Stage

Parents of our youngest children can continue to access the car park to use one of the allocated short-stay parking bays (illustrated right). Parents need to display a CCS parent permit to be permitted through by the car park attendant, so you can then walk your child (and their siblings) to the primary playground gate. To help others who are waiting to use these bays, please return to your car promptly once you have dropped off your child.

If required, your child's teacher will provide your parking permit during the Year R home visits at the start of term. The route and short-stay bays for nursery and reception year drop-off are shown below:







#### Walking your child into school (Years 1 to 6 only)

Parents who walk to school with their child can choose to accompany them through the main pedestrian gate to the primary building.



### Walking your child to the walking bus stop (Years 1 to 4 only)

Parents who walk to school with their child can choose to drop them off at the walking bus stop outside the car park, for the school staff team to safely escort them to the building via the car park pedestrian gate.



### Students walking in unaccompanied (Years 5 to 13)

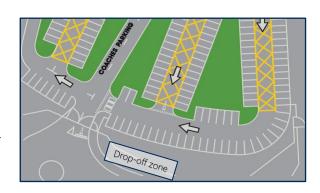
Students in Year 5 and above can walk to the building unaccompanied. We recommend students use the main pedestrian gate as this provides access to the building without having to use zebra crossings inside the car park. This means the students stay safe and short-stay parkers can leave the car park quickly without having to wait for queues of crossing students to pass.



### Dropping your child to the drop-off zone

If you need to drive your child to school, please use the drop-off zone outside the car park gate as illustrated below.

For children in Years 1 to 4, your child can wait at their year's designated walking bus stop where the school staff team will collect and escort them to the building.



### Blue badge holders

All blue badge bays will now be positioned in the front row of the school car park for ease of access (illustrated right). Please ensure your blue badge is clearly displayed so our staff know not to ask.



### **School Organisation**

### Day structure

From September, there will no longer be staggered start and finish times in operation. We will revert to one start and finish time for all primary year groups. In the morning, the playground gates and classroom doors open at 8:30am, which allows a 15-minute arrival time slot; this creates a natural stagger for families arriving.



Registration will start promptly at 8:45am so you should ensure that your child is in their classroom before this time.

The school day will finish as normal at 3:15pm. Parents should enter the primary playground through the main green gates to collect their child. These gates will open at 3:10pm. At the end of the day the playground can be very congested and so we will trial the opening of the small, emergency green gate as an additional point of exit.

We are also encouraging parents with KS2 children only, to meet their children on the walkway outside the main primary green gate to help ease congestion on the playground.

#### Extra-curricular clubs

We will be increasing our extra-curricular school clubs offering this year. Further information about the range of primary clubs will be sent out at the start of the year. Please do look out for this information to see what activities will be on offer for your child to enjoy.

### Keeping Students Safe

### Handwashing

- All children and adults will continue to follow regular handwashing procedures. This includes on arrival at school and after break times.
- All children and adults will have easy access to tissues in the classroom and they will be reminded of the 'catch it, bin it, kill it' approach and must place any tissue used once, in the lidded pedal bin in the classroom.

#### Additional safety measures

- Classrooms will continue to be ventilated spaces. This means keeping windows open as far as possible to encourage airflow through the classrooms.
- Please note, should the school experience an outbreak (several confirmed cases within 14 days), we may have to implement elements of our outbreak management plan and temporarily introduce some of our protective measures, in order to limit the extent of the outbreak. This may also happen if there is a significant outbreak in the local area.

### **Uniform Requirements**

We aim to have smart pupils at Caroline Chisholm School. Logo-ed items can be purchased from the Schoolwear Shop located in Abington Square, Northampton, and all items with \* should be purchased from them. Other items can be purchased through any suitable retailer. Please name all items of uniform including coats and shoes.

#### School Uniform

- Navy sweatshirt or navy cardigan with school logo\*
- White polo shirt with school logo\*
- Grey trousers
- Grey skirts or pinafore dresses
- Grey or navy tights
- Grey, navy or black socks. White socks (girls only)
- Plain black school shoes in a low and supportive style. Trainers should not be worn and canvas style shoes are not permitted. (Children will be very active throughout the day and for reasons of health and safety, sensible footwear is essential. Shoes with open toes should not be worn)
- Navy fleece / navy hoodie with school logo\* (optional)
- Outdoor coat in a practical style and colour
- In bad weather wellies/boots may be worn. Children should change into school shoes on arrival.







### Summer Uniform

- Navy blue and white check dresses
- Smart grey tailored shorts and while polo shirt with school logo

### Jewellery

• No jewellery should be worn with the exception of any medical bracelets, 1 pair of small stud earrings and a watch. If parents are considering having their child's ears pierced, the summer break is the best time as earrings must be removed for all PE lessons.

### Hairstyles

- Hairstyles should be sensible and appropriate for school with no unnatural hair colourants, hair gel or shaved designs
- Hair bands and accessories should be discreet and in line with school uniform colours

#### Bookbags

All children should use a CCS book bag to carry equipment, books etc. to school. These are only available to purchase from the Primary Office. If you wish to purchase either of the book bags or a PE bag, you should email <a href="mailto:primaryoffice@ccs.northants.sch.uk">primaryoffice@ccs.northants.sch.uk</a> stating which bag (FS/KS1 book bag, KS2 book bag with shoulder strap or PE bag) you wish to purchase and the relevant charge will be added to your ParentPay account. Once this has been paid, the bag will either be sent home with your child, or you can come and collect it from the Primary Office.

Rucksacks are only permitted to bring in kit for an additional sporting activity, such as swimming or an extra-curricular club, if children are cycling to school or for children with special family circumstances.



#### Indoor PE Kit

- Plain white T-shirt
- Navy shorts\* (Skorts are not permitted)
- Plimsolls black with velcro/elastic fastenings
- Long hair tied back
- No jewellery

#### Outdoor PE Kit

- Navy jogging bottoms
- Amber/yellow sweatshirt YR-Y2 \*
- Navy and amber rugby Shirt Y3-Y6 \*
- PE Socks: any navy or black 'football/sports' style socks Y1 & Y2 (An additional pair of sports socks is recommended for Y1-Y6 as normal socks can get wet and muddy during outdoor PE lessons).
- PE Socks: navy & amber 'football' socks\* Y3 Y6.
- Trainers for outdoor PE (velcro fastenings preferred for Y1 & Y2)
- Plastic bag to keep trainers in when muddy
- Woolly hat & gloves for cold weather
- Long hair tied back
- No jewellery



All kit should be named and contained in a CCS drawstring PE bag as cloakroom space is very limited - thank you. PE bags are only available from the CCS Primary Phase Office.

### The Schoolwear Shop Ltd – Northampton

40 – 42 Abington Square, Northampton, NN1 4AA Opening hours 9 am – 5.30 pm Mon to Sat. Telephone: 01604 635828 Fax: 01604 636828

https://theschoolwearshop.net/

### Equipment

Year 6 pupils only, are required to bring their own pencil case and basic set of equipment to school. This will help to develop the children's skills in personal organisation and independence and give them a sense of ownership and responsibility. All items can be found on-line or in local shops such as Tesco, Wilko etc.

Please ask your child to inform you when these items run out as they will need to be replenished throughout the year.

### The following items will be required:

- 2 X HB pencils (no rubber on top)
- Black handwriting pen
- Blue handwriting pen
- (A good quality roller ball pen is needed to support excellent
- handwriting Uniball preferred, no biros)
- 30 cm ruler, clear or white (not with inches or folding)
- Set of 12 coloured pencils
- Set of highlighter pens
- Whiteboard pen
- Pencil sharpener (with compartment to catch shavings)
- Glue stick (white glue, not coloured)
- Pack of felt pens (optional)
- Rubbers are not required

#### All contained in a:

• Pencil case (30+ cm length so that the ruler can fit in).

Please ensure that this is made of a material that can easily be wiped down.

# Term Dates

Term 1	Training day 1	Wednesday 1 September 2021
[36 days]	Training day 2	Thursday 2 September 2021
	School re-opens	Friday 3 September 2021
	School closes	Friday 22 October 2021
Term 2 [34 days]	Training day 3	Monday 1 November 2021
	School re-opens	Tuesday 2 November 2021
	School closes	Friday 17 December 2021
Term 3 [28 days]	Training day 4	Tuesday 4 January 2022
	School re-opens	Wednesday 5 January 2022
	School closes	Friday 11 February 2022
<b>Term 4</b> [30 days]	School re-opens	Monday 21 February 2022
	School closes	Friday 1 April 2022
Term 5 [27 days]	Training day 5	Tuesday 19 April 2022
	School re-opens	Wednesday 20 April 2022
	Bank Holiday	Monday 2 May 2022
	School re-opens	Tuesday 3 May 2022
	School closes	Friday 27 May 2022
Term 6 [35 days]	School re-opens	Monday 6 June 2022
	School closes	Friday 22 July 2022