

17th July 2020

School Full Opening Information for Parents of Year R – Year 6 2020

Dear Parents

It has been an unbelievable year of change and challenge in our school, family and working lives! We have shared many stories of success, struggle and sadness in adjusting to the life that COVID-19 has brought us. We have been amazed by the resilience of our children, whether at school or at home and we look forward, with a sense of hope and excitement, to being back together as a whole school community.

As you are aware, we have been working on our arrangements and procedures for opening to students in every year group in September. We will be following the guidance from the Department for Education (DfE) which states that schools need **'to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined ... to reduce the risk of transmission'**. If you would like to read the full document, entitled 'Guidance for full opening', published on the 2nd July 2020, it is available at the following link:

[DFE Guidance for Fully Opening Schools](#)

I am sure that parents will feel assured to know that our school has been open throughout the lockdown, since 20th March for vulnerable and key worker children and since 2nd June to eligible year groups. We have accommodated almost 80% of our current Foundation Stage, Year 1, Year 6 and over 60 primary key worker children. In total, we have operated safely and smoothly with approximately 350 primary and secondary students and over 100 staff on site each day. We have been so impressed with how our children have adapted to the safety measures that we have put in place and their experiences will undoubtedly support their settling back into school in September. Finally, being able to welcome all our year groups back in September, is both an exciting and challenging operation for our all-through school.

This letter provides parents with key information about the protective measures we will be putting into place for the start of the new academic year.

Key changes to school organisation

How will the primary phase be organised?

- We will be operating in our normal class groups of 30 and year groups of 60 children working with a dedicated team of class teachers and support staff. Children will be in their own classrooms and Reception children will work within their setting between their two classrooms and outdoor, covered play area.
- Key stages will have their own allocated toilet facilities.
- Movement around the school will be more limited and will continue to follow a one-way system.
- Primary children will remain mainly within the primary building and continue to use the dining room and outdoors spaces.
- Unfortunately, we will not be able to use the Learning Resource Centre (LRC) but are working on a solution to enable children to have safe access to reading books on a class basis – a mobile LRC service!

Secondary: 01604 669200 **Primary:** 01604 669210 **Website:** www.ccs.northants.sch.uk

Principal: David James **Vice Principals:** Andrew Fisher, Katherine Patterson, Gary Wakefield

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The Wooldale Centre for Learning, Wootton Fields, Northampton NN4 6TP

Is it compulsory for my child to attend school from September?

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply:

- Parents must ensure that if their child is of compulsory school age, their child regularly attends the school at which they are registered.
- Schools responsibilities are to record attendance and follow up absence.
- Fixed penalty notices in line with local authorities' codes of conduct may be issued.

What should I do if my child is shielding?

If your child is unable to attend school because they are complying with clinical and/or public health advice, we would ask that you liaise with the school so that we can plan an appropriate level of support. Please contact the primary office to discuss further.

How will break and lunch times work?

- We will have staggered break and lunch times for each year group. Children will have plenty of space to play and a limited range of play equipment provided for each year group that will be cleaned after each use. Handwashing will take place before and after break time and lunch times.
- It is anticipated that the free fruit scheme for FS and KS1 children will be available in September. If this changes, we will let parents know. If you have a KS2 child, please provide them with a healthy mid-morning snack as normal, in line with our snack policy.
- A full hot lunch will be available for our Foundation Stage, Year 1 and Year 2 children under the universal infant free school meals (UIFSM) service. Please ensure you place your order, using your meals ParentPay account. Please order by Thursday of each week for the following week.
- School meals will be available to order and purchase as normal for all other year groups using your meals ParentPay account by Thursday of each week for the following week.
- Children may bring a packed lunch as normal.
- The dining room will be cleaned and sanitised after each year group sitting.

What will the classrooms look like?

Children will be with their class teacher for most lessons. We will deliver a full, broad and balanced curriculum from September and classrooms will be set up to meet the government protective measures:

- In Years 2-6, tables and chairs will be facing forward with 2 students seated side by side – children will no longer have their own table.
- In Foundation Stage and Year 1, the classroom layouts will be more flexible and include a carpet area and different areas of learning as normal. It is neither appropriate nor necessary for our early years' children to sit at a table and be taught from a 2 metre distance.
- In order to protect our adults in school, teachers and support staff will maintain their 2m distance from each other and the children, as far as is possible. Tape placed on the floor at the front of the class in Y2-Y6, will continue to act as a visual reminder of this protective measure.



- The government guidance is clear that teachers may move across classes and year groups to deliver specialist subjects. We will continue to provide specialist teaching in PE, Spanish and music and also art from September.
- As a school we will be working on effective ways of providing support and feedback for children whilst maintaining social distance.
- Children in Years 2-5 will be provided with their own pencil case and basic equipment such as a mini whiteboard and pen that they will not share with anyone else. Children in Year R and Year 1 will also have their own pencil and mini whiteboard in their tray which they will not share. Children in Year 6 will provide their own equipment. Other shared equipment will be cleaned and sanitised on a regular basis.
- Children should bring their book bag and PE kit to school as normal. PE kit will be sent home weekly for washing.

What key hygiene and safety measures will the school put in place to ensure the safest possible learning environment?

Handwashing and good respiratory hygiene continue to be the most important protective measures that we have. Every primary classroom has a sink and hand sanitiser will be available in all classrooms:

- We will not be operating the triage system and temperature check for students and staff on arrival. Parents are required to keep the school informed in relation to COVID tests and results outcomes.
- All children and adults will continue to follow the strict handwashing procedures. Everyone will wash their hands on arrival in school, before and after break and lunch, as well after using classroom equipment, including PC/keyboard/mouse.
- 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.
- There is no social distancing requirement for primary children; however, we are required to limit contact between year groups and maintain social distancing when year groups are moving around the school.
- Staff will maintain appropriate social distancing when working with year groups, as far as is possible.
- Children will be reminded not to touch their face or put their hand/fingers in their mouths.
- Adults may need to provide comfort and guidance to a child and may take them by the hand as required, followed by handwashing after contact.
- The dining room will be cleaned and sanitized after each year group sitting.
- Classrooms and all surfaces will be regularly cleaned and sanitized throughout the day by our facilities management, cleaning staff.
- Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the previous 7 days, and anyone developing those symptoms during the school day is to be sent home. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

Should face masks be worn in school?

- Please be aware that facemasks should not be worn in school: '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. There may also be negative effects on communication and thus education.' (DfE)
- Schools will carry out their own individual risk assessments for staff and students who fall into vulnerable groups.

How will first aid or other medical support be carried out?

- If a child needs first aid that requires close contact, the first aider will wear gloves, a plastic apron, visor/mask while treating your child.

Minimising contact with individuals who are unwell with coronavirus (COVID-19) symptoms

- 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if affected members are displaying symptoms. Staff and pupils must not come into the 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) or if asked by NHS Test and Trace.
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the Internet. An essential worker, which includes anyone involved in education or childcare, has priority access to testing.

Visitors and meetings in school

- Parents wishing to make an appointment with a member of primary staff should contact the primary office. Depending on the nature of the meeting, this will either be an arranged appointment at school or an online meeting.
- All external visitors, including parents, will be asked several health-related questions, their digital temperature taken and will be expected to wash their hands. Face masks are currently not required to be worn but this may change according to government guidance.

What are the staggered start and end of day times for each year group and which entrance and exit will each year group use?

As you know, the walk to school is always extremely busy. It will be impossible to avoid this totally; however, we ask that everyone adopts a sensible approach to walking to and from school; social distancing should still be the 'norm'.

In line with the protective measures we are required to keep 'year group bubbles' separate. This is quite a challenge for a school community of 2000 students! In order to achieve this separation, it is necessary to make some changes to the pathways that we would normally use and operate a system of staggered start and finish times.

Access to the school site

- Secondary year group bubbles of 279 students will continue to use the main pedestrian gate and pathway which runs alongside the bicycle enclosure.
- Primary children and parents will use the route into school as shown, which follows the path from Wooldale Road alongside the side road leading to the main school car park entrance.
- Entrance to the school site will be via the pedestrian gate, to the right of the car park entrance which follows the path alongside the central road of the car park.
- In order to ensure everyone's safety, while walking along this footpath, cars will not be permitted to drive along the central road of the car park in the morning and at the end of the day.
- Additional staff will be on duty to supervise safe crossing at the zebra crossing points.
- Primary parents and children will proceed along the cobbled pathway keeping to the left-hand side, towards the primary playground as normal.
- Secondary student year groups will also be using this wide pathway, following the right-hand side of the white line and using the steps to access the school building.
- Scooters should not be brought onto site at this time. Primary pupils riding bicycles must dismount and push their cycle as they arrive at the pathway along the side road of the school entrance and continue along the central pathway. Primary cycles should be left in the cycle rack outside the nursery building.
- Primary year groups will enter and exit through either the main green gate to the playground as normal, or through the emergency gate access point shown below. This will enable us to have 2 year groups arriving at the same staggered start time.
- We will not be operating the triage/temperature checks on arrival from September.



Main green gate



Emergency gate

Staggered start and end of day times - arrival

The length of the normal school day remains unaffected by the staggered start and finish times.

- It is important that parents and children stick to their staggered start and finish time.
- Parents of Foundation Stage and Year 1 children may proceed through the main green gate to hand over their child to the member of staff at the gate to their FS classroom or to the Year 1 staff who will be waiting on the playground.
- Parents of children in Year 2 - Year 6 must drop off their child at either the main green gate or the emergency green gate where staff will be on duty to receive them. Parents will not be able to come on to the playground.
- All children will go into their classrooms immediately on arrival at school.
- Siblings coming together should arrive at the earliest time of arrival for your family group.



Paths to the main green gate and emergency gate

Year Group	Entrance/Exit Gate	Arrival time	Start of day	End of day
Reception	Main Green Gate	8.20	8.30	2.50
Year 1	Main Green Gate	8.30	8.40	3.00
Year 2	Emergency Gate	8.30	8.40	3.00
Year 3	Main Green Gate	8.40	8.50	3.10
Year 4	Emergency Gate	8.40	8.50	3.10
Year 5	Main Green Gate	8.50	9.00	3.20
Year 6	Emergency Gate	8.50	9.00	3.20

Staggered start and end of day times - end of day collection

- Reception parents should arrive at their designated collection time and children will be handed over to parents at the class gate.
- Year 1 parents should proceed onto the primary playground to collect their child.
- Year 2 – Year 6 should wait on the path leading up to either the green gate/emergency gate. Children will be handed over to parents at the gate. Parents are requested to form an orderly queue at 1m distance along the path.
- Year 5 and 6 students who are walking home independently will leave at their designated year group departure time.
- Siblings should be collected at the exit point of the latest child's collection time.

Will extra-curricular clubs be running in the Autumn term?

Due to the need to minimise the number of contacts students and staff will have in a day, we will not be able to provide the full range of activities that would usually be available to students at CCS. We will not be running any school or external provider clubs either before or after school during Term 1. We will update parents on how and when we will be able to provide an extra-curricular programme.

Will Bright Horizons wraparound care provision be running from September?

Bright Horizons, our nursery provider, will be operating their breakfast club from 8:00am – 8:35/8:45am and their after-school care from 2:50pm 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 to discuss their requirements.

During the school holidays, our Safeguarding Team can be contacted on 01604 344745 by parents or students. A member of the team will respond and address any safeguarding concerns that are reported.

The information provided is based on the current government guidance available. We will keep parents updated about any developments that occur during the summer break which may result in changes to our proposed arrangements for opening in September. We are currently in the process of reviewing the safe operation of our school car park, including drop-off zones and circulation routes. We will send out a further update to parents before the start of the school term on Thursday 3rd September. If you have any questions in relation to the reopening of school, please send an email to primaryoffice@ccs.northants.sch.uk.

Thank you for your continued support throughout these difficult circumstances. May I wish everyone a restful and enjoyable summer break when everyone can reconnect with family and friends. We look forward to welcoming all our children back to school in September.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Katherine Patterson', written in a cursive style.

Katherine Patterson
Vice Principal