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Dear parents/carers,

Re: Full reopening of school in September

I hope that this letter finds everyone safe and well, albeit a little weary following a significant period of home schooling for many of you.

I am delighted that current government guidance means that schools can reopen full-time in September for all pupils, and we are looking forward to welcoming all pupils back, including our new starters.

We have worked through all the current guidance and this, along with our extensive experience of having the school open for key-workers and pupils in Reception, year 1 and 6 for the last half term, gives us great confidence that school will be a safe place for everyone in September. As I'm sure you will appreciate, there are a number of precautions that we will have to take. Many of the amended routines and practices we have put in place during the partial reopening will have to continue, and in some cases amended further.

I acknowledge that this letter and guidance is rather lengthy, and I make no apologies for this as it is vital that we are totally transparent with you about all the details concerning the full re-opening of school. We have worked incredibly hard to ensure that school will continue to be a safe place for everyone and want you to be confident that we take the wellbeing and safety of your children and our staff very seriously. Please take the time to read the attached guide carefully. Only by everyone playing their part can we ensure that your children will be safe and well-looked after in school.

In summary, the essential measures we have to take are:

- pupils/staff who are ill with Covid symptoms must stay at home and fully engage with the NHS Test and Trace
- implement robust hand and respiratory hygiene
- enhanced cleaning
- reducing contacts and maximising distancing wherever possible

It is also important for you to be aware that **school attendance will become mandatory again** from the beginning of the autumn term, which for your children is Wednesday 2nd September.

Please remember, due to the uncertain nature of this pandemic, we may need to adapt our re-opening plan as guidance is updated or as things change in school, but rest assured we will continue to keep you updated in a timely manner. It is therefore vital that you inform us immediately should your contact details change.

In the meantime, I hope that you all have an enjoyable summer.

Jane Mellor

Head Teacher

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Guide for full re-opening of school from 2nd September

The overarching principle is that we are putting into place measures to minimize contact and mixing, whilst also focusing on frequent hand cleaning, good respiratory hygiene and regular cleaning. The children will primarily split into separate bubbles based on their class. There are certain times when mixing will be necessary from a practical point of view, but in these cases additional mitigating circumstances are in place (eg the children will be outdoors or sufficient space is available indoors to create enough distance between groups).

Arrival and collection from school

We will be operating a partial staggered start and finish for pupils as follows:

Class	Arrival Time	Collection Time
Reception / Class 1	8.50am	3.15pm
Class 2 / Class 3	9.00am	3.25pm

It is important that you bring your child at the allocated time as this will allow for maximum social distancing. Please note the following:

- Parents WILL NOT be allowed on the school site, only ONE adult should accompany their child to the school entrance and we ask that you please maintain social distancing outside school. As soon as your child has been handed over to school staff, please leave the surrounding area immediately; please do not congregate and chat to other parents as we need to keep the area free for the arrival of the next group of pupils/parents.
- Your child will be met at the wooden gates by staff and directed to their teacher.
- They will then be accompanied into school with each class entering via a separate external door.
- At the end of the day your child will be brought to the wooden gate and handed over to you.
- We appreciate that some of you may have children across the separate arrival/drop off times. Unfortunately we are not able to accommodate them both coming on to site at the same time.

Break and lunch times

School meals will be provided as normal, but lunchtimes will be staggered with the children being split into 3 bubbles; Reception / Class 1 (however the individual classes will be sat at separate tables with a distance between them), Class 2 and Class 3. Only one bubble will be in the hall at a time. Tables and chairs will be thoroughly wiped down between groups.

Break times will also be staggered based on the 3 lunch bubbles; we are fortunate that we have large grounds which allow for plenty of room for the children.

The children will be instructed not to touch each other and we will be providing separate play equipment for each bubble which will be cleaned daily. It is unrealistic for small children to stay socially distanced and this is something that the government have taken into consideration when deciding to reopen schools.

Hand and respiratory hygiene

Regular hand cleaning will be built into the school day (over and above the usual requirements of after using the toilet and before eating). We are conscious of balancing the time taken to clean hands with curriculum time and so hand cleaning will be a mixture of using soap and water or sanitizer. The following are the minimum times children will be instructed to clean their hands:

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- On arrival at school
- On return from break
- Before and after lunch

Each classroom will also have a specific 'tissue station' where there will be a box of tissues, a specific bin for the disposal of used tissues and hand sanitizer. Children will be provided guidance on the 'catch it, bin it, kill it' approach to respiratory hygiene.

Classroom environment

We will be adapting the classrooms so that pupils in Classes 1, 2 & 3 will be sat side by side, facing forward and will adhere to a seating plan. This seating plan will also be used in the dinner hall. We have purchased sufficient equipment for each child to have their own supply of pencils, felt tips, rulers etc. This will not be the case in the Reception class as the EYFS curriculum cannot be delivered in this way but adaptations have been made on line with guidance for early years. Surfaces in all classrooms will be cleaned during the day and any shared resources will be used responsibly and cleaned or quarantined after use.

What to bring to school

Children MUST NOT bring a bag to school with them. The only equipment they will need is a water bottle (please ensure this is filled with water at home) and a lunch box if they are not having a school dinner. Children in Reception and Class 1 will be provided with a piece of fruit as part of the national fruit and vegetable scheme; all other pupils may bring a piece of fruit for a snack if they wish (no crisps, cereal bars etc). We will be providing all the children with a durable zipped wallet in which to transport their organizer and reading book to and from school. These are weather proof and can be easily wiped clean.

PE kits MUST NOT be brought into school. On the day that your child has PE we ask that they wear their PE kit to school – this will be Wednesday for Reception and Class 1 and Friday for Classes 2 and 3 (please note that PE lessons will not start until w/c Monday 7th September). Our school hall does not provide a big enough space for indoor PE under current guidelines, so the lessons will take place outside. Children should wear PE kit as per our uniform policy as follows:

- Plain white t-shirt with or without school logo
- Black shorts (if the weather is warm)
- Dark plain coloured sweatshirt (without logos) and dark jogging bottoms/leggings
- Trainers

School Uniform

Full school uniform will be required when the children return in September (with the exception of their class PE day) in line with our policy as follows:

- Royal blue sweatshirt or cardigan, preferably with school logo
- Red polo shirt, preferably with school logo
- Grey school trousers, skirt, pinafore dress or shorts (red & white checked sundress in summer months)
- Dark socks (white socks acceptable for girls)
- Grey or red tights
- Black, smartly kept shoes to school (not trainers). We believe that it is dangerous for children to wear shoes with platform soles, open toed sandals, or high heels in school, so we do not allow this.

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Black boots are only acceptable in the winter months, however fashion boots eg. Ugg boots are not allowed to be worn.

Face coverings

Public Health England currently does not recommend the use of face coverings in schools, as other measures schools will have in place outweigh any possible benefits of face coverings. Unintended misuse by children can increase the risk of transmission and this coupled with the negative effects on communication, and therefore the delivery of education, are why face coverings WILL NOT be allowed in school. It will be your responsibility to safely remove any face covering that you may wish your child to wear before they enter the school site.

Delivery of the curriculum

We will continue to deliver a broad and balanced curriculum, but as you will appreciate we may need to modify this at the start of the year in order to address any significant gaps in pupil's knowledge as a result of being out of school for so long. Our team of dedicated professionals will quickly be able to assess the children's needs and plan their lessons accordingly.

Behaviour guidelines

We have had to modify our behaviour policy with additional expectations/rules during the Covid pandemic. A copy of the temporary behavior guidelines is available on our website and is being sent with this letter.

Breakfast club and after school club

As per our recent communication, provision of wrap around care is presenting some significant challenges; something that has been acknowledged by the government in their guidelines – *“Schools will need to make sure these can be delivered in line with the wider guidance on protective measures, so they may need to run things differently and adapt over time”*. Our plan is to offer both breakfast and after-school provision with effect from Monday 7th September and we are currently finalizing a way in which to offer this as safely as possible. We aim to provide full details on this by the end of next week.

Essential measures re health risks

- If your child, or someone in your household has coronavirus symptoms they MUST NOT attend school and follow public health guidance.
- If your child has symptoms you should arrange to get them tested as soon as possible and inform the school immediately of the outcome. If they test negative they can return to school as soon as they feel well enough. If they test positive then they must remain off school and self-isolate for at least 7 days, and then can only return to school if they no longer have symptoms, other than a cough or loss of smell/taste.
- If someone in your household has symptoms your child must remain off school and self-isolate as per current public health guidance. You are required to advise school of the absence in line with the normal absence reporting procedures.
- If a child develops symptoms whilst at school you will be asked to come and collect them and any siblings as soon as possible. We will ask you to arrange a test for your child as soon as possible

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and advise us of the results. While waiting for you to collect your child we will isolate them in school and thoroughly clean any area that they have been in contact with. At this point all other children and staff can safely remain in school.

- If school becomes aware of a child, staff member or visitor who has tested positive we will contact our local health protection team and work on the advice from them. This may include sending some pupils and staff home. The health team will provide definitive advice on who must be sent home, and school will keep a record of pupils and staff in each bubble along with seating plans, to assist the health team.

We have endeavoured to provide as many details as possible, but if you have any further questions, or require clarification please e-mail us at office@costock.notts.sch.uk

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