



Phased re-opening of Sutton in Craven CP SCHOOL

PARENT INFORMATION



Introduction

The re-opening of Sutton CP School will be undertaken with due regard to the latest scientific and Government advice available to us at the time. Maintaining the safety of our pupils, parents and staff will be paramount at all times.

The Government and its scientific advisers have determined that it might be safe to re-open schools for the following year groups from 1st June 2020:

- Reception
- Year 1
- Year 6

We are currently able to provide for Vulnerable Children, Children of Key Workers and from 10th June YR and Y1 pupils. Return of other year groups will be kept under review and parents notified of any changes.

In order to accommodate more children as safely as possible in our Essential Childcare, YR and Y1, the following protocols have now been put into place.

Start and finish to the school day

- One parent/carer only to bring their child to school at the start of the day.
- One parent/carer only to collect their child from school at the end of the day.

- Please ensure your child washes their hands before leaving home

- All parents/carers must maintain at least 2m separation between themselves and everyone else, whilst waiting to drop off or collect their child.

- **Parents/carers are asked to leave the vicinity of the school immediately upon drop off and collection of their children.**
This is to adhere to current social distancing guidelines.

- Where you will wait at the start and end of the school day will depend on your child's group (bubble), which you will be informed of separately.

- Please walk or cycle to school if possible.

Reception

Parent/Carer and child to queue at marked two metre intervals along the interior side of the wall that borders the park. A member of staff will wait and receive/return your child in a marked area at the entrance to the Chill Out Zone.

Please avoid discussion with the staff member. Arrangements for passing information to teaching staff are detailed later in this document.



Year One

Parent/Carer and child to queue at marked two metre intervals along the external school wall on Church Road from the park down to the rear entrance gates. A member of staff will wait and receive/return your child in a marked area at the bottom of the ramp by the rear door (near the treehouse). Please avoid discussion with the staff member. Arrangements for passing information to teaching staff are detailed later in this document.



Vulnerable Children and Children of Key Workers in Years Two to Six

Parent/Carer and child to queue at marked two metre intervals along the external school wall on Bridge Road/Church Road up to the main entrance gates. A member of staff will wait and receive/return your child in a marked area in the playground. Please avoid discussion with the staff member. Arrangements for passing information to teaching staff are detailed later in this document.



Staff will be present to assist with drop-off and collection.

Markers and waiting distance signs are clearly displayed (see examples in yellow circles in the above pictures).

Colour groups.

Your child will be allocated a colour group, based on school years, and this will determine when you must drop your child off in the morning and collect in the afternoon, in order to assist with social distancing measures.

You will be notified separately as to which colour group will apply to your child. Your child will be allocated teaching staff as per their colour group. Please note this may not be their normal teachers, but they will remain with these adults until the end of the school term.

Year 6 children may continue to bring themselves to school and leave unsupervised at the end of the day, providing parents feel they are capable of queuing and social distancing appropriately and responsibly.

<u>Colour Group</u>	<u>Morning Drop Off</u>	<u>Afternoon Pick Up</u>
Red Yellow Indigo	9am start Please queue to drop your child off between 8:50am and 9am.	2:45pm finish Please collect your child promptly and leave immediately. FRIDAY ONLY Collection at 1pm.
Orange Green Blue Violet	9:15am start Please queue to drop your child off between 9:05am and 9:15am.	3pm finish Please collect your child promptly and leave immediately. FRIDAY ONLY Collection at 1:15pm.

School will close early on Friday afternoons to allow for a thorough deep clean of the premises. Staff will also use this time to plan and prepare the learning schedule for the week ahead.

Until further notice, Early Birds and Roosters provision will not be available.

Staffing Arrangements

All children will be working in small groups (bubbles) of no more than 15, with the same members of staff each day.

<u>Colour Group</u>	<u>Staff</u>	<u>Location</u>
Red YR	Mrs Dawson Miss Day Miss Blackie	Reception Classroom
Orange YR	Mrs Humphrey Mrs Roberts	Year 1 Classroom
Yellow Y1	Miss Baldwin Mrs Howes Mrs Pickering	Year 3 Classroom
Green Y1	Miss Bell Mrs Broughton Mr Barrick	Year 2 Classroom
Blue Y2/3 priority group	Miss Dean Miss Ibbotson	Year 4 Classroom
Indigo Y4/5 priority group	Mrs Whitehead Mr Allack	Year 5 Classroom
Violet Y6 priority group	Miss Dunkley	Year 6 Classroom

The teaching areas above have been carefully planned so that each group will be as isolated from each other as much as possible during the school day, therefore creating a group 'bubble'.

Each of the group teaching areas will have separate designated toilet facilities.

Contact with the teaching staff.

Contact with teaching staff upon arrival and collection is to be avoided in order to maintain social distancing regulations.

If you wish to talk to your child's class teacher, please make arrangements through the school office via email (administrator@suttoncp.uk) or telephone (01535 633064) and the staff member will respond as soon as possible.

No parent/carer will be allowed to enter the school buildings.

Attendance

If your child is unable to attend school due to illness then parents/carers must follow our usual procedures to report the absence.

Any unreported pupil absence will be followed up by our administration team in the usual way.

If your child has a **medical appointment** during the school day, then please contact the school office **via telephone or email** to make arrangements to drop off your child late or collect early. In this situation you will be asked to wait at your drop off/pick up point and a member of staff will bring your child out to meet you or collect your child from you.

Water Bottles

Please send your child with their named school water bottle on their first day at school. Your child's water bottle will remain at school until the end of the week and staff will wash these thoroughly at the close of each school day.

Uniform and PE Kits

All children will be required to wear school uniform as normal.

Please can **all** pupils wear **trainers** to school as PE activities will still take place.

However, there will be no requirement for pupils to bring PE kits in to school.

Break times

These will take place outside. To assist with social distancing and maintain the group bubble, each group of children will have their morning and lunchtime playtimes at different times, in different areas of the school playground.

School Meals

- School meals will be provided as usual by our catering company, Dolce. This will be a picnic style lunch. You must order these through your School Grid Account.
- Children who have packed lunches from home should bring them into school in a wipe clean lunch box/bag and take them to their classroom for storage.
- Children in Reception, Year 1, Year 2 and Year 3 will eat their lunches at different times within the school hall.
All other year groups will eat their lunches within their designated classrooms.
- Following each year group sitting, the dining hall/classroom tables and chairs will be thoroughly cleaned.

Social distancing

The Department for Education (DfE) has recognised that, unlike older children and adults, early years and primary age children cannot be expected to always remain 2 metres apart from each other and staff.

We will reduce contact between children and staff as far as possible, and take steps to achieve that and reduce transmission risk by ensuring children, and staff where possible, mix in a small group and keep that small group away from other people and groups.

We will be adhering to DfE guidance which includes:

- avoiding contact with anyone with symptoms (see below Health Checks)
- frequent hand washing and good hygiene practices (see below Cleaning and Hygiene)
- regular cleaning of 'touch points' e.g. doors and hand rails (see below Cleaning and Hygiene)

As recommended by the DfE, desks will be spaced as far apart as possible within classrooms. Classrooms will be well ventilated and outdoor education will be utilised as much as possible.

Cleaning and Hygiene

- The school will continue to be cleaned at the end of every school day by our contracted cleaners and staff will clean 'touch points' (tables, chairs, door handles, Chromebooks, equipment etc.) and toilet areas with regularity throughout the day. Staff in each group will record that this has been done.



- Pupils will be encouraged to wash their hands regularly throughout the school day. Time and support will be dedicated to ensuring that this is carried out effectively.
- Pupils will be encouraged to follow good practice when sneezing or coughing - i.e. using a tissue ('catch it, bin it, kill it') or an elbow crook to cough or sneeze into.
- Pupils must not bring anything from home including pencil cases, reading books, school bags or 'show and tell' items.
- Pupils will be allocated their own individual work area and will be provided with their own tray or zip-bag of stationery and equipment.

Wearing face coverings

The guidance received from the DfE does not approve the wearing of face coverings by pupils or staff. The guidance goes further and says that the wearing of face coverings by very young children is specifically not recommended as these pupils are too young to be relied upon to wear the covering properly, to not touch the covering whilst wearing it and to not remove it unnecessarily.

Health checks

Please do not send your child if they are unwell in any way. Parents/Carers are required to check that their child is well enough to attend school each day and is not displaying symptoms of the coronavirus illness.

These symptoms currently include:

- A high temperature
- A new, continuous cough
- A loss or change in your sense of smell or taste

More information can be found on the following website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

If a pupil appears to exhibit a higher than normal temperature or becomes ill during the school day, they will be taken to the First Aid Room, which has been turned into an isolation area for the foreseeable future. In this situation the child will be supported by an adult who will wear PPE to protect themselves. Parents/Carers will be contacted and will be expected to make arrangements to collect their child from school immediately.

Testing for COVID-19 from June 1st

Any pupil attending school who begins to exhibit any symptoms of COVID-19 is eligible for a diagnostic test and details of how to obtain a test are now available online (see web link above).

Should a pupil require a test, this must be arranged as soon as possible and the pupil should remain isolated at home along with the other members of their household until the result of the test is known. That result must be communicated to school as soon as it is known.

If the test is returned as negative, the pupil may return to school.

If the test is returned as positive then the whole household should continue to self-isolate for 14 days from the onset of symptoms and the pupil should not return to school until completely recovered.

Should a pupil return a positive test then the remainder of their bubble will be advised, and required, to remain at home in self-isolation for a period of 14 days. Members of their family do not need to self-isolate unless the pupil in their household begins to show symptoms.

School and Home Learning

For children who return to school, great emphasis will be placed on their emotional and mental well-being. They will be given support to help them understand the changes that have been made to their usual school environment and how the school will operate for the foreseeable future.

Lots of support will be given to establish and maintain good hand washing and social distancing routines.

Pupils in school will continue to access their learning through Google Classroom and Tapestry (Reception) with the support of the adults in their group. Pupils at home will also receive the same learning opportunities. This will ensure pupils in each year group receive the same quality of educational provision.

We realise that some aspects of the school building and their classroom settings will look slightly different and so we would be grateful if you could share the following photos with your child at home prior to them coming into school and talk about why we have had to make the changes. This will help to prepare your children for the fact that they are not returning to school as they know it.

Red Group (Reception Classroom)





Orange Group (Year 1 Classroom)



Yellow Group (Year 3 Classroom)



Green Group (Year 2 Classroom)



Blue Group (Year 4 Classroom)



Indigo Group (Year 5 Classroom)



Violet Group (Year 6 Classroom)



For Year 6 pupils in the **violet group**, it will unfortunately not be possible to carry out most of the usual Sutton CP end of school traditions in the same way, but we will endeavour to ensure their last few weeks in school are enjoyable.

The usual transition visits to secondary schools will not be taking place but we will be working closely with the secondary schools to ensure information about each child is passed on and that the children are mentally and academically prepared for transition to their new school.

In addition to showing your children the above photographs, we would be grateful if you would help us to reinforce to your child that they should not hug their friends or teachers when they return too.

Please be reassured that we will continue to support your child in every way, as we always have, even through these challenging times.



The current situation is obviously unprecedented and we will keep these procedures under constant review and react to any updated advice.

All the staff and governors would like to thank you for your continued support and to reassure you that our Sutton CP community will continue to be a place where our learners grow.

Staff and Governors of **Sutton CP School**