

Opening of Sutton  
CP School  
(Updated 4<sup>th</sup>)

PARENT



in Craven  
November 2020)

INFORMATION



### Introduction

The full re-opening of Sutton CP School will be undertaken with due regard to the latest scientific and Government advice available to us at this 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 will be safe to fully reopen schools to all year groups from September 2020.

This booklet is to inform parents of the changes that have been made in order to follow government guidelines as safely as possible. Please read it carefully and ensure that you and your child are aware of the new expectations included within.

### Start and finish to the school day

**From 5<sup>th</sup> November 2020**

**Everyone dropping off and picking up children should wear a face mask.  
Children under the age of 11 are not required to wear a face mask.**

- **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.
- Parents/ carers are responsible for keeping their child with them while waiting and ensuring their safety.
- All parents/carers must maintain a 2m separation where possible between themselves and other families, 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 class bubble. Bubbles are independent class units (with their own teaching staff) which are kept separate from all other classes at all times.
- Please walk or cycle to school if possible. Parking is severely limited.
- Parents/carers **must not park or drive on unmade up road** outside school. This is used for families to observe social distancing when arriving and leaving the school site.

### Reception and Year 1

Parent/Carer and child to queue at marked two metre intervals along the interior side of the wall which 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 Two and Year 3

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.

**Year 2** - A member of staff will wait and receive/return your child at the bottom of the ramp by the rear door (near the treehouse).

**Year 3** - A member of staff will wait and receive/return your child at the entrance to the kitchen (side) door.

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





## Years 4, 5 and 6

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.

**Year 4** - A member of staff will wait and receive/return your child at the main school entrance door.

**Year 5 and 6** - Members of staff will wait and receive/return your child at the Year 5 and 6 unit.

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. Staff wear High Viz jackets.

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

## Year Group Bubbles

In order to comply with social distancing regulations, school start and finish times have been staggered as follows:

<u>Year Group</u>	<u>Morning Drop Off</u>	<u>Afternoon Pick Up</u>
<b>Reception</b> <b>Year 2</b> <b>Year 4</b> <b>Year 6</b>	<b>8:55 am start</b> Please queue to drop your child off <b>no earlier than 8:50 am and no later than 9:00 am.</b>	<b>3:20 pm finish</b> Please queue to collect your child <b>no earlier than 3:15 pm and no later than 3:25 pm.</b>
<b>Year 1</b> <b>Year 3</b> <b>Year 5</b>	<b>9:05 am start</b> Please queue to drop your child off <b>no earlier than 9:00 am and no later than 9:10 am.</b>	<b>3:30 pm finish</b> Please queue to collect your child <b>no earlier than 3:25 pm and no later than 3:35 pm.</b>

**In order to maintain social distancing it is imperative that parents adhere to these windows.**

Year 6 children may 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 and school have been informed. School reserves the right to ask parents of Y6 pupils to bring and collect their child.

### Staffing Arrangements

<u>Year Group</u>	<u>Staff</u>	<u>Location</u>
<b>Reception</b>	Mrs Dawson Mrs Bailey Mrs Humphrey Miss Blackie	Reception Classroom

	Mrs Howes	
<b>Year 1</b>	Miss Baldwin Mrs Pickering Miss Day	Year 1 Classroom
<b>Year 2</b>	Miss Bell Mrs Kerr Mr Barrick/Mrs Broughton	Year 2 Classroom
<b>Year 3</b>	Miss Dean Mrs Dwyer	Year 3 Classroom
<b>Year 4</b>	Miss Robinson Mrs Ward	Year 4 Classroom
<b>Year 5</b>	Mrs Whitehead Mrs Roberts Miss Ibbotson	Year 5 Classroom
<b>Year 6</b>	Miss Dunkley Mr Allack/Mr Beetles	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 year group 'bubble'.

Each of the group teaching areas will have separate designated toilet and cloakroom 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](mailto: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**

The government intention is that all children attend school full time from September 2020. The exception is new Reception children who will be attending transition visits during the first three weeks of school.

If your child is unable to attend school **due to illness** then parents/carers must follow our usual procedures to report the absence. You should ring the school office before 9.30am on the first day of 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 ([administrator@suttoncp.uk](mailto:administrator@suttoncp.uk))** to make arrangements to drop off your child late or collect early. In this situation you will be asked to phone the school office (01535 633064) and wait outside the main gate until a member of staff brings your child out to meet you or to collect your child from you.

### **What may your child bring to school with them?**

Your child may bring the following items with them to school:

- A named **water bottle** on their first day at school. Your child will need to take these home at the close of each school day and they must be washed thoroughly ready for the next day.
- **A School Book Bag** containing their Learning Journal and a reading book. Reading books returned to school will be quarantined for at least 3 days before being reissued to other children. They may not, therefore, be changed with as much frequency as before.

### **Uniform and PE Kits**

All children will be required to wear the school uniform during the day as usual. School Hoodies can only be worn for PE.

All pupils in Y1-Y6 should bring a school PE bag containing uniform kit. This will need to be left in school and returned at regular intervals for washing at home. Rucksacks are not allowed.

PE activities will still take place.

### **Break times**

These will take place outside and children should bring outer clothing appropriate for the weather. To assist with social distancing and maintain the year group bubbles, each class will have their morning and lunchtime play times at different times and 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 hot 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 small lunch box/bag and take them to their classroom for storage on trolleys. Rucksacks are not allowed.
- Children in Year 2 & Year 3 will eat their lunches in their classrooms.
- All other year groups will eat their lunches at staggered times in the school hall, seated at forward facing tables.
- Following each year group sitting, the dining hall/classroom tables and benches 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. Steps will be taken to achieve this and reduce transmission risk by ensuring children and staff - where possible - mix only within their class 'bubble' and that this group is kept 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 handrails (see below Cleaning and Hygiene)

As recommended by the DfE, desks will be spaced as far apart as possible within classrooms and all desks will be forward facing. 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 class bubble 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.
- Children are not permitted to bring their own hand sanitiser or other lotions to school.
- Pupils are 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 such as pencil cases or 'show and tell' items. Water bottles, reading books, Learning Journals, school book bags and school PE bags/ kits are permitted.
- In the classroom, where possible, pupils will be seated side by side with all tables facing forward to the front of the classroom. The sharing of equipment will be minimised.
- In the playgrounds, the trim trail and tree house will not be in use - this will be subject to regular review.



### **Wearing face coverings**



The current guidance received from the DfE does not approve the wearing of face coverings by pupils. 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. School staff will wear face coverings in communal spaces. They are able to wear face visors in classrooms. From 5th November 2020 everyone dropping off and picking up children should wear a face mask.

### **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 and 'Test and Trace'**

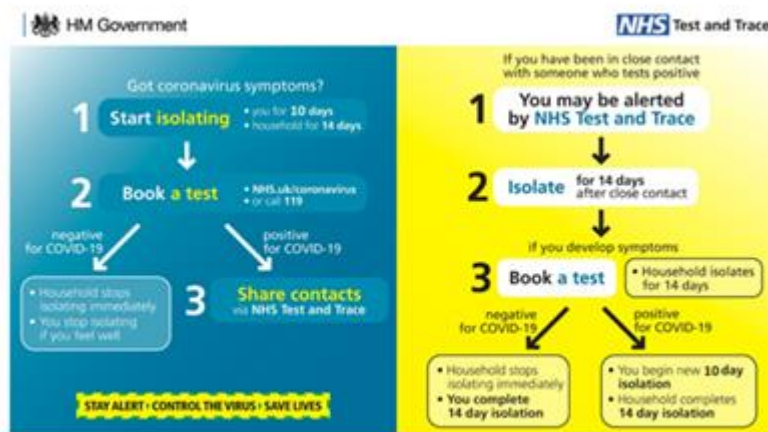
Any pupil attending school who begins to exhibit any symptoms of COVID-19 is eligible for a diagnostic test and details of how to obtain a test are now available online (see web link above).

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 and before a child returns.

- 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 may be 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.



Parents are expected to engage with the above Test and Trace procedures and must inform the school if a test has been taken and the results of this once they are known.

Further information on the NHS Test and Trace can be found on the following website:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

### **Returning to learning**

When children 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. During the first half of the Autumn Term, our whole school topic will be 'Inside Out'. Based on the Disney Pixar movie of the same name, we shall be focusing on the feelings and wellbeing of our pupils, helping them to recognise and talk about their emotions.

In order to help children settle back to regular schooling, we will adapt our teaching approaches to help pupils develop their concentration levels and address key areas of learning.

Should a local lockdown be necessary (or a class needs to isolate at home as a result of a positive test), then learning will continue to take place virtually via Google Classroom/Tapestry. In order to prepare for this situation, in-class learning and instruction will take place using these platforms to ensure pupils are able to use these to their maximum potential. Home learning will also be done via Google Classroom/Tapestry in order to reduce possible transmission and to ensure skills with these platforms are maintained.

Please be reassured that we will continue to support your child in every way, as we always have, with their learning and their physical, social and emotional needs.

## **Before and After School Care**

We are able to offer before and after school care from the first day of term.

Parents wishing to access Early Birds or Roosters should use the online booking system as before. This is accessed through the Activities section on the school website ([www.wherelernersgrow.co.uk](http://www.wherelernersgrow.co.uk))

There will be some changes to how the sessions will be organised and the children will be in two distinct bubbles. There will be a **YR and KS1 bubble** based in the Hive and **KS2 bubble** based in the hall. For Early Birds (before school) parents will need to ring the bell on side door in the front playground and a member of staff will let the child in and sign them in.

At Roosters (after school) when children are being collected parents need to ring the bell and wait for the child to be delivered to the front playground.

Parents will be expected to maintain social distancing while waiting to drop off/collect their child. Please stand at least two meters away from the door once you have rung the bell.

Parents will not be allowed into the building to deliver or collect their children.

Parents need to be aware that if their child attends before or after school care in the same bubble as a child who then tests positive for Covid19 their child may be expected to isolate in the same way as if there was a positive case in their class bubble.

### **Please familiarise yourself and your child with the Key Expectations below**

#### **Children:**

- Children will be expected to practise social distancing as much as is reasonable given their age. They will need to follow the new routines during the school day which they will be taught.
- If they begin to feel unwell at school they must tell an adult.
- Children will only be able to mix with others from their bubble; this includes at break and lunchtimes. They must remain with their bubble all day, not leaving the classroom other than with the permission of the teaching staff.
- Children must wash their hands thoroughly when asked and dry them to keep their hands from getting sore. They will also be reminded to try not to touch their nose, eyes and mouth.
- Children will need to use the toilets assigned to their class bubble and use them responsibly.
- Children need to limit spread by using tissues when they cough or sneeze and throwing them away afterwards. If not available they should cough into their elbow.

**As always we have high expectations of behaviour at school, but this is especially important at this time. We expect children to follow instructions and show impeccable behaviour both in and out of the classroom. At all times they will need to listen to adults in school and show respectful behaviour. This is**

**non-negotiable. Please tell your child that you expect them to follow these rules before they return and help them understand their importance.**

**Parents:**

- Share this document with your children.
- Minimise the risk of infection by rigorously following up to date government guidance.
- Do not send your child to school if they are unwell.
- You should arrange for a test if you suspect Covid19.
- Before school, your child must wait with you in the assigned places and after school they need to leave the premises with you straight away. Children must not be allowed to run around the playgrounds whilst waiting to enter school or upon leaving.
- Arrive and leave promptly when dropping off and collecting your child. You must stick to the specified windows of time.
- Avoid socialising and gathering around the school gates and the vicinity of the school and be prepared to leave if requested to do so by a member of staff.
- Use email and phone to contact school where necessary.

**School:**

- Complete a full risk assessment which will be subject to regular review.
- Have an enhanced cleaning schedule in place.
- Inform parent and children of expectations and measured in place.
- Support children in learning safe routines.
- Give priority to promoting pupils' health and mental well-being.
- Maintain a full list of all adults who come into contact with children when in school for test and trace purposes.
- We will keep up to date with changing government guidance and advice.
- Commit to providing a broad and balanced curriculum in school and at home should lockdown restrictions return.

*The current situation is obviously unprecedented and we will keep these procedures under regular review and respond 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.*

The Staff and Governors of **Sutton CP School**

