

**CARCLAZE COMMUNITY PRIMARY SCHOOL - AN ACADEMY**

St Piran's Close St Austell Cornwall PL25 3TF

Tel: (01726) 74194

Email: [secretary@carclazesch.org](mailto:secretary@carclazesch.org)

[www.carclazesch.org](http://www.carclazesch.org)

Head Teacher: Mr Simon Pollard

Care Communicate Persevere and Sparkle

**SEPTEMBER ARRANGEMENTS**

**Years 1 to 6**

Please note next year's new Foundation Stage Children will receive a separate letter regarding their September arrangements

Dear Parents and Carers,

Having studied the guidance that has so far been made available to us by the government, we are pleased to share an initial outline of our provision for September with you. Obviously, this does remain subject to potential change as new guidance is issued every week and there is the possibility of unforeseen circumstances beyond our control over the summer, such as a second peak or localised restrictions as seen in the news in Leicester recently.

The government recognises that, from September, children will be in close proximity and encourages schools to take a realistic and pragmatic approach, with the biggest benefits being gained from keeping different groups separate, wherever possible, and from stringent hygiene procedures. For those parents who would like to read in more detail what some of the 'behind the scenes' guidance to us has been, two useful documents can be found [here](#) and [here](#).

If we are to keep our children safe and the school infection free, we cannot emphasize highly enough that this is an equally shared commitment between school and home. In the same way that the school shall be operating a 'new normal' and not 'business as usual', we must ask parents to be equally mindful of their responsibilities regarding their family's social interactions and preventative hygiene measures outside of school hours too. Without that, the strategies put into place in school will be undermined and the virus transmitted throughout the community.

Based upon current guidance and the context of our buildings and staffing, our current September plans are detailed as follows:

**Return Dates**

- We will be operating a phased return during the first week, prioritising those year groups who haven't had the opportunity to return to school this term. This phased return helps us to monitor the new procedures with a gradual increase of children and make adjustments if necessary.

Date	Year Groups Return
Tuesday 1 <sup>st</sup> September	School Closed: Inset
From Wednesday 2 <sup>nd</sup> September	Year 6
From Thursday 3 <sup>rd</sup> September	Year 5
From Friday 4 <sup>th</sup> September	Year 3 and 4
Monday 7 <sup>th</sup> September	All children return to school

- The government has stated that attendance is once again statutory from the beginning of the Autumn term 2020

## Bubble Systems

- The school will operate 6 bubbles:
  - Years 2 – 6 (5 separate bubbles)
  - Phase 1 (FS + Y1) will form the 6th bubble
- The impact upon drop-off, pick up, staffing, playtimes and lunchtimes would not be operationally manageable whilst at the same time maximising learning time and maintaining the length of the school day for working parents if we were to operate 14 separate class bubbles.
- For the majority of the time the children will be taught in class groups, and for year 1 children within their Year 1 unit but there will be mixing within their own wider year group at lunchtimes and playtimes and for some teaching activities e.g. intervention groups.
- Year groups **will not mix** with other year groups at playtimes and lunchtimes. Whilst we will keep it to a minimum, staff will mix between different bubbles where necessary – this may include cover teachers, intervention TAs, peripatetic music teachers, supply teachers and other school staff.
- Drop-off and collection times will be staggered to ease congestion (see below).

## Drop off and Collection Arrangements

- Morning drop-off, afternoon collection time, entrance gates, playtimes and lunchtimes will all be staggered. It is essential that parents and children do use the required entry/exit gates as they have been designated to minimise the flow of parents on site at any one point at any given time and minimise the risk of transmission. We do appreciate that this may entail a slightly different route than usual for some families but it is for everyone's safety.
- Parents will not be allowed to enter the school. A member of staff will collect your child from your designated drop off point and return them to you at their collection time. If you need to speak to someone in the office, we would ask that where possible you phone them as they can deal with all enquiries over the phone, however, if you absolutely need to speak to them regarding an urgent matter that cannot be dealt with over the phone, we ask that you enter the entrance foyer and wait for someone to assist you. We will operate a strict one person at a time policy – you will need to queue outside until the foyer is empty.
- The only exception to parents entering the site will be for meetings that have been planned and agreed in advance. Then there are specific guidelines that we must follow. Where possible all parental meetings will take place via teams or over the phone.
- Please ensure that your children bring all their things with them in the morning e.g. lunch boxes, trainers, coats etc as access to the office is limited.
- We ask that you arrive promptly at drop off and pick up times and that you do not remain on school property after either time. We understand it's nice to catch up with friends, but we need to keep the number of people on site to a minimum and ensure that social distancing can remain.
- **If you have more than one child in different year group bubbles:**
  - Morning drop off: Please drop both children at the time and place for your **eldest** child. Their sibling can come through with them and will be taken to their classroom where a member of staff will be waiting and they can start preparing for their day.

- Afternoon pick up: Collect both children from the place and time allocated for the **eldest** child.

	School gate/Entrance to be used	Drop off Time	Collection Time
<b>Year 1</b>	Patio Gate Entrance	8:50am	3:10pm
<b>Year 2</b>	Bike Shed Gate	8:50am	3:10pm
<b>Year 3</b>	Patio Gate Entrance	8:40am	3:20pm
<b>Year 4</b>	Bike Shed Gate	8:40am	3:20pm
<b>Year 5</b>	Bike Shed Gate	8:30am	3:30pm
<b>Year 6</b>	Patio Gate Entrance	8.30am	3:30pm

*If you are an existing parent with a new Reception child joining in September, please don't worry. Information about your arrangements will come separately to you later.*

### Uniform and Equipment

- Uniform will be worn by pupils.
- PE Kits will not be needed in order to limit close interactions between pupils when getting changed in confined spacing. Children need to bring trainers to change into for PE lessons.
- Pupils will be able to bring bags, coats, and trainers for PE. Reading books will once again be able to travel between home and school.
- Lunchtime will be staggered for pupils and in order to maximise the amount of space we have to use during these times, we will be using the field as much as possible at playtimes and lunchtimes. If we have had rain, the field can become muddy. To save school shoes from becoming dirty, you can send in a pair of wellington boots for your child to change into – these need to remain in school where possible.

### Lunchtime Arrangements

- KS1 will eat lunches in groups distanced from each other in the hall. KS2 will eat lunch in the hall if they have ordered a school lunch or in their classrooms if they have a packed lunch. The provision of school meals, their ordering and payment will return to pre-lockdown arrangements as normal.

### Additional Information

- We will not hold whole school assemblies – class worship and assembly opportunities will be planned in each week within classrooms or via an online system within school.
- Children will need to share toilets within their year groups but a strict supervision and cleaning regime will be in place.
- The enhanced daily cleaning and hygiene regimes adopted during lockdown will continue.
- The first two weeks will consist of welcome back activities, revision opportunities for key concepts and baseline assessments to ensure teachers' future planning across the year can be as precise and personalised as possible to narrow and close the gaps that will have inevitably arisen this year.
- All children will be taught in the usual classrooms for their year group and by the staff set out in last week's message to parents.

## Keeping up to date

- Now that everyone is used to using eSchools we will keep on using it. This will be a good way of keeping in touch with class teachers. It will also mean we are ready for blended learning should any form of local lockdown or periods of-self isolation be needed. Home work will also be set using eSchools.
- We will keep in touch with you during the holidays via eSchools, the school website, Facebook and Twitter. Urgent messages or information will be sent via text or email.
- If you need to get in touch with us then please use the [emoseley@carclazesch.org](mailto:emoseley@carclazesch.org) email address,

## Wrap Around – please read carefully as this system has changed

- Breakfast Club and Busy Bees, the paid for wraparound, will be available as it was prior to lockdown, however, we will have to limit numbers in order to manage the amount of interaction between children.
- Wrap around provision **will begin from Monday 7<sup>th</sup> September 2020** on our first full week back. There will be no wrap around provision during the phased return week (2<sup>nd</sup> to 4<sup>th</sup> September 2020).
- As we are needing to limit places and ensure appropriate adult supervision, **we are making some adjustments to the wrap around booking system and collection protocols:**
  - Priority will be given to Key Workers and all places will be issued on a first come, first served basis.
  - In order to reserve your place, it will have to be **booked for and paid for in advance**. Failure to do this will mean that your child will not be allocated a place and you will be expected to collect your child at their normal collection time.
  - Bookings can be made using parent pay. You will be asked for payment details to secure the place. Full information regarding the booking of places will be sent at a later date.
  - Unfortunately, we cannot offer more places due to restrictions in place at this current time. If you book a place but do not use it, you will still be charged as staffing and admin time will be arranged to cover those booked in. The only exception to this will be if your child is unwell and not at school that day. Please let us know if your child is booked in when you call in with the absence as we may be able to offer the place to another child.
  - Booking for the week beginning 7<sup>th</sup> September will be available during the week beginning 1<sup>st</sup> September – we will inform you when this will be available in September.
  - Spaces will be in demand and so please do not be offended if we contact you and ask you to collect your child at the end of the day or wait with your child in the morning if their place has not been booked and paid for.
  - Late collection fees will be charged to cover the staffing costs required for unplanned supervision and you will be expected to clear this fee before your child can attend another session.
  - Children cannot be dropped to come breakfast club on their own. Parents will need to accompany their child to the main school doors and sign their child in so that staff can check against the register for that day.

- Wrap around care will be available to book with the following options:

Wrap Around Option	Time	Cost	Additional Information
<b>Breakfast Club</b>	7:30am to 8:30am	£3.50	At 8:30am children will be taken to their classroom where a teacher will be present
<b>Busy Bees Option 1</b>	End of school until 5pm	£7	You can collect your child at any time during this period but <b>they must be collected by 5pm.</b>
<b>Busy Bees Option 2</b>	End of school until 6pm	£10.50	You can collect your child at any time during this period but <b>they must be collected by 6pm.</b>
<b>Late Collection fees</b>	If you are late collecting your child and you collect <b>any time</b> after 5pm (for option 1) or <b>6pm</b> (for option 2) you will be <b>charged a £5 late collection fee</b> and you will be unable to access the wrap around care until this fee has been paid.		

Apologies for the amount of information contained in this letter but we wanted to give you as much information as we could. As you can imagine, there is much to plan and much information that we as a school have not yet received. However, we hope that there is sufficient here to help you plan ahead until we are in a position to know more, when we will of course share it with you as soon as we can.

Best wishes

Simon Pollard  
Head Teacher