



COALWAY COMMUNITY INFANT SCHOOL

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Newsletter: September 2020

Welcome Back!

Welcome back to all of our families and a special welcome to our new children and their families.

It is wonderful to have everyone back together again and to return to our normal school routine, after what has been a very challenging time for us all. It is wonderful to have the children back in school - we have missed them enormously! The children have been absolutely fantastic in responding to the new school year changes (new teachers, new classrooms and some new rules) and have adapted brilliantly, taking the transition back into school in their stride. All are settling back into school life really well and have made a great start to the term! The school has a wonderful buzz again – the classrooms are full of smiles, laughter and chatter, just as they should be!



May we take this opportunity once again to thank all parents for the fantastic support you have given the children, and each other, during the school closure period. We appreciate that each family has had their own unique challenges to face since March, and may continue to do so going forwards, with school closure and home learning adding additional pressure. We find ourselves in unprecedented times and are extremely grateful and thankful for the way in which our extended school family has responded, with care and thoughtfulness for each other and those in our community.



We are delighted to be back and keen to return to the school routine as quickly and as fully as possible and maintain this feeling of normality for the children and each other. Our priority, as ever, will be the children's well-being and education; to ensure that they are well taught and cared for, that they make good progress with their learning, and are happy and safe. We are also here for you should you need any help or advice; please don't hesitate to contact us with any queries or if you need any additional support or advice over the coming months.



Due to the coronavirus pandemic, there are a number of 'new ways of working' that have had to be put in place to keep everyone safe – the safety of our children, staff and our families across the site, as well as the wider community continue to be our priority. Decisions and new procedures have been established following advice given by the Department for Education, Public Health England and Gloucestershire County Council to minimise any possible risk of transmission of the virus, in liaison with Coalway Junior School, Coalway Early Years and Coalway Kids Club. Therefore, alongside the normal general information we give to parents in our first newsletter of the new academic year, there is also a lot of COVID-related information this month. (Our apologies in advance for the amount of information detailed below). We would ask that all parents read the information below carefully and share this with other family members who come onto site to drop off/collect children, and to contact the School Office if there are any further queries you may have. Thank you in advance for your support and flexibility in adapting to our many new procedures; your continuing support and co-operation is much appreciated.

Coronavirus-related Information

New COVID Procedures for Pupils & Parents

School will largely appear to be the same to the children as it was before school closure. However, we would like to assure you that all staff are constantly putting daily safety measures in place for them, often without the children being aware. Regular hand washing, strict hygiene and cleaning practices and working and playing with their class friends and teachers only are becoming our 'new way of working'. Measures such as these are becoming embedded in our day to day practice, with the children responding well to everything that has been asked of them. We are very proud of them!

We would ask parents to please re-read the '**School Arrangements and Procedures from September 2020: Information for Parents**' letter on the website [Click here](#) to refamiliarise yourselves with the full details of our safety procedures, which were sent to parents in July.

Parents will also find a Risk Assessment on the school website [Click here](#) detailing in full all arrangements and 'systems of control' to make our school 'COVID secure' for the start of this academic year (approved by Gloucestershire County Council Health and Safety Executive before the start of term).

Drop Off & Collection Times

We appreciate everyone's patience and co-operation in adapting to our new staggered drop off and collection times and the one-way system in operation on site. [Click here](#)

To limit congestion further and ensure a steady flow of people across the site as well as appropriate social distancing at drop off and collection times, we would remind parents that they:

- Can drop off or collect at any time during their allocated 10 minute time slot.
- Should not arrive before (or after) their allotted time slot, to ensure that contact with others is limited, to reduce crowding and enable sufficient social distancing.
- Should not gather outside the gates before drop off/collection times. Arriving too early may cause unnecessary congestion and compromise the safety of others on site or other pedestrians in the local community.
- Can use the roadway as a pathway or waiting space if necessary, to ensure appropriate social distancing is possible (N.B. no cars are allowed on site during drop off/collection times to make this possible and ensure everyone's safety)
- Should walk through the Junior School car park rather than on the path by the Junior building to ensure Year 5 parents have sufficient waiting/collection space
- If possible, should drop off/collect alone rather than with several adults, to avoid unnecessary congestion
- Should 'drop and go', i.e. dropping off/collecting their child and quickly moving on down the pathway and off site. Parents should not stop and have a chat as a group, or congregate on pathways or at gateways, causing unnecessary 'bottlenecks'.
- Parents should also not expect to stop and talk at length to the Class teacher at these times, which will compromise social distancing for staff and for children arriving at classroom doorways (N.B. parents should email or telephone with important messages instead).

What to do if you have suspected Coronavirus symptoms

We have attached a document for parents with full details of what to do if you suspect your child or a family member has coronavirus symptoms, which is also available on the website for parents' easy reference '**Coronavirus Symptoms: What to do**'. This document includes the following information:

- What to do if you have suspected Coronavirus symptoms
- Getting a test & test results
- Suspected coronavirus in school
- Self-isolation
- Confirmed case in class/school
- Contact details
- A quick reference chart

The main **symptoms of coronavirus** are:

- **A high temperature** – this means you feel hot to touch on your chest or back. Your temperature will be 37.8 degrees or above.
- **A new, continuous cough** - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **A loss of, or change to, your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

It is important that all parents do the following if a child/parent/family member presents with COVID symptoms:

If you, or someone you live with, has any of the symptoms of coronavirus (COVID-19), check the NHS website and book a test as soon as possible. Parents should follow this link:

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

DO NOT come to school.

Self-isolate: Stay at home and do not have visitors until you get the result – only leave your home to have a test. Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

We would ask that parents keep us informed if anyone in the household presents with coronavirus symptoms. You can do this by either calling 01594 833457 or emailing the School Office admin@coalway-inf.gloucs.sch.uk. We would also ask that parents inform us of the outcomes of any household tests taken before your child returns to school.

Contact Details

We would also ask that all parents ensure we have up to date contact details within the School Office to ensure that we are able to contact you in an emergency, such as your child becoming ill during the school day or presenting with coronavirus symptoms. It will be essential that we can make immediate contact with you in these circumstances and that your child is collected as soon as possible.



Communication between Home & School

Current coronavirus restrictions mean that direct contact and face to face discussions and meetings have to be restricted. In school this presents a significant challenge for us in keeping good lines of communication working between ourselves, as we usually very much have an 'open door' policy and a great deal of direct contact with parents. However, this year we will need to establish new ways of communicating effectively with parents to ensure everyone's safety and hope you will be able to bear with us while we 'find our way' with this this term:

- Staff will need to social distance and keep a 2m distance from parents at drop off/collection times to minimise the possible risk of transmission of the virus. We would like to thank all parents for helping to make this transition time safe for everyone involved.
- If parents have important messages for staff, or any queries, please telephone or email the School Office directly.
- Should a Class teacher wish to keep you informed about something that has happened during the school day, or wish to talk to you in more detail about your child, then they or the School Office may phone you or make a telephone appointment for a later, mutually convenient time.
- We cannot hold meetings with parents in school due to COVID guidelines. Therefore, we are currently in the process of reviewing and setting up video conferencing options for all parents so that we can hold face to face meetings with you if required and also parents evenings later this term. In the meantime, our main personal line of contact will be via telephone.
- As parents cannot enter our school building (no visitors are allowed), please don't 'drop in' to school to ask to see a Class teacher as this will not be possible. Appointments will need to be made in advance and be arranged as telephone discussions at this point in time.

- We hope to have further arrangements in place soon for communication with parents regarding school work once our home learning programme for possible partial/whole school closure is established. Staff are currently reviewing options and developing plans for this, in line with Local Authority/Government guidelines. We recognise that improved communication and feedback (for both children and parents) needs to be incorporated into our home learning programme going forwards, having reviewed our offer over the school closure period.
- Our current text messaging service offers an email service which we are going to trial this month to send newsletters and forms direct to you. We are also reviewing the option of using Parent Mail (which the Junior School are currently using) to do this, although this will not be possible to trial until later this term.

School Office Arrangements

- Please avoid entering the entrance foyer by the School Office unless absolutely necessary.
- All queries should be directed to Mrs Nash or Mrs Edwards by telephone (01594 833457) or email admin@coalway-inf.gloucs.sch.uk.
- Any messages for Class teachers, the Headteacher, Family Support Worker (Lisa Mudway) or Special Needs Co-ordinator (Miss Roberts) should also be sent this way; staff will get back to you as soon as they can.
- If parents require uniform, please ring us beforehand so we can get your items ready for collection/ payment at an agreed designated time.
- If parents want to replace their child's water bottle, we can send water bottles directly to classrooms if parents ask us in advance and send the money into class in a sealed envelope, price £1.10.
- Medical forms (e.g. for asthmatic children) are available on the school website and should be completed and sent to the School Office via email wherever possible. (For legal and safety reasons, parents are required to complete and sign this short agreement form).
- Unfortunately, we are unable to administer any medicines (such as anti-biotics) to children at the current time due to COVID regulations. Parents will need to administer medicines out of school hours or telephone the Office directly to arrange to administer medicine themselves (outside of the building) if absolutely necessary.
- Parents should continue to contact the School Office directly with reasons for absence; thank you for your continued support in doing so to date. Parents should expect to receive a telephone call or text from Mrs Nash or Mrs Edwards on their child's first day of absence if we have not received notification of a reason for absence.

Accessing home learning in the event of school closure/self-isolation

All schools have been asked to review their home learning plans for the coming year to ensure that all children will have access to learning should we be required to close the school or a year group in response to coronavirus cases or Government directives. The staff are currently reviewing and developing our home learning offer for such eventualities in line with Local Authority and Government guidelines, and we will notify parents in further detail once arrangements have been finalised.

In the short term, should your child need to self-isolate at home for 14 days due to COVID requirements, we will provide parents with paper copies of missed learning for the children to complete whilst at home for this short period of time. Please discuss this with School Office staff when telephoning regarding absence if this is the case for your child, after which we can arrange for collection/delivery of relevant work.

We will be asking parents to complete a short survey regarding remote home learning soon, so that we can incorporate specific needs into our plans. Thank you in advance for completing this; further details to follow.

Sending items between home & school

- Items will not be sent home from school and children should not bring items in from home other than packed lunch boxes, hats, coats, water bottles. (No bags, book bags or PE bags are required at the moment). Thank you for your co-operation with this to date.
- If we need to send any 'home learning' items home (due to self-isolation) we recommend that parents quarantine paper items for 72 hours and thoroughly clean any wipeable resources provided.
- The children will be using reading books in school and we will be extending our Bug Club subscription to enable the children to continue to read with you at home online.
- Instead of sending home 'bump letters' should your child have any head bumps or similar at school, the School Office will telephone you as necessary or send an email or text to raise your awareness.
- All letters, forms and topic plans will be added to the website for your reference; we will again text to raise your awareness of any additions.

General School Information



New Classes

As mentioned above, it is fantastic to have all our children back in school with us and the children have all settled quickly in to their new classes. The children are thoroughly enjoying being back together again, getting to know their new teachers and exploring their new learning environments. Our focus over the initial few weeks is on ensuring they are happy and settling in to their new classrooms and the school routine.

The classes this year are as follows:

Class 1	-	Mrs. Gwynne
Class 2	-	Miss. Roberts
Class 3	-	Mrs. Grindle
Class 4	-	Mrs. Burke
Class 5	-	Miss. Screen
Class 6	-	Mr. Hook

Head Teacher - Mrs. Hamilton

Deputy Headteacher - Mrs. Burke

Special Needs Co-ordinator – Miss. Roberts

Administrators - Mrs. Nash & Mrs. Edwards

In addition, Mrs Nicholls, Mrs Brown and Mrs Morris will be teaching in particular classes to provide non-contact time for teachers for various reasons. All of the teachers receive time out of class for planning, preparation and assessment purposes each week, so these teachers will soon become very familiar figures to our new parents.

For the information of our new families, Mrs Nash works in the School Office Monday - Thursday each week, with Mrs Edwards working Tuesday - Friday.



Family Support Worker Miss Lisa Mudway also works in school as our Family Support Worker, Monday to Thursday 8.45 a.m. – 3.15 p.m. and Friday 8.45 a.m. – 12.45 p.m. Should parents wish to speak to her about anything, please ask at the School Office. In line with COVID regulations Lisa will not be able to meet anyone in school but will be available via the telephone and very soon via video link online!

Lisa is able to carry out individual work with parents as well as 1:1 work with the children. The work covered may involve social skills, self-esteem, anger management, bereavement, parental separation and individual worries. Lisa can offer information and advice, as well as signpost to other agencies.



Class Topic Plans & Homework

We will shortly be sending parents class topic planners (which will be added to the Class page of the website), to give parents an outline of the work which their child will be covering in class this term. Please also note that each term this topic planner includes a section explaining how parents will be able to further support their children's learning at home. We hope that you will find this informative and helpful.

Our class topics this term are as follows:

Classes 1 and 2	This is Me!
Classes 3 and 4	Make me a Superhero!
Classes 5 and 6	Explorers in the Great Outdoors

The staff would be delighted to hear from any parents who have artefacts or expertise relating to their child's topic which would further support the children's learning. This year items will not be able to be sent in to school due to the coronavirus regulations but we are sure that we will be able to find other ways we will be able to share items.

Parents in Classes 3-6 will also soon be sent options of homework choices for the children for their new topics. (Children in our Reception classes will receive homework next term once they are all in school full time). Please photograph and email any homework that is completed; We shall be keeping our 'homework walls' this year and look forward to sharing the children's fabulous work with their friends and teachers again this term!

Reading at home

We will be continuing our 'READ' initiative this year (**Read Everyday And Discover**) to encourage the children to read regularly and develop a love of reading. Please look out for the letter on your child's class page for full details. We hope that you will enjoy reading at home with your child and collecting all of our special badges again this year and thank you in advance for your continued support.

As we are unable to send reading books home currently, parents will be given a login for Bug Club to access reading books online at home. Teachers will update these books on a weekly basis and keep track of how many times your child logs on to Bug Club. Teachers will stamp their Smiley face bookmark (which will be kept in school this year) each time they have read – up to one stamp per day. When their bookmark is stamped the maximum amount of times your child will then receive a shiny enamel badge which they can wear with pride on their school sweatshirt. These are bronze, silver and gold stars this year! We hope they will be able to collect them all, feel proud of this achievement and gain confidence in their reading abilities.

Purple Mash

Parents will also soon be sent log-in details for our online learning space, 'Purple Mash'. This is an award winning, creative online learning space which the school has purchased for every child in school to access at home. We hope that you and your child will enjoy it! Please do not hesitate to contact your child's class teacher if you require any further help or information in using the site.

Events this term

- Unfortunately, due to current safety guidelines, we are not able to hold many of our usual Term 1 events such as Harvest Festival, the Scholastic Book Fair, School Photograph Day and Open Evenings. Parents and visitors cannot come in to our school building, large gatherings must be restricted and our class bubbles kept secure. We will however find other ways to ensure that particular events and celebrations take place and will keep you informed.
- We are also unable to hold Wake and Shake or Year 2 Clubs this year as this would break our distinct class bubbles and compromise safety.
- We will arrange an opportunity later this term for parents to 'meet their teacher' (virtually or via telephone) and talk about how they are settling in as well as their progress and what our priorities will be for their learning this year.

Flu Immunisation

- The School Nurse Immunisation Team will be visiting school on Thursday 10th December to provide Nasal Flu Immunisation for all children whose parents wish them to have this. Parental agreement will be sought in advance.
- The Nursing team assures us that appropriate social distancing rules and Gloucestershire NHS PPE guidelines will be followed. We will distribute full details to parents when final information is received.

Attendance

As mentioned above, if your child is unwell and cannot attend school please could you inform the School Office as early as possible (preferably by 10.00 a.m.) on the first day of absence - telephone number as listed above. As part of our attendance procedures Mrs. Nash or Mrs. Edwards may contact you via telephone or text if we are unsure of a reason for absence.

Please note that we check attendances carefully and reward excellent attendance each term. Referrals may be made for persistent absence or lateness (the Government's persistent absence indicator being attendance below 90%), with parents possibly receiving a fine as a result.

Sickness/Diarrhoea

May we remind parents that it is essential that children who have been sick (vomiting/diarrhoea) should stay away from school for at least 48 hours following their last bout of sickness/diarrhoea to limit the spread of infection to others, in accordance with Health Protection Agency guidance.

Term Dates



A list of term dates for the year is available on the school website. [Click here](#) The In-Service days that we have allocated for this year are also included. Please note: the Junior School dates for the October and July holidays are different to the Infant School this year.

Holiday Absence Regulations

Department for Education legislation states that Head Teachers may not grant any leave of absence for holiday during term time unless there are exceptional circumstances. Parents will find full guidelines in our policy on the school's website, or alternatively may ask for a copy at the School Office.

School dinners



All of our children within school are entitled to a meal every day at no cost to parents. This is part of the Government's 'Universal Infant Free School Meals' programme which provides free daily school meals to Reception, Year 1 and Year 2 pupils across the country.

Fresh meals are cooked daily by 'Caterlink' (our meals provider) at the Junior School. Children may bring a packed lunch from home if they would prefer.

As previously notified, currently school meal provision is as follows:

- Lunches will be served in the children's classrooms in their consistent bubbles to minimise any possible risk of transmission.
- Caterlink will provide a packed lunch (baguette) option for the children in the first instance – either a cheese, ham, tuna or egg filling. The children will choose which meal option they would like from the menu each morning, with their teachers, which we then order from the kitchens for that lunchtime.

Lunch provision will be reviewed during Term 1 once all the children are in school and settled, with the hope of providing a hot meal option within time.

All parents of our Reception children should register on-line for their child to receive free meals. Please register at www.gloucestershire.gov.uk/freeschoolmeals if you have not already done so. Children may then decide whether to take meals on a day-to-day basis. Please don't hesitate to contact the School Office should you have any queries regarding school dinners.



'Cool Milk' at School

This scheme is run by an independent organisation. Fresh milk is delivered daily to school. The Reception children are automatically registered by us ready for September and will receive milk free of charge until they are 5. If you would like your child to continue after this, please contact Cool Milk directly. Any Year 1 & 2 parents who wish to register their child and haven't done so already, please visit the Cool Milk website directly- www.coolmilk.com

Snack time

The children receive a healthy snack every morning at playtime, provided through our involvement in the Schools Fruit and Vegetable Scheme – for example an apple, pear, carrots, satsuma, banana, sugar snap peas, pineapple slices.

Water Bottles

The children need their water bottles in school every day. For Health and Safety reasons it is important that the bottles are cleaned and the water changed on a daily basis. We ask for your co-operation in ensuring that the bottles are cleaned and returned to school the next day. If the bottle is lost you may purchase another from the School Office at a cost of £1.10, with replacement bottle caps also available at a cost of 30p.

Parent Pay

We do not have any educational visits planned for this term and therefore parents have not been sent information about setting up ParentPay accounts. This will be sent as necessary later in the year.



Uniform Sales

School sweatshirts and other items are available for sale from Mrs. Nash or Mrs. Edwards in the School Office. Current prices are as follows:

Waterproof Fleece £19.50 Sweatshirt £8.95..... Cardigans £9.95..... Book Bag £3.75.....Dap Bag £2.80.....Cap £2.00 ...Water bottle £1.10 ... Water bottle caps £0.30

We also keep a stock of good quality second hand uniform in school, with items available for up to 50p. Please contact the School Office for further information if interested.

Name Labelling Plea! Could we ask you to ensure that any item belonging to your child is clearly named. This includes all clothing, coats, sandwich boxes and drink bottles. Thank you.

Site Notices

For the information of our new parents:

To maximise safety, security and safeguarding across the school site we have automated entrance gates on Coalway and Holcot Roads. To ensure the safety of everyone on site the entrance gates are locked throughout the school day and unlocked for a period of time at the beginning and end of the school day to ensure authorised access only.

Timings for opening both the Coalway Road and Holcot Road gates will be in line with staggered start and finish times for all schools across the site this year.

Should anyone need to collect their child or access the site during the school day, the main entrance gates on Coalway Road have an intercom system – please just press the button for the provider you require (Coalway Early Years, Coalway Infant, Coalway Junior, Coalway Kids Club or the Junior School Canteen). When leaving the site, there is a silver press pad – please 'press pad to exit' and the gate should automatically open and close behind you.



Parking on site is currently restricted to staff only. Parents should park outside the school site to deliver and collect children, ensuring that they do not park on the double yellow lines or drop their children off in the school gateway. We would also ask that parents help us to continue our good relationships with our neighbours by not parking in front of driveways or on grass verges on Coalway or Holcot Roads or the Eskimarket's mobile home park.

Parents are asked to closely supervise their children at the beginning and end of the school day whilst waiting on site for staff to open the classroom doors and also whilst waiting for Junior siblings. Staff cars may also be arriving/leaving site at these times.

To further ensure the children's safety, a Road Traffic Warden is on duty from 8.30 a.m. – 9.10 a.m. and 2.45p.m. – 3.30 p.m. daily – either Mrs. Moore or Mrs Edmonds. Please could you ensure that the children cross the road with our 'lollipop ladies' - it is essential for everyone to use the same place to cross for safety.



Children coming in to school on scooters or bikes should dismount whilst on the school grounds and pavements. 

Dogs: May we also remind parents that we do not allow dogs on site for health and safety reasons.



No Smoking In accordance with the Local Authority policy the school site is a non-smoking area. 

Please could parents inform other family members who collect the children from school of the above notices. Thank you.

Coalway & Holcot Road Pavements

When walking on the pavements outside the school we would ask parents to ensure that they keep to social distancing guidelines, avoid gathering in groups and allow other pedestrians to pass.

We are aware that our one-way drop off/collection system may cause difficulties for members of our community who wish to pass on the Coalway Road and Holcot Road pathways at these times and ask that you continue to be considerate to our neighbours and make way for them to pass at these times. Thank you.

Headlice

Information on Head Lice is published in the newsletter at the beginning of every term in line with the advice issued by the Gloucestershire Health Protection Unit. It is each parents' responsibility to check hair at least once a week and to treat if necessary. Please find below Local Authority information which we advise parents to read carefully.

The advice, briefly, is as follows:-

- An attempt should be made to remove the head lice by repeated combing of wet hair using a plastic head louse detector comb. Combs are available from pharmacies. Plastic head louse detector combs must be used.
- If this fails to clean the headlice infestations, parents should contact the Health Centre (0300 4218855) for a recommended lotion or further advice can be obtained from the school nurse team on the same number.

It is most important that

- you check your child(ren)'s hair on a regular basis and follow this advice
- long, loose hair should be tied back to reduce the risk.

Coalway Kids' Club: After School/Breakfast Club

Please contact Coalway Kids Club direct with any enquiries regarding before or after school care. (For the information of our new parents, this is the building on the right hand side as you come through the school gates) Phone: 01594 839103 Or email: coalwaykidsclub@tiscali.co.uk

At the moment there are no places available for this term but parents may add their child's name to a waiting list for next term.