



Coverack School  
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Headteacher: Mrs L. Newberry

13<sup>th</sup> July 2020

Dear Parent

In addition to the letter sent to you from the Trust on the 6<sup>th</sup> July 2020 following the Government's announcement that schools, colleges and nurseries will open to all pupils from September 2020, we are now writing to confirm details of our school's arrangements for returning children in September.

**From Friday 4<sup>th</sup> September all year groups except new Reception will return to school. New Reception will return on Monday 7<sup>th</sup> September.**

Pupils will be placed in bubbles; this will enable us to keep children in the same classroom space with the same adults which will ensure that the bubbles are as safe as they can possibly be. Each bubble will be kept separate from all other bubbles. It is important to be clear that pupils will not be able to mix with anyone outside of their small group even at playtimes and lunchtimes.

**In the Autumn term**, Year R, Year 1, Year 2 & **Year 3 children** will be in 1 bubble but be based in both the hall & Primrose classroom and the Year 4, 5 & 6 children will be in 1 bubble in both Mohegan Classroom. These groups will have the same members of staff for the week. We will have staggered starts and ends to the school day. The groups will have separate playtimes and they will also have lunch in their own classroom spaces. **This arrangement will be reviewed towards the end of term.**

Coverack Primary School will operate flexible drop off and staggered end times to avoid overcrowding.

Room	Age Group	Drop off Point	Drop off Time	Pick up Time	Staff
Primrose/Hall	YR/Y1/Y2/Y3	Gate	Arrive 8.45	3.00pm	Mrs Dowker/Mrs Laloë Mrs Drysdale Mrs Pascoe/Mrs MacNeil Mrs Hooper
Mohegan	Y4/Y5/Y6	Gate	Arrive 9.00	3.15pm	Mrs Turner Mrs Martin/Mrs Gardiner

**Please adhere to these timings.**

If you have children in two or more, year groups drop them off in the correct area at the earliest time indicated on the charts above.

**Parents & Carers are reminded that they are responsible for their own social distancing when dropping off at the school gate. We must also stress that no parents or carers will be allowed onto the school site at any point unless strictly by prior appointment with the headteacher.**

Throughout the holidays please can we ask that you help prepare your child for a return to a very different routine, please spend some time with them talking about the following:

- Social distances –why it is important to stay at a distance from each other.
- Hand washing – pupils will be expected to wash hands regularly through-out the day; also each time they enter their class; before and after going to the toilet; before and after eating; and before and after using certain equipment.
- Sharing – pupils are often encouraged to share but in these new times, we will have to encourage pupils to have their own resources and not to share these.
- Staffing – please prepare your child for which members of staff they will be with and that they will not be with other staff.
- Environment-Please prepare your child for their new classroom space which will look different to the classroom in March. It will have less furniture, desks will be in rows & floor spaces will be marked out. (Preschool & Ks1) Resources also will be minimised.
- PPE - some staff may wear masks, gloves or aprons, especially if they are administering first aid. Staff will aim to do so in a manner which does not alarm the pupil but it is helpful if you can prepare them for this.
- ‘Catch it, bin it, kill it’ – please teach your child to use a tissue to blow their nose and sneeze into. If they do not have a tissue ready to sneeze into, please teach your child to sneeze or cough into crook of their arm – not hands.
- Teachers will also spend time discussing these points with pupils and regularly reminding them in an age appropriate manner.

#### **We are also adopting the following Pupil Code of Conduct**

- Go straight to your room when you arrive at school
- Wash your hands regularly throughout the day
- You can talk to your friends but you must not touch them. Do not hug them or sit or stand close to them
- Remember to use a tissue to catch your sneeze or blow your nose; put the tissue straight into the bin: catch it, bin it, kill it’. Then immediately wash your hands or use the hand sanitiser.
- Do not cough or spit at or towards anyone
- Seat where the adult in your group tells you to; do not wander about the classroom
- Keep a safe distance from others between and during lessons
- Only use the outdoors area the adult in your group tells you to; do not go into other groups’ spaces
- Do not share belongings (food, stationery, books etc) with other people and do not handle other people’s belongings.
- Only use the toilets that are allocated to your group. Only enter the toilets if there is a free cubicle. Wash hands thoroughly before you leave.
- You must tell an adult if you feel that you are suffering from a high temperature, a new continuous cough or loss or change to your sense of smell or taste.

Please can we also ask that you help us by ensuring the following guidelines are followed:

- Make sure packed lunches are easy for your child to unwrap. This must include a bottle of water as we will be unable to provide containers for drink. Also, please provide a piece of fruit for snack time.

- No hot school lunches will be available. If your child requires a school packed lunch these need to be ordered a day in advance. Please order this via the school secretary's email [secretary@coverack.cornwall.sch.uk](mailto:secretary@coverack.cornwall.sch.uk)
- If you have uniform please do use it, but other practical clothes suitable will be acceptable till October half term when full uniform will be expected. Make sure your child has clothes they can manage themselves e.g. elasticated trousers rather than zips and buttons. We have adopted the phrase 'PE ready Mondays'! therefore can children please wear PE kit on Mondays.
- Advice that we have been given as staff members is to wash our clothes on our return from work this would be sensible advice for our pupils also.
- On sunny days, apply suncream to your child before they come to school; members of staff will not be allowed to do this. Please supply a sun hat as we hope to be outside for more time than usual.
- Talk your child through the changes they can expect. (See above information)
- Arrive at school with your child during the time window above to avoid a crowd outside the gate.
- Ensure long hair is tied back.
- Do not allow pupils to bring toys or personal belongings to school.
- Send children with a pack or box of tissues to leave in school.
- Pay for lunches in the same manner as before (parent pay, no cash please)
- At drop off staff will collect your child from the gate at the appropriate time. Please be punctual. Please do not bring any other children to the meeting point unless they are attending and be responsible for your own social distancing.
- Please inform staff at the gate about the health of the child and other family members and if any household member is unwell with possible Covid symptoms (a high temperature, a new, continuous cough and a loss or change to sense of smell or taste) do not send your child to school.

Many thanks for your understanding and patience in this matter; we will continue you to update you of any changes via email and on the website. We are also happy to answer any further questions you may have, please email [secretary@coverack.cornwall.sch.uk](mailto:secretary@coverack.cornwall.sch.uk).

Please be aware that these are current plans for the situation as it now. However, please also be aware that they are subject to change if Government advice changes.

Kind Regards

Lisa Newberry (Executive Head)

