



Information for parents about
returning to school in
September 2020

We are looking forward to seeing all of the children back at school for the start of our new term. The school opens on Monday 7th September for all the children in Year1 to Year 6 and children who are already part of our Nursery. New starters in Nursery and Reception have their own arrangements for taster sessions in the first few days.

In response to the coronavirus pandemic, we have changed some of the routines at school and nursery so that we can keep the children, parents and staff as safe as we possibly can.

The guidance from the Department for Education sets out the following systems of control we should use to reduce risks and create a safer environment:

In all schools, and all of the time:

- 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school*
- 2. Clean hands more thoroughly than usual*
- 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using stand products such as detergents and bleach*

Schools should put in place measures that suit their particular circumstances in order to:

- 5. Minimise contact between individuals and maintain social distancing wherever possible*

In specific circumstances:

- 6. Where necessary, wear appropriate personal protective equipment (PPE)*

In every case where it is relevant:

- 7. Engage with the NHS Test and Trace process*

8. Manage confirmed cases of coronavirus amongst the school community

9. Contain any outbreak by following local health protection team advice

At Cavalry school and nursery we will be following this guidance until further notice. Here we set out the changes that you and your children are likely to notice as you come back to school. Please talk to your child about what to expect so that they feel confident about returning to school.

Routines at the start and end of the day:

We want to reduce the number of adults and children arriving/leaving at any one time so that it is easier for everybody to maintain social distancing.

We will be operating a one way system for school and nursery.

- For Year 1 up to Year 6, all parents and children will arrive via the school drive and the gate next to the staff car park. You will then walk round the back of the building until you reach your child's classroom. Once you have said goodbye to your child outside the classroom door, you will continue to walk round the building and exit by the side gate and narrow path usually used by key stage 1.
- At the end of the day we ask you to follow the same route, entering the site via the school drive, collecting your child from their classroom door, and leaving via the KS1 gate.
- For nursery and Reception classes, you will enter via a gate under the trees at the front of the school, walking across the early years playground to reach the classroom external door. Once you have said goodbye to your child outside the classroom door, you will continue to walk across the playground and exit by the side gate and narrow path usually used by key stage 1. You will follow the same one way system when you collect your child.
- Staff will be outside to guide you if you are not sure where to go, and we will post videos showing you where to go on the school website from Friday 4th September onwards (look in the tab marked 'Covid 19') - it might help your child to watch this together at home before you return to

school.

- As per the government guidance, only one adult should bring your child or children to school.
- Parents will not be allowed to enter the classrooms or cloakrooms, so you will need to say goodbye outside the classroom door.

We want to keep the number of visitors to the school office to a minimum too, so please phone us or send an email rather than visiting in person if you can. You can catch a quick word with your child's class teacher as you leave or collect your child. If you feel a more in depth conversation would be helpful, the class teacher can arrange to telephone you at a mutually convenient time for a chat. There are also members of the senior leadership team on duty outside at the start of every day - please ask if we can help you in any way.

To reduce congestion at the school gates, we will be introducing a staggered start/end to the school day.

For School: If your child's surname begins with the letters A to F, please arrive between 8.40 and 8.50 in the morning and collect your child between 2.45 and 2.55 in the afternoon. *Please note that we have found in the summer term that 8.40 and 2.45 are the busiest times for dropping off or collecting children, so to avoid standing in a socially distanced queue you might consider arriving a couple of minutes later.*

If your child's surname begins with the letters G to O, please arrive between 8.50 and 9.00 in the morning and collect your child between 2.55 and 3.05 in the afternoon.

If your child's surname begins with the letters P to Z, please arrive between 9.00 and 9.10 in the morning and collect your child between 3.05 and 3.15 in the afternoon.

For children in Year 5 and 6 who may walk/cycle/scoot to school on their own, the timings above still apply and no children should arrive at school before 8.40 unless they are attending Breakfast Club.

For Nursery:

If your child's surname begins with the letters A to F, please arrive between 8.45 and 8.55 in the morning and collect your child between 2.45 and 2.55 in the afternoon if your child stays for the whole day. If your child is only staying for the morning session, please collect him/her between 11.45 and 11.55. If your child is only coming in for the afternoon session, please drop him/her off between 11.45 and 11.55.

If your child's surname begins with the letters G to O, please arrive between 8.55 and 9.05 in the morning and collect your child between 2.55 and 3.05 in the afternoon if your child stays for the whole day. If your child is only staying for the morning session, please collect him/her between 11.55 and 12.05. If your child is only coming in for the afternoon session, please drop him/her off between 11.55 and 12.05.

If your child's surname begins with the letters P to Z, please arrive between 9.05 and 9.15 in the morning and collect your child between 3.05 and 3.15 in the afternoon if your child stays for the whole day. If your child is only staying for the morning session, please collect him/her between 12.05 and 12.15. If your child is only coming in for the afternoon session, please drop him/her off between 12.05 and 12.15.

If your children have different surnames, please choose one time to come as a family - we don't mind which time slot you choose.

If you arrive a few minutes before your time slot, please come straight into the one way system and drop your child/children off. We ask all parents to avoid standing chatting near the gates to minimise contacts between adults.

For the safety of all the children, parking restrictions outside school still apply. Parking in the bus bay or on single yellow lines is only permitted for those displaying a disabled badge and no cars should park or pull in where the zig zag markings protect the main entrance.

Attendance

School attendance is mandatory from the start of the Autumn term (this does not apply to Nursery). The government has stated that it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Therefore all of our usual attendance procedures will be in operation.

- We expect children to attend school unless they are too poorly to cope with the school day.
- If your child is ill, please telephone the school office before 9.00 a.m. every day to tell us the reason for their absence
- If we do not hear from you and are unable to contact you, we will phone the other contact names for your child and may do a home visit or even ask the police to make a 'safe and well' check if we are concerned about your child's wellbeing.
- Children who have had a sickness bug should not return to school until they have been clear of symptoms for 48 hours
- Holidays in term time are not usually authorised. However, we recognise that one consequence of the pandemic has been the postponement of carefully planned holidays. If you can provide evidence to the headteacher that you have had to reschedule a holiday due to coronavirus and it is no longer possible to get dates during the school holidays, your child's absence may be authorised due to the exceptional circumstances involved.
- We will monitor absence from school, and repeated absences may result in a formal letter, a request to come in for an attendance meeting, or referral to the Education Welfare Officer.

There are some specific procedures for suspected or confirmed cases of Covid-19 which are explained later in this booklet.

A very small number of children may fall into the categories of 'extremely clinically vulnerable' or 'clinically vulnerable' due to medical conditions. The government guidance says that even the small number of children who will

remain on the shielded patient list can also return to school, as can those who have family members who are shielding. If you have any concerns about your child returning to school, or you have received specific recommendations from your child's hospital consultant, please do not hesitate to contact us so that we can work with you to support your child's needs.

Wellbeing

Our first priority is to help all children settle into their new classes and feel happy about the return to familiar routines. Please let us know if your child has any particular worries or if you are concerned about your child's wellbeing. You can email us via admin@cavalryprimary.org to request a chat on the phone, or call 01354 652814 and leave us a voicemail - we will call you back.

Organisation of Classes

Each class will be treated as a protective 'bubble', with the same children staying with the same staff members at all times. We will avoid mixing between 'bubbles' as much as we can to minimise contact between children and adults. Each 'bubble' will have its own designated area outside to play, and will stick together through lunch time too. Some adults will work with more than one class, and these staff will be required to be especially careful about maintaining 2m social distancing from the children.

What to wear/bring to school:

Please send your child back to school in uniform, with all items of clothing named. If there is any suggestion of rain, please make sure your child has a coat as we will still play outside in light rain. Nursery children do not wear uniform. Children from Year 1 to Year 6 will need a PE kit (navy or black shorts, white T shirt/polo shirt, navy or black jogging bottoms, trainers) in a bag with all items named.

Uniforms do not need to be cleaned any more often than usual, or cleaned in any way that is different from normal.

Children in Year 1 to Year 6 should bring their book bag back to school. Also, don't forget to send in an inhaler if your child is asthmatic, checking that it is in date.

Lunchtimes

Just as usual you can choose whether your child has a school dinner or brings a packed lunch. School dinners will continue to be free for all children in Reception, Year 1 and Year 2, and will cost £2.30 per day for those who pay in Key Stage 2. Nursery children can order a school meal for £1.85 but only if they are staying with us for the whole day. **All meals must be paid for in advance** preferably using the ParentPay website. The menu for the autumn term is available on the school website. All children will eat lunch in their own classroom, with the school meals brought to the classroom by the staff. Lunchtime will be shorter than usual to make up for the earlier ending to the school day.

We will provide the children in nursery, Reception, Year 1 and Year 2 with a mid morning snack of fruit but children in Key Stage 2 should bring in their own piece of fruit from home.

We will not allow the children to use the water fountains so it is essential to send your child to school with a water bottle (and please write their name on it).

Playtimes

Nursery and Reception classes play outside throughout the day as part of their learning.

Classes from Year 1 to Year 6 have a 15 minute morning playtime and a 20 minute lunchtime break. In addition classes in Year 1 and 2 have a short afternoon playtime. During these breaks each class will have a designated section of our outdoor space to use - fortunately we have plenty of space outside. Children must play in this designated space and will not be able to mix

with children from other classes. We will rotate the classes around the outdoor areas on a weekly basis.

Classroom activities

Each child will have their own basic equipment - pencil, whiteboard, pen etc for their own use and stored in their tray or in a pencil case provided by us.

Nursery, Reception and Year 1: We are very aware that children moving into Year 1 have not had the full range of experiences we would normally expect in Reception, and so in the autumn term our Year 1 classes will run very much along the lines of a Reception class to ease this transition. The range of classroom activities has been reduced slightly in order to limit the children sharing toys and equipment and we have removed items which are difficult to clean such as cuddly toys. However there will still be plenty of exciting things to do and our creative staff will make sure the children are busy and happy in their play. When we sit on the carpet, the children will be well spaced out and when the children work at tables or activity stations, they will also be told to space out. Many activities will take place outdoors in the fresh air, and we will keep doors and windows open as much as possible to ensure the classrooms are well ventilated. Tables and chairs will be cleaned in between use by different children. The government guidance notes that 'younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group'. However we will encourage children not to touch each other or adults, and staff are expected to avoid close face to face contact with children and minimise time spent within one metre of anyone.

Year 2 upwards: From Year 2 upwards, there will be a transition to forward facing tables so that children are seated side by side and have their own place for regular use. Where classes use activity stations and other 'hands on' equipment, these will be cleaned between use by different children. Some activities may take place outdoors in the fresh air, and we will keep doors and windows open as much as possible to ensure the classrooms are well ventilated.

At the start of the Autumn term we will not be offering any of our usual extra-curricular clubs and activities. We will keep this under review and let parents know when clubs can resume. We are working with our peripatetic

music teachers, Mrs Wheeler and Mr Steward, to get instrument lessons started again during September with appropriate safety measures in place and will be in touch with those involved shortly.

Reading books: We will allow the children to bring books home to read, and hope you will support your child by reading with them every day. When books are returned to school, they will go through a 'quarantine' period before being returned to the shelves to reduce any possibility of coronavirus transmission via the books. Staff will wash their hands before and after handling reading record books. We recommend that the children bring as few other items to school as possible - the only items required are: book bag, reading book, water bottle, lunch box and PE kit.

Hygiene

The classrooms have been deep cleaned before the children come back to school, and will be cleaned every day after the children leave. In addition, some 'on the spot' cleaning will take place during the school day, focusing on items which are touched regularly such as light switches, door handles and table tops. Frequently used equipment will be washed during the day as well. Toilets throughout the school and nursery will receive an additional clean before lunchtime.

The children will be supervised to wash their hands thoroughly with soap for at least 20 seconds at regular intervals throughout the day as well as after arrival and before leaving for home. Hand sanitising gel may also be used but this will always be under direct adult supervision.

The government guidance says that primary aged children should not wear face masks/coverings in school. If you want your child to cover their face during the journey to school, this is permitted but you will need to remove the face mask/covering at the classroom door and take it home with you - it is recommended that you place the mask/covering in a small plastic bag which you can seal. For those older children in Year 5 and 6 who may walk to school without a parent, the children must seal their mask in a plastic bag and place it inside their rucksack before entering school and then wash their hands. Please teach your child how to remove the mask without touching the face covering.

First Aid/ Intimate Care

Whilst staff will try to remain socially distanced from the children during classroom activities, we recognise that with young children this may not always be practical, especially if first aid treatment is required or a child needs help with intimate care.

First aid - there may be some aspects that even young children can do for themselves, for example holding an ice pack against a minor bump. If staff need to 'get up close' please rest assured that we will do so, and staff have basic PPE available to help with this - disposable gloves, aprons and face masks. Similarly we know that our nursery and younger school children will require support with toileting and staff will help them as necessary. For children who are about to join Reception, it is a great help if you can teach your child to be as independent as possible when using the toilet so staff can just step in when needed.

Breakfast Club

Breakfast Club will be open every day in term time from 7.45 onwards at a cost of £2 per day (free for those who are registered for pupil premium). **Breakfast Club should be booked in advance via ParentPay by all users** and paid for in advance using ParentPay for those who are required to pay.

In order to minimise children from different classes mixing during Breakfast Club, we have changed the way we organise the sessions. Until further notice, children from **Year 1 to Year 6** will be based in the school hall, and expected to sit at a table with friends from their own class throughout the breakfast club session. There will be a gap of at least 2m between tables, and staff will be required to maintain 2m social distancing. These groups should arrive for Breakfast Club via the main front door to the school office. Children who are in **Nursery and Reception** will continue to be based in the community room, and children from all these four classes will be considered as a small consistent group. This means that if a child from the small consistent group tests positive for Covid-19, the whole group may be recommended by the local public health team to self-isolate for 14 days. Children from Nursery and Reception should

arrive for Breakfast Club using the door to the community room near the staff car park.

Siblings will need to stay with their own year group.

Stay & Play

After school care will be available each day from 3.15 to 5.15 p.m. at a charge of £3.50 for up to an hour and £7.00 for up to two hours. **Stay & Play should be booked and paid for in advance via ParentPay by all users.** In a similar way to Breakfast Club, we have had to change the way we organise the sessions in order to minimise the mixing of children from different classes. Until further notice, children from **Year 1 to Year 6** will be based in the school hall, and expected to sit at a table with friends from their own class throughout the Stay & Play session. A range of activities will be provided to keep the children entertained. There will be a gap of at least 2m between tables, and staff will be required to maintain 2m social distancing. These groups should be collected via the main front door to the school office - please ring the doorbell. Children who are in **Nursery and Reception** will continue to be based in the community room, and children from all these four classes will be considered as a small consistent group. This means that if a child from the small consistent group tests positive for Covid-19, the whole group may be recommended by the local public health team to self-isolate for 14 days. Children from Nursery and Reception should be collected from the door to the community room near the staff car park.

Siblings will need to stay with their own year group.

What will happen if a child or staff member shows symptoms of Covid 19:

If your child shows symptoms of Covid-19 (new continuous cough, high temperature or loss of sense of taste or smell) you must keep your child at home and your household should self isolate for 14 days. We recommend that you arrange a test for your child to establish the nature of their illness. All children can be tested, including children under 5. Please telephone the school office immediately to explain why your child is absent from school, and then call us again when you have the results of the Covid 19 test. If the

test result is negative for the child or staff member, they will be able to return to school as soon as they are feeling better and the household can stop self isolating.

If a child or staff member shows symptoms of the coronavirus during the school day, they will be isolated immediately away from their class. We will contact the child's parents and expect the child and any siblings to be collected as a matter of urgency. For this reason we request three telephone numbers that we can use to contact you, and you must inform us if any of these numbers change. In cases of suspected or confirmed infection, rigorous cleaning procedures will be followed.

If someone else in your household shows symptoms of Covid-19 (new continuous cough, high temperature or loss of sense of taste or smell) you must keep your child at home and your household should self isolate for 14 days. Again, we recommend that the family member has a test to establish the nature of the illness - if a negative result is received, then the child will be able to return to school.

What happens if a child or staff member tests positive for Covid-19?

If someone tests positive, they should follow the 'stay at home guidance for households with possible or confirmed coronavirus' and must continue to self isolate for at least 10 days from the onset of the symptoms and then only return to school if they do not have symptoms other than a cough or loss of smell/taste. If they still have a high temperature they should continue to self isolate. Members of the household should continue self isolating for the full 14 days.

The school will contact the local health protection team as soon as we are made aware that a pupil or staff member has tested positive for Covid-19. The local health protection team will advise on who needs to be sent home to self isolate for 14 days based on having been in close contact with an infected person. With this in mind, we ask parents to plan in advance for any childcare arrangements you may need if your child is required to self isolate following close contact with an infected person. Close contacts will have to stay away from school for 14 days even if they have a negative Covid-19 test result, because they could still develop the coronavirus within the remaining days.

What to talk about with your child:

Before your child's first day back at school, please take a few minutes at a quiet time to chat with them about what school will be like. These are the key messages we want you to share:

- Even though you are very happy to see your friends and your teachers, we are not able to hug one another at the moment. A wave and smile is a lovely way to say hello
- Please use a tissue to catch coughs, sneezes or runny noses, and put your dirty tissue in the special white bin in your classroom. You should cough into your elbow instead of covering your mouth with your hand
- The teachers will remind you not to crowd together but to spread out and use all the space in the classroom.
- The teachers will tell you where you are allowed to play outside, and you should stay in the set area for your class.

If you have any further questions, please call the school office or email us at admin@cavalryprimary.org.