



# Cusgarne Primary School

Head of School: Mr T Barnard

21<sup>st</sup> July 2020

Dear Parents

## **RE: End of year information and September arrangements for all pupils to attend school.**

Could I begin by thanking every one of you for your support during the past few months. The challenges at times have felt overwhelming, and drained us emotionally, but I have been blown away by the tremendous support and community spirit on show. We have loved every single message, email, photo or video that we have received. It has been great to see the breadth of learning and creativity that has taken place, as well as the creative ways that you've been able to communicate with us.

I would also like to pay thanks to all of our wonderful staff who have been fantastic at problem solving the many challenges that have faced them over the past few months, and continued with their great efforts in the face of adversity and the unknown, to ensure the reopening of school was successful. I know some staff have been frustrated at not being able to attend school but have continued to support and work tirelessly to provide the very best provision and offer for our children.

As part of our work at the end of the school year, the class teachers have provided you with a pared down report, via email, covering an overview of your child's efforts and behaviours, pastoral and social confidences, successes and achievements, and strengths through the year. I know it does not give the usual detail but is intended that this report be used as a steppingstone to welcoming all children back to school in September, and to find a way to navigate these challenging times.

On another note, it is with sadness that we say a fond farewell to a member of staff at the end of this term. Miss McCauley will be moving on to pastures new following the end of her temporary contract. The great news is she has secured a teaching assistant role with another Aspire school, and I know she will be a success with them as she has been with us. We all wish her the best of luck in her new role.

Following the various government guidance documents, we have used these to create a detailed plan for all children to return in September. Your support is imperative in minimising risk for our community.

As you know Cusgarne has been open since the 2<sup>nd</sup> June, and although the way we operate is different from normal, staff and children have all adjusted really well and quickly, and been respectful of the new routines, and children that have been attending are settled and happy to

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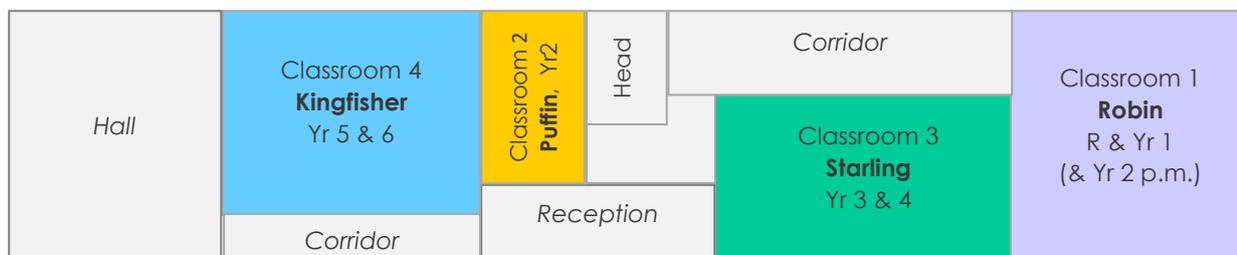
be back in school. This letter sets out some of these routines and the other guidance that we are working in accordance with to reopen to all pupils.

## September

In September the teaching arrangements for the class groups will be as follows –

Classroom Location	Class Names	Am		Pm	
		Groups	Teachers	Groups	Teachers
Class 1	Robin	Year R/Year 1	Mrs Turner	Year R/Year 1/Year 2	Mrs Turner
Class 2	Puffin	Year 2	Miss Palmer		
Class 3	Starling	Year 3/Year 4	Mr Barnard	Year 3/Year 4	Miss Palmer
Class 4	Kingfisher	Year 5/Year 6	Mrs Murray	Year 5/Year 6	Mrs Murray

## School Layout



As you can see, we have allocated class names, using the theme of birds, to each teaching space and group. In the morning four teaching groups will operate, and in the afternoon, the year 2 children will join with Robin class, and Miss Palmer will teach the Starling class. These arrangements will allow us to maintain two pods across the school for times where we need to share spaces, for example playtimes and eating lunch. There will be a KS1 and KS2 pod and these groups of children will not mix during the school day. It will also allow a teaching assistant to support each group in the mornings, and on most afternoons. It means we can operate and

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deliver our recovery curriculum to corresponding year groups and without mixing key stages, in order to support the return to school for all children.

## Drop off and collection arrangements:

Firstly, I would like to remind you that all children are expected to attend school in September and we are planning for that. The Autumn term will begin with two inset/training planning days on the 3<sup>rd</sup> and 4<sup>th</sup> September. The children will return on Monday 7<sup>th</sup> of September.

### Arrival & Departure Plan:

<u>Class:</u>	<u>Arrival Time</u>	<u>Where?</u>	<u>Departure Time</u>	<u>Where?</u>	<u>ADDITIONAL COMMENTS:</u>
Yr 2	8.30am	Top gate	2.45pm	Top gate	Child minders will need to drop children to their specific entrances
Yr 5 & 6	8.30am	Lower gate	2.45pm	Lower gate	
YR & Yr 1	8.45am	Top gate	3.00pm	Top gate	
Yr 3 & 4	8.45am	Lower gate	3.00pm	Lower gate	

**As you can see we have staggered starts and finishes for specific groups in the school. We request that you stick rigidly to these times so that congestion is kept to a minimum.**

- Groups are allocated a gate and an entrance to and from school which they will use every day
- An adult will be at the main gate entrance welcoming the children and supporting with the direction of movement.
- One adult per family will accompany their child, and please avoid bringing younger siblings to the gates while dropping off your child.
- There is an expectation that no children or adults should gather on the school site at any time.
- For collection, groups will be brought out of school to the area of the playground where they were dropped off and dismissed to parents when they arrive at the gate.
- We ask you to be prompt so that it minimises congestion. To support the safe environment, parents must adhere to the collection and drop off times.
- If you are dropping more than one child and they are in different pods – you will need to adhere to the arrangements for both those groups. This also applies to childminder drop offs.

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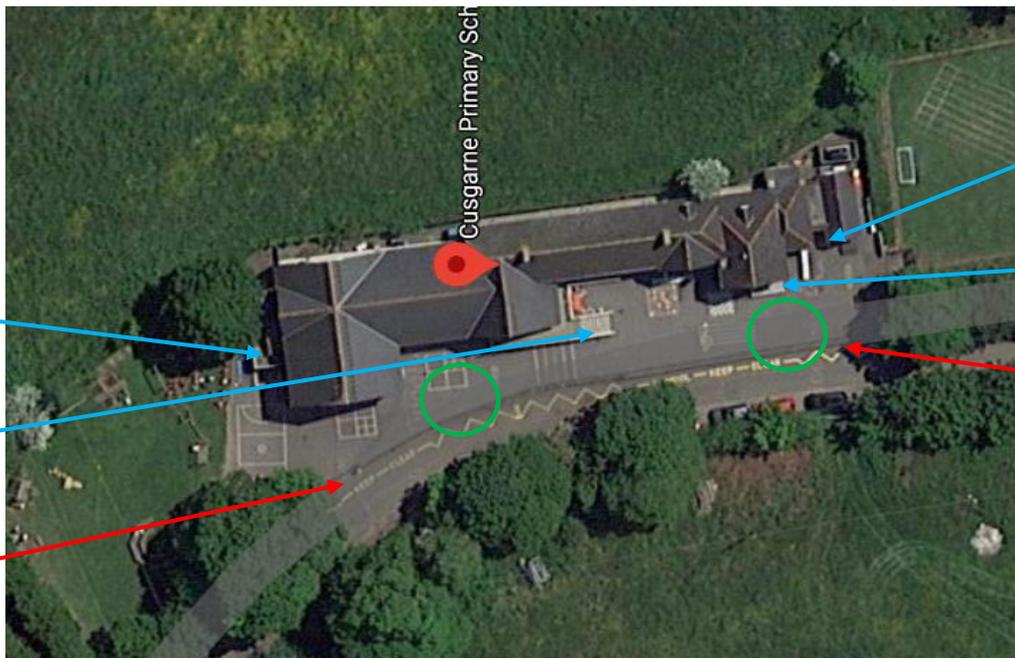




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## Drop off & pickup location map



Yr 5 & 6 enter up rear steps

Yr 3 & 4 enter up main steps

Lower gate:  
8.30 & 2.45: Yr 5 & 6  
8.45 & 3.00: Yr 3 & 4

Yr 2 enter up toilet block steps

Yr R & 1 enter up Class 1

Top gate:  
8.30 & 2.45: Yr 2  
8.45 & 3.00: Yr R & 1

 Parents holding areas if needed, to get children and parents off the road

## Q&A

**Who will return?** - All children are expected to return in September.

**Attendance** – from September, attendance is compulsory. It is vital for all children to return to school to minimise, as far as possible, the long-term impact of the pandemic on children's education, well-being and wider development.

**Risk Assessment** - our school's extensive risk assessments will be updated appropriately considering any issues identified and changes in public health advice. These will also take in to account our unique circumstances. The school's safeguarding protocols will be reviewed accordingly.

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**Hygiene** - within the school, everyone will adhere to a robust hand hygiene routine, which will include regular hand washing and hand sanitizing. Good ventilation will be promoted throughout the school. All staff will be promoting a "Catch it, Bin it, Kill it" approach.

**Sanitising stations** – around the school in key areas there are hand sanitising pumps with additional bottles of hand sanitiser around school and in classrooms. Regular hand washing is key.

**Cleaning schedule** – we will have enhanced cleaning arrangements throughout the school. This will include a lunchtime wipe down in class. Each pod will have its own anti-viral spray, hand sanitizer and cleaning wipes. Children's water bottles must be labelled so the name is clearly visible.

**Track and Trace** – the school is actively engaged with the NHS's Track and Trace protocols. Should any parent, child or staff member display any symptoms of COVID-19, we would strongly encourage them to book a test. Tests can be booked through the NHS's testing and tracing website. Parents should inform the school of test results immediately.

Should test results be negative and the person feels well with no symptoms similar to COVID-19, they can stop self-isolating. Other members of the household can stop isolating too.

If someone tests positive, they should follow the government's 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of smell/ taste.

The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Should there be a localised outbreak, we have extensive plans in place to contain any outbreak by following local health protection advice.

**Checking children's temperature** - Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Therefore, we will not routinely take the temperature of children.

**Face masks** – in line with the DfE guidance, no children or staff on the school site, should wear a face mask. Should children arrive wearing face masks, following using public transport, they will be instructed not to touch the front of their face-covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag

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they can take home with them, and then wash their hands again before heading to their classroom.

**Social distancing** – young children are not expected to social distance within their pod. Children will be taught and discuss the benefits of social distancing, but we as an organisation appreciate that this will not be possible with the youngest children. We talk to these children about respecting their own and each other's bubble and they do respond to this but it is not possible to consistently maintain this. We will endeavour to minimise potential for contamination so far as is reasonably practical. In KS2, the children are older and the classrooms have been set up to fit with socially distancing protocols, and the children will be encouraged to follow this guidance where possible and practical. Adults will socially distance between themselves and when appropriate, from children.

**Wrap around care** – For the first half of the Autumn term breakfast club will **not** be running. This is to stop children from different pods mixing, and to allow the children and staff to focus on reintroducing children back into the classrooms and to the new school routines. We know emotional well-being, and reducing anxieties will play a significant part of our recovery curriculum, in the first part of the new term. We will review this regularly, every 3 weeks, and take a considered and thoughtful approach, to when breakfast club may restart.

**After-school clubs** – initially, there will be no after school clubs for the autumn term. We will review this regularly, every 3 weeks, and take a considered and thoughtful approach, to when these clubs may restart.

**Lunchtimes** – these will be staggered taking in to account our KS1 and KS2 pod model, so that year groups eat separately in the hall. I will update you further, most likely in September, when I have confirmation of the school lunch provision and menu.

**Breaktime and lunchtime** – children will play games that encourage social distancing and no shared equipment will be made available to the children. All fixed outdoor equipment (excluding nursery and Reception's outdoor equipment) is to be cordoned off as it is not possible to ensure that it can be appropriately cleaned. The main playground space will be shared on a staggered rota, so that KS1 and KS2 are not using the space at the same time. Each pod will have some equipment that they use at playtimes, and this will remain with this pod.

**Curriculum** – following a turbulent and unsettled period of schooling, children and/or parents may be reluctant or anxious about returning in September. Our staff will support your children, providing an emotionally rich curriculum to support their well-being. Initially, a lot of time will be spent ensuring that the children feel safe in school. This will include reminding children of the

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routines, structure and expectations of being in school. Routine is key for children and helps them to feel safe.

For the autumn term, teachers will prioritise the most important missed content which pupils may struggle to pick up again later. Particular focus will be paid towards reading and number, in particular the four operations. Reading with your child each night has huge benefits to your child's learning. It is essential that you support your child with this. By summer 2021, the school intends to have its full, broad curriculum offer for children. Our curriculum will be informed initially by the children's gaps in their knowledge, but we will endeavour for it to be broad and rich.

**Behaviour** – In light of the COVID-19 pandemic, we have updated our behaviour policy. These will be communicated clearly to all pupils. These set clear, reasonable and proportionate expectations of pupil behaviour, particularly considering restrictions around the movement within the school and new hygiene rules. We will continue to recognise and celebrate positive behaviours around school and towards pupils learning approaches and skills.

Staff will be proactive in predicting and preparing for children's return to school, considering the range of experiences that children will have had during this time.

**Home Learning** – to support children's accelerated progress to catch up for missed learning, it is essential that we work in partnership with parents. Therefore, we will be expecting homework to be completed in a timely manner. We will communicate the detailed arrangements for each class in September.

Reading records are key in ensuring a strong link between home and school. It is encouraged that children read every day at home. We will include more guidance in September.

**Remote learning** – in the event of a partial or full lock down, or where children are well enough to do so, we will provide remote learning. This will take place in the form of online learning through Tapestry and Google Classroom and will be linked to the learning that the children would have done in school.

**Resources** – each pod will have their own resources which are cleaned regularly. Following the use of PE equipment, it will be cleaned meticulously before the next group uses it.

Children can only bring essential items into school such as: hat, sun cream, lunchbox/water bottle, coat, PE kit and bookbags. Please supply your child with a healthy snack, that they will be able to eat at playtime. If it is in small container, please make sure they can open it themselves. Fruit will be available for KS1 children. Please ensure names are clearly marked on children's belongings. All other items must remain at home, including items like pencil cases.

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**Visitors on site** – only essential visitors will be allowed to come into the school and will be by appointment only. All visitors on site will be logged for track and trace purposes, as well as for evacuation procedures. For the first half term, there will be no volunteers.

**Music Lessons**– We are taking a considered and thoughtful approach to group music lessons, and this will be reviewed every three weeks, however to start off in September we will not be inviting any peripatetic teachers in to school, to run music lessons. Singing is currently not allowed, and neither are lessons in school where we blow, suck or puff an instrument. We will be working closely with the music service to see what we can get organised.

**School office** - initially, the school office will be closed for contact in person. Any requirement to speak to a member of staff should be done via telephone: 01872 863563 or email using [hello@cusgarne.org](mailto:hello@cusgarne.org).

I appreciate that there is a lot to take in, but I hope that the above helps to answer some of the questions you may have and reduce any anxieties that you or your child may be experiencing.

Should you have any questions about any of the above, please do not hesitate to get in touch.

I wish you all a wonderful safe summer, and I hope the sun shines on all of us in Cornwall and we can get to enjoy it. I would also like to take this opportunity to wish our Year 6's the very best of luck for September and the new adventures that await them. We are proud of them all.

Very best wishes,

Mr Barnard

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