

Cavendish Church of England Primary School



September Whole School Opening

It is anticipated that all children in all year groups will return to full time education in September. Whilst the final confirmation for this is likely to be issued at the end of August, we would like to provide families with further information of our September arrangements, and all families should assume that we return on **Thursday 3rd September**, unless notified otherwise. Any adjustments to our provision due to local or national circumstances will be published on the school website.

We will be returning to our four class model and attendance is mandatory for children of compulsory school age. Individual details for each class are below. Each class will form its own bubble, and whilst within each bubble strict social distancing is not required, maintaining the bubble integrity is a control factor in reducing risk. We are producing a separate Covid-19 home school agreement, explaining how home, school and children themselves can help to reduce risk by taking responsibility for themselves and be mindful towards others. All arrangements will be reviewed on a fortnightly basis, or as directed by government strategy.

Well-being – children

A key emphasis in September is for children to become reintegrated into school and school life. We understand that for children and families recent events and daily changes will impact on wellbeing. The pastoral wellbeing of each child, alongside physical safety and safeguarding is our first priority. Teachers will be using relaxation and social integration techniques to re-establish relationships with adults and also their peers. The school will still have access to referral services as required and communication with families about any concerns will be key. Equally, it would be helpful if families share any concerns their child may have, so we are better able to support. In addition to our daily spiritual provision, Miss Wass is a qualified Youth Mental Health First Aider, and Mrs Ward and Miss Ling are trained to run our Feelings and friendship wellbeing intervention groups.

Mars Class

Children may arrive at any time from 8.30am and will enter through the main gate to go to their classroom via their own Mars Class door. Staff will be at the gate to welcome you, but please note, no adults will be allowed on site.

Children should bring their water bottle, tissues, sunhat/coat. Fruit is provided for children in Mars and Jupiter class, but they may also bring a healthy snack if required. (No chocolate or crisps thank you.) This year group is eligible for Universal Free School Meals, and a school lunch will be available each day. School will end at 3.15pm as usual and children will be dismissed from the main gate.

Jupiter Class

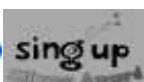
Children may arrive at any time from 8.30am and will enter through the side gate and walk round the outside of Neptune Class to go to their own classroom via the main door entrance. Staff will be at the gate to welcome you, but please note, no adults will be allowed on site.

Children should bring their water bottle, tissues, sunhat/coat. Fruit is provided for children in Mars and Jupiter class, but they may also bring a healthy snack if required. (No chocolate or crisps thank you.) This year group is eligible for Universal Free School Meals, and a school lunch will be available each day. They will be dismissed from the side gate at 3.15pm.

Saturn Class

Children may arrive at any time from 8.30am and will enter through the main gate and walk to the playground door entrance and then along the internal corridor to their own classroom. Staff will be at the gate to welcome you, but please note, no adults will be allowed on site.

Children should bring their water bottle, tissues, sunhat/coat.



Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10

Children may order a school lunch or bring a packed lunch from home. They will be dismissed from the main gate at 3.15pm.

Neptune Class

Children may arrive at any time from 8.30am and will enter through the side gate and go through the door immediately into Neptune Class. Staff will be at the gate to welcome you, but please note, no adults will be allowed on site.

Children should bring their water bottle, tissues, sunhat/coat.

Children may order a school lunch or bring a packed lunch from home

They will be dismissed from the side gate at 3.15pm. If you wish your child to walk home unaccompanied, the school must be in receipt of written confirmation, and you should have every confidence that your child will be able to adhere to all social distancing criteria in place.

Teaching bases

Within each teaching bubble, each child will have their own allocated seat, with their own stationary and equipment. Desks will be forward facing as per government guidelines. Each space will only be used by the individual child, and teachers rather than children will move for teaching requirements. Each desk and equipment will be thoroughly cleaned at the end of every day. Desks will also be cleaned at lunchtime. Rooms will be well ventilated, with open windows, and any doors which are not fire doors will be propped open to minimise contact with door handles.

Frequent hand washing for 20 seconds will remain a key part of our safety provision, and each teaching bubble will have their own set of basic hygiene materials within the classroom. This will comprise: tissues, hand soap, disposable gloves, paper towels, cleaning sanitiser, disposable cloths, hand sanitiser, tea towel, computer wipes, apron, bucket. Each teaching space has access for staff to hot water.

Paper towels should be put in non-recycling bins within the dustbin liner.

Books and resources can be shared within a bubble, but the most frequently used items such as pens, pencils, rulers and scissors will be allocated to individuals.

Hard surface resources will be wiped clean, or left for a minimum of 72 hours, before reuse by a different bubble. Soft/malleable materials may be used by individual children, but are not transferrable.

Each teaching base will have its own risk assessment and procedures.

Entrances and Exits

We will require parents and families to adhere to social distancing guidelines on the slip road up to school and by the school gates. To support school safety, no adults will be allowed into the playground or on site, and children will be welcomed at the gates, and brought to the gate at the end of the day.

Children in Mars Class will use their own door into the class room. Neptune Class will use the Neptune door by the pedestrian gate. Jupiter Class will come in and depart via the main school entrance door.

Saturn Class will come in and depart by the playground door.

To support families in observing social distancing, children may be brought to school anytime from 8.30 – 9am, but we would ask parents to be mindful of how many families are on the slip road at any one time.

Children should not be allowed to run ahead of their adults. For the convenience of families and to avoid unnecessary waiting around on the village green, we are not setting arrival times by year group.

To help parents with social distancing, children will be dismissed in alphabetical order by surname within each class, so although we do not expect parents to “line up”, this will help them organise themselves in a way that supports minimum contact. Only one adult per family should be bringing and collecting children at the gates.

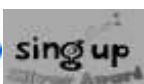
Whilst the play area on the village green is not the responsibility of the school, we would request that families actively model compliance with expectations and guidance for its use, including social distancing by waiting adults.

Clothing

Children should attend school in full school uniform. Items which are not machine washable should be avoided. As classrooms will be well ventilated, please ensure your child has a school jumper or cardigan even on hot days, as seated work in the old part of the building can cause some children to feel chilly.



Artsmark
Silver Award
Awarded by Arts
Council England



Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10

Where possible outdoor learning spaces will be used and children should bring a sunhat. We would prefer that suncream is applied at home.

Children should wear full school PE kit to school on the day they have external PE. PE Kit forms part of school uniform and therefore the same standard of compliance is expected.

Neptune Class – Monday

Saturn Class – Monday

Jupiter Class – Thursday

No PE kit or bags may be stored in school for these classes.

For children in Mars Class, learning to change independently is part of the Early Learning Goals and therefore their PE kit should be brought into school on the first day and will remain in school until half term.

Children's Equipment & Bags

Children should bring as little as possible into school each day: packed lunch (if not using the catering service), water bottle, tissues and coat, if needed, is all that is required. School will provide all stationary and reading materials on site. Bags should be brought into school on **Mondays ONLY**. This the day children should return homework and change their reading books. Any letters or communication will be sent on Mondays, and children will also receive their new homework on this day. Bags will not be permitted in school at any other time as we need to keep the corridor as free as possible and there will be no corridor storage space.

Please note we are unable to distribute birthday sweets, treats, invitations or any other materials from home for sharing. These should be shared outside of school. Unless guidance changes, Christmas card postbox will close the week before the end of term to allow 72 hour isolation clearance.

Toilets and Hand washing

Mars Class will use their own toilet facilities only. All other children will have access to the main toilets, but we will be limiting the numbers at any one time.

Hand washing is one of the key ways to maintain safety as correct washing technique destroys viruses. Children will be asked to wash their hands on the following occasions, and younger children are supervised for efficient technique:

- On arrival at school and before going home
- Before and after playtime or sporting activity.
- Before using a laptop or i-pad
- Before and after eating
- After using the toilet
- After sneezing or using a tissue
- Before using equipment such as paintbrushes and non-malleable supports.

Neptune Class and Jupiter Class have direct access to their own sink, as does Mars Class. Saturn Class will have use of the children's kitchen and the existing basins in the toilets.

Lunch Provision

Children will be eating their lunch, whether brought from home or provided in school, in one of two sittings at either end of the hall. Children will be seated in their bubble groups. Catering staff will take school food to the child. This will be individually pre-boxed. At the end of the first sitting staff will clear, clean and sanitise the hall before the second sitting enters. The dining hall will be cleaned and sanitised again at the end of lunch. Children will need to wait until their allocated time for movement, even if they have finished their own food.

Children who are eligible for Universal Free School meals, and children who are registered FSM will have access to the school meal provision. For all other children (years 3-6), lunch is available on a paid basis, or lunchboxes may be brought from home. Uneaten home food and wrappings will be returned to the individual lunchbox to take home as catering staff may not handle home food debris.



Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10

The school menu is being adjusted to support individual lunchbox provision, and a full menu will be issued in the Autumn Term. Meal choices for the first two days back are included in newsletter 22.7.2020.

Playtime

To preserve the concept of separate teaching bubbles, children are required to remain in their own group at play and lunch. Each teaching group will have their own box of play equipment to be kept in the classroom, and brought outside each session. This includes rugs for sitting, and each bubble will have their own first aid box and provision. Playground space will also be zoned and children will use their own zone for both play and lunch. Playground zones will be changed each day to allow for a rotation of activities and play equipment will be cleaned each night.

Children will have phased playtimes because although our grounds are spacious, this eases congestion for toilets, the corridor and lining up.

Movement around the school

The building is limited in that it has only one corridor. Therefore it is not possible to follow government guidelines to introduce a one way system. It is important to minimise movement around the building and use of separate doorways by separate classes has already been discussed. Storage in corridors has been reduced.

Collective Worship

Collective Worship will remain a key part of our daily provision. However, we will be unable to join together, and instead will have teaching group based worship. Government guidance is that singing within these groups is allowed. Lunchtime prayer will continue as normal in each class. A reflective space and visual stimulus will be set up in each classroom to support children's spiritual needs. Children may still use the reflective faith-based summer house in accordance with the play zone timetable.

Library

Once children have become confident in adhering to school systems and routines we will be re-introducing library in an adjusted way to support safety and promote reading for pleasure. We are committed to offering children recreational reading opportunities at home as part of a skill set to support emotional wellbeing. To ensure each bubble remains safe, children will visit the library once every four weeks, but take home 4 books each time. In this way only one class visits the library each week, which supports safety measures for each bubble and also for our committed team of library volunteers. Our librarians have been involved in establishing safety measures and will have update training before the sessions commence. We will publish a timetable in the newsletter once we are able to open the library and children will be able to bring in a bag on their allocated library day. Returns should be brought into school for the same session, but these will be unable to return to the shelves for a minimum of 72 hours. Increasing the amount of stock in circulation at any one time will reduce our provision, so please return books promptly.

Forest School

We plan to resume Forest School with adjustments for social distancing. Children will be sent their individual letters once school resumes.

Homework & Reading

Homework will be issued on a Monday for return the following Monday. Children will either have 2 homework books which will alternate or a folder for the current piece only. Children on school reading schemes will have their books issued on a Monday. The reading record/planner is for home recording purposes and your information only. They should not be brought into school this year, but are a valuable home resource with support for maths, spellings and grammar already printed within them.

Curriculum Provision

Early Years will still offer a full curriculum, adjusted to ensure safe hygiene practices. Children will continue to receive high quality phonics, reading and number alongside the 17 key areas of the EYFS curriculum. Fresh Air Friday will take place within the school grounds during this phase.



Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10

For all year groups, the school is committed to offering a broad and balanced curriculum in line with required safety measures. For example there will be no contact PE in the Autumn Term and children will not be taught practical music using their ocarinas and recorders- these should remain at home; however music theory and appreciation will still continue. Cooking lessons will be subject to review, as will enrichment activities. Any special events in school will be subject to rigorous planning and individual risk assessment. Equally there will be no group work in practical science, or shared craft materials. Books and resources may be shared within class bubbles. Much of the curriculum can still be offered with adjustments, and staff are keen to ensure this fits our school ethos of providing both creativity and challenge.

Alongside our commitment to supporting children holistically is the need to minimise any loss of learning. Staff will be using a variety of ways to quickly assess children's home learning, retained knowledge and understanding. Identified children will be invited to after school tuition (Key Stage 2 only) or will be selected to attend intervention support. You can support your child over the summer by continuing to read regularly, and ensuring that number bonds and times table knowledge is consistent with age related expectations. Your child's report, sent earlier this term, will contain valuable information about targets and next steps for learning.

Marking and Feedback

Marking and feedback are key ways to help children progress in their learning. Whilst all work will be reviewed regularly and feedback given, it will not be possible to mark work alongside the child ("live marking") unless a distance of 1metre+ can be maintained by staff and child. Daily work produced on site may be reviewed adhering to appropriate social distancing in directed hours. Each child should remain in their desk space and adults will collect/ hand out work and resources. Foundation subjects which are taught weekly may be marked as usual. For daily subjects oral feedback can be given to minimise book recording. Any written marking should be light touch, with positive praise/stickers and judicious use of next steps comments. Where possible, children will self-mark their own work following teacher guidance and individual class marking.

Behaviour Expectations

Our school vision statement, ethos and commitment to an holistic approach remains unchanged. Children will be revisiting our school prayer and golden rules as part of their re-integration to school. We pride ourselves on our children's excellent behaviour and their consideration of others. However there are necessary adjustments to our Behaviour Policy, and families should ensure their children have a clear understanding that any behaviours which deliberately cause emotional or physical harm in relation to Covid-19 safety measures will be considered serious breaches, requiring parental attendance. This includes invading personal space, deliberately coughing, spitting, biting, licking or any behaviours which deliberately contravene control measures and school risk assessments. It should be noted that whilst the school has been open at this time, all children on site have been exemplary in following school expectations, and the school has every confidence that this will be the case in September also.

Masks

Current guidance is that masks should not be worn by staff or children unless required as part of full PPE. Any child who comes to school in a mask will be required to remove it and double bag in within sealed plastic bags ready to take home.

First Aid

Two staff members have 16 hour paediatric first aid and most staff are emergency paediatric first aid trained. Existing systems continue in place. Each bubble will take out its own first aid support box with the playground equipment.

Communication with parents, including minor injuries and accidents

To respect social distancing criteria parents will be informed of any minor injuries and accidents via written letter at the end of the school day (similar to the "bumped head" letter), rather than being asked to sign their child's individual record.



Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10

Staff will be unable to meet with families face to face, but can discuss learning and pastoral concerns by telephone or email. Please do not try to engage staff in conversations about specific children's needs at the gate, as in order to comply with GDPR and privacy expectations, staff will be unable to enter into a conversation in a public space.

Attendance & Notification of illness

In September staff will use daily attendance registers and absences will be recorded in the normal way. Registration will be closed at 9am and late arrivals will be marked accordingly. Attendance is compulsory for children of legal school age, and schools are expected to rigorously follow up non-attendance. Should any child become unwell, for whatever reason (and it is important to remember that all other childhood illnesses and ailments still exist) then families must telephone the school to notify them and give a reason for the absence.

It is important to note that any child who is ill, or any child who does not feel unwell but is displaying covid-19 symptoms, should NOT attend school, and we are asking families to err on the caution during this phase. Any child displaying symptoms of:

- Temperature
- Cough
- Loss of sense of smell
- Loss of taste

(as specified 19.5.2020)

will have their parent/guardian informed for immediate collection, and will be expected to self-isolate until a negative test result is received. Any siblings in attendance will also require collection at the same time.

Government guidance states that any child or staff member displaying symptoms should be sent for testing. The school is required to inform Suffolk County Council of any person who has been sent for testing, regardless of the outcome. The school will work closely alongside Suffolk County Council and Public Health England in monitoring absence and testing. Children will be allowed back into school once a negative test result is confirmed and they feel well enough to attend, with no further signs of fever.

Current national criteria for isolating will apply to children, families and staff in our setting.

Covid-19 is a notifiable disease and families must inform the school if anyone in their household receives a positive test result. The family should follow the "Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection" document. The school's response will be swift and will be informed and led by liaison with Public Health England. This will include rigorous cleaning and to contact any persons identified by Public Health England as being required to self-isolate for 14 days.

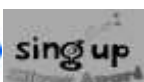
Track and Trace

Schools are required to provide any contact details of staff and children on roll as requested by Suffolk County Council and Public Health England as part of the Track and Trace programme.

Learning expectations during absence

There may be times when a child is required to stay at home but is not seriously unwell, for example when required to isolate, or with a minor cold, or if the school's provision is reduced in response to local conditions. It is an expectation by the government that in these cases learning at home starts from day 1, and will continue until education on site is available again. Schools are required to provide home learning support from the first day of absence or reduced provision on site, and we are requesting that families support and adhere to home learning should this provision be required. Individual details will be sent as required, but any home learning will closely follow class planning and timetables to minimise the impact of the absence.

As part of our home learning package and for general support children will still be able to have home access to My Maths, RM Maths, Oxford Reading Tree and Espresso which covers all curriculum subjects.



Shared Expectations

I hope this information has been helpful, and that you have a clear understanding of how school will look in September. Any late change in policy and procedure will be applied before the start of term, and updated guidance published on our website. As a final word, it should be noted that our risk assessments and risk management will be most effective if all families follow current guidelines for social distancing and safe behaviours over the summer break and into the Autumn Term. This will ensure we are all doing everything we can to protect our families and each other.

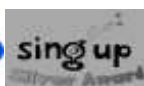
With every best wish for the summer break,

Miss Wass
Headteacher

22nd July 2020



Artsmark
Silver Award
Awarded by Arts
Council England



Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10