

Cavendish Church of England Primary School

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The Green Cavendish
Sudbury Suffolk CO10 8BA

Headteacher: Miss C E Wass

Telephone: 01787 280279
Fax: 01787 281060
E-mail: admin@cavendish.suffolk.sch.uk
Website: www.cavendish.suffolk.sch.uk



Cavendish C of E Primary School
Challenge, Creativity, Compassion: Create a pure heart in me - Psalm 51:10
September 2021

We hope that you have all had an enjoyable and restful summer. As you will be aware there have been some changes to covid guidance and management, and so the following information is to share how this will look in our school. This should be read in conjunction with our updated risk assessment on the school website, and the NHS/DFE parent leaflet which is attached and also on our website.

We will be continuing with our four class model and attendance is mandatory for children of compulsory school age. Individual details for each class are below. The key changes are that separate bubbles are no longer required, and that some curriculum items which were previously restricted, such as blown musical instruments and singing can now be re-introduced. Additionally, the rules for close contacts and isolation have changed, and we have adjusted our risk assessment procedures accordingly. However, we still take our duty of care to children, staff and visitors seriously, and so will still be keeping some control measures in line with guidance published July 2021 (Schools Covid19 operational guidance).

All arrangements will be reviewed on a fortnightly basis, or as directed by government strategy. We will be using a scale up/scale down model depending on any changes of which are informed locally or nationally. It may be possible that some of our earlier control measures are re-introduced as part of our response.

Well-being and Spiritual development

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 and make new connections. The school has access to referral services as required and we would appreciate prompt communication with families about any concerns which may have arisen over the summer. In addition to our daily spiritual provision, Miss Wass is a qualified Youth Mental Health First Aider; Mrs Ward and Mrs Stone will be running our Feelings and Friendship wellbeing intervention groups.

Mars Class (EYFS)

To welcome our new children we will be following the guidance sent to you in our end of term letter. Subsequently children may arrive at any time from 8.30am and will enter through the side gate to go to Wake and Shake until 8.45am when the main gates will be opened for access to Mars 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. 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 (Years 1 & 2)

Children may arrive at any time from 8.30am and will enter through the side gate to go to Wake and Shake until 8.45am when the main gates will be opened for access through the playground door to Jupiter 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. 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 main gate at 3.15pm.

Saturn Class (Years 3 & 4)

Children may arrive at any time from 8.30am to go to Wake and Shake until 8.45am when the main gates will be opened for access through the main door to their 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.

Children may order a school lunch or bring a packed lunch from home. Please note the change to the school menu offer.

They will be dismissed from the side gate at 3.15pm.

Neptune Class

Children may arrive at any time from 8.30am and will enter through the side gate to go to Wake and Shake until 8.45am when the main gates will be opened for access to their classroom via the main 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.

Children may order a school lunch or bring a packed lunch from home. Please note the change to the school menu offer.

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 walk safely home.

Teaching bases

We no longer need to teach in class bubbles. In line with best practise some control measures will remain. 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 class 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 class, but the most frequently used items such as pens, pencils, rulers and scissors will be allocated to individuals. Please note all equipment will be provided by school and individual pencil cases and stationary should remain at home.

Entrances and Exits

We hope that parents and families will continue to show consideration to others when using 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 playground entrance door. Saturn Class will come in and depart by the main school entrance door.

To support families observing social distancing and to ease parking congestion, 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 arriving at any time between 8.30 and 8.45 will attend our popular Wake & Shake exercise session, and access to classrooms will be from 8.45am

Clothing

Children should attend school in full school uniform. 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. Where possible outdoor learning spaces will be used and children should bring a sunhat. We would prefer that sunscreen 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.

Please support your child in dressing according to the uniform stated on our website, both for daily wear and PE. The school sells monogrammed uniform items, and our school colours are readily available in shops and larger supermarkets.

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 any paper based 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 either as hard copy or via google classroom. 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.

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

Lunch Provision

Children will be eating their lunch, whether brought from home or provided in school, in one of two sittings. 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 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 pre-paid basis, or lunchboxes may be brought from home. Uneaten home food and wrappings will be returned to the individual lunchbox to take home.

The school menu has moved to a two week rota, along with some changes to our pack-up option. Please see attached.

Playtime

Children will have phased playtimes because although our grounds are spacious, this eases congestion for toilets, the corridor and lining up. These will be allocated by Key Stage.

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 use a one way system. Storage in corridors has been reduced.

Collective Worship

Collective Worship remains a key part of our daily provision. Children's feedback from the Faith Survey showed how valuable shared Collective Worship is. Weather permitting, this may still take place outside. A reflective space and visual stimulus will continue in each classroom to support children's spiritual needs. Children may still use the reflective faith-based summer house, and we have newly installed seating areas around the school for those who wish to reflect and observe.



Library

We are delighted to be able to re-introduce library access 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. Children will visit the library once every two weeks, but take home 4 books each time. We will publish a timetable in the newsletter and children will be able to bring in a bag on their allocated library day. Increasing the amount of stock in circulation at any one time will reduce our provision, so please return books promptly. Any library books still at home should be returned to school as soon as possible, thank you.

Forest School

Our Forest School programme will resume its usual timetable. Children in Year 1 attend in Autumn 1. Forest School sessions will commence on Tuesday 14th September, and full details will be sent to Year 1 families. Please do check that your child's wellington boots still fit. Boots rather than trainers are required regardless of the weather to provide extra protection against bites, ticks and scratches, or when our exploration involves water based work.

Homework & Reading

Homework will be issued on a Monday for return the following Monday. Children will require weekly access to google classroom and mymaths and may be directed to other sites as appropriate. Any child who has limited online access at home, or who prefers to do their work in school may attend our daily lunchtime Lost Learning session where online access and support is provided.

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.

Daily home reading is an expectation and has a really powerful impact on progress, confidence and enjoyment. Please prioritise this as part of your daily routine.

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.

For all year groups, the school is committed to offering a broad and balanced curriculum in line with required safety measures. We are pleased to be able to offer our full programme again, alongside suitable safety adjustments.

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 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 by continuing to read regularly, and ensuring that number bonds and times table knowledge is consistent with age related expectations. Your child's report at the end of the summer 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. This may be through a variety of ways such as oral feedback, written response, self marking or peer review.

Clubs

We are pleased to be able to offer lunchtime and after school clubs again. Please look out for our club letter next week for further details. As schools no longer receive PE premium funding, it will no longer be possible to fully fund clubs run by external sports providers, and these will need to move to a “paid for” basis. The school will still be able to meet this cost for children who are in receipt of Pupil Premium funding. This is linked to eligibility for Free School Meals, and a link is on our website to explore further if you feel your family may qualify for this support.

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. We are pleased to report that children last year has a clear understanding of expectations and demonstrated a sensible and mature attitude towards their own safety and the safety of others.

Masks

Current guidance is that masks should not be worn by staff or children unless required as part of full PPE.

Guidance on masks may change, subject to the local situation, and we will advise of any changes in our newsletter and risk assessment. Visitors to school may wear masks as part of personal choice

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.

Communication with parents, including minor injuries and accidents

We will continue with our current procedures in that 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.

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. To speak to a staff member, please contact the school office in the first instance.

Attendance & Notification of illness



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. Please note the following from School's COVID-19 operational guidance (July 2021, p.9):

If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.

The household should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection.](#)

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. Covid-19 is a notifiable disease and families must inform the school if anyone in their household receives a positive test result. 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 working alongside Test and Trace.

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. This has changed since the school was last in session, and educational settings will no longer be expected to undertake contact tracing.

From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case.

Anyone who is notified they are a close contact is advised to take a PCR test, please see the attached NHS leaflet.

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 Google Classroom, 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 next week. 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 safe behaviours and protection. This will ensure we are all doing everything we can to protect our families and each other.

With every best wish for the term ahead,
Yours sincerely

Miss Wass

