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**Cawood Church of England  
Voluntary Aided Primary School**

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Monday August 24<sup>th</sup>

Dear Parents and Carers,

Welcome to class 2

September opening

September will soon be here and we are very much looking forward to starting our new school year. It will be wonderful to welcome all of the children back into school and to resume school life. We have taken time to review all of the government, DfE and Public Health England guidance and are confident that our procedures and operational structures will minimise the risk of spreading the virus and provide everyone in our school with a rich learning environment that is as safe as possible. We are absolutely focused on ensuring that all children return in September to continue with their learning and we have in place a clear strategy.

Our focus is caring for your child in a safe environment and we will ensure that all the children settle well within a supportive learning classroom, that addresses the needs of every child. For those children who have not been able to return since March, the school environment and certain routines may look and feel slightly different, but once back in school new routines are quickly established. The classrooms will also look a little sparser than usual, to allow for areas to be easily cleaned, but the children will still have access to resources to support learning.

After very careful planning, we have provided the following information for you and your child to follow once they start back at school. As always we will continue to monitor and adapt our planning and organisation in line with government guidance and advice, so please be aware that the information may change. If this is the case, then we will inform you of any relevant changes as soon as we possibly can.

**Pupil wellbeing**

We understand that children and their families may have some anxieties with regards to returning to school after a long period of absence. At Cawood, we have a well-established ethos to support health and wellbeing through our 5 ways to flourish (**be active, connect, take notice, give, keep learning**) and our school values (**Perseverance, Friendship, Thankfulness Wisdom**) within a Christian context and through the PSHE curriculum. We pride ourselves in the wealth of support, nurture and care that we provide not only for our children, but for our families too. Our staff and our dedicated home school help (Mrs Coleman) will help with any anxieties or worries you or your child may have upon returning. If you would like to discuss any concerns or worries either prior to your child returning to school or during the school term, please email school admin or phone the school office and we will reply as soon as we are able.



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**Class 2- Year 1 and Year 2**  
**Start time – 8.50am End time – 3.00pm**

**Dropping your child at school**

- Each morning **one parent/carer** is to bring your child through the school gate to class 2's outside area. Allocated start times have been given to classes to allow children and adults to enter and exit school premises at a social distance. If you have another child in a different class, then you can drop off both children at the earliest stated time. A member of staff will welcome your child into school at the classroom gate and will take them into the classroom. Please be aware of social distancing at all times (two metres where this is possible or one metre). Once they arrive, children wash their hands and find their new coat peg and tray and then sit at a table. On the table we will provide a morning activity.
- Class 2 will form a class bubble. The aim of these protective bubbles is to minimise contact with other children and reduce the risk of spreading the COVID-19.
- Each bubble will be isolated from all other bubbles as much as possible.
- The bubble will be taught and cared for by the same staff every day where possible and will contain the same children every day.
- The bubble will be taught together and will have playtime and lunchtime together to avoid mixing between different bubbles.

**The school day**

- Once all children have arrived and settled, the register will be taken and the school day will begin.
- Worship will take place on a daily basis in the classroom rather than in the hall, so children are not mixing with other groups.
- Children will be allocated their own set of equipment to use, such as pencils, ruler, pens. However, other classroom equipment, such as reading books and provision resources, can be shared amongst the children in the bubble. Specialist resources, such as science equipment, will be thoroughly cleaned after use and left for 48 hours before being used by another Year group bubble.
- Books bags, PE bags and other resources **will now be allowed** in school. The swapping of resources between home and school should be kept to a minimum, so please only send your child with what is absolutely necessary. We ask that your child continues to use a school book-bag, rather than other school bags. This is because book-bags fit inside your child's tray and the resources that we need can be easily accessed.
- School uniform will be worn daily as normal. On PE days we ask that you bring your child to school in the pe/games kit with suitable PE clothing to be worn all day, but they should still wear normal school shoes. We would like your child's trainers/pumps to be kept in school in their normal PE bag and we will change into these when needed. This will allow us to take part in other PE and outdoor learning throughout the week because your child will have suitable footwear in school at all times. PE, will take place outside as much as possible, so please ensure that your child wears warm sports clothing during the chillier autumn weather. You will be informed of the PE days during the first week your child returns to school.
- Please also provide in your child's PE bag a change of clothing (this may be some old jogging bottoms or old school uniform) this allows your child to change if they have an accident. A drawstring PE bag is requested.
- We **will** be able to send home educational material such as reading books etc. which on return to school will be cleaned and be rotated in line with government guidance. If you have any previous reading books that were sent home during the lockdown, then please do return these to school

with your child, and we will make sure they are dealt with in accordance to guidelines and eventually returned to the relevant classes.

- All personal items **MUST** have your child's name clearly marked on them.
- We encourage all children to have a school dinner. The normal (new) menu will be returning in September. Please order these lunches in the usual way. If your child has packed lunch, packed lunch boxes can be brought into school. Please also send **your child with a named water bottle** as the drinks fountain won't be in use. Water bottles will be kept on your child's desk.
- The free fruit scheme will be starting again in September and your child will be encouraged to eat a daily piece of fruit or vegetable. If you wish to bring in additional fruit or prefer to provide your child with fruit from home, then this will be allowed. The cool milk scheme is also restarting so if you wish your child to have daily milk then order in the normal way through coolmilk.
- We recognise that social distancing with the younger children is a challenge so the children are taught rules and routines to encourage this. The government guidance states that schools do not need to insist on social distancing with the younger children (hence the bubble structure). We want our children to learn through play and interaction with others so our procedures have robust hygiene measures and social distancing is encouraged when appropriate.
- When working at tables, children in class 2 will normally sit at tables that allow 2 children to sit facing the front. However, as part of the transition process Year 1, will be allowed a more 'free flow' approach to the provision when required. They will be allowed to sit on the carpet in small groups, but will be expected to distance themselves as much as possible and have good standards of hygiene.
- Adults will give feedback to the children at the adults' height/level, to help with social distancing, rather than the adult moving into the child's space. Staff will have some physical contact with the children during the day to support their needs, but physical contact will be kept to a minimum and only when this is necessary. PPE is available to staff as and when this may be needed.
- Children will be allowed to use the toilet as required during the day. Staff will be monitoring the flow of children to and from the toilet to ensure good hygiene.

### Breaktime arrangements

- Playtimes in school will be staggered to allow classes to have dedicated times and areas of the playground.
- Each class has access to their own playtime equipment, which is regularly cleaned. The larger outdoor play equipment on the field will continue to be out of use.
- At lunchtime, the children in class 2 will have their lunch in the hall. Different *sittings* and zones will be set up in the school hall to ensure that bubbles of children do not come into contact with each other. Children will be escorted to and from the hall by adults from their bubbles to ensure that bubbles stay separated and there is safe distances and spaces between bubbles.
- We have changed the arrangements for afternoon play, to help us to implement the new procedures and to support your child's learning and health and wellbeing. Classes will be allowed to take a break at any point in the afternoon that suits their needs and support the learning process. Class teachers are planning to use the outdoor environment as much as possible (even in poorer weather) and the children will be exposed to regular exercise throughout the day, both inside and out. Therefore, the afternoon break may sometimes be integrated within the outdoor learning or activities such as *the daily mile* which will be planned for over the week.

### Collection of your child at the end of the day.

- Please be prompt when picking up your child. Children in class 2 need to be picked up at **3.00pm**. If you have another child in a different class, then you can take both children home at the earliest stated time. The class teachers in the other classes will send your child to you at the earlier time. Please stand in the most suitable position in the playground so that you can easily be seen by both children. Give them a little wave, so that they know you have seen them.
- Picking up times are staggered to discourage any group gatherings, so please keep to a social distance at all times. At the end of the day, we request that only **one parent /carer** enters the school playground and is asked to stand in the playground, in front of class 2. Please spread out at least 2 metres apart. We will bring the children to the school playground via our outdoor area and we will send each child to you one at a time. Please give your child a little wave when it is time for them to leave so that we know they have seen you, we will also ask them to wave back and then they will go directly to you. Once you have collected your child please leave the school premises quickly.
- If you wish to discuss anything with a member of staff, then please phone the school office and leave a message. Unfortunately, we will not be able to discuss things with you in the playground.
- Child minders-if your child is collected by a child minder then we would expect you to keep them up to date with the procedures we have in place.

We do hope that the beginning of the new academic year will go smoothly and will be a happy and fulfilling time for the children and for all of us. Thank you for supporting the safe practices and procedures of our school. Please do not hesitate to contact me or the school office if you have any questions or concerns.

We will continue to update our arrangements in line with the latest local and government advice.

Yours sincerely,

Mrs. E. Ramsdale

