

## **JUNE 1<sup>st</sup> OPENING – KEY POINTS**

Dear Parent/Carer,

Please see below key points regarding our reduced opening from June 1<sup>st</sup>. Please read and where appropriate discuss with your child. If you have NOT confirmed that your child is returning from June 1<sup>st</sup>, please note that they should NOT be brought to school on Monday. The classrooms/bubbles have been prepared with numbers of confirmed attendees in mind. Please email [head@cottinghamprimary.co.uk](mailto:head@cottinghamprimary.co.uk) to discuss your child attending if you have not yet confirmed. Please also email if you have changed your mind and your child will NOT be attending.

## **OUR APPROACH**

Drawing on guidance from the Department for Education and enhanced with our own additional measures, our COVID-19 protocols are designed to create 'protective bubbles', which separate our school from external factors and limit social interaction between groups of children and staff teams. There is more detail about these bubbles later on in this document.

## **OUR PRINCIPLES**

Government guidance is very clear that social distancing guidelines need to be maintained to keep our pupils safe. We are introducing the following measures to help keep school as safe as possible for our pupils:

- To adhere to social distancing measures, we will not be placing children in groups of more than 15 as suggested by the Government.
- Children will be allocated to 'protective bubbles' and have no contact with others outside their bubble.
- We are prioritising children in Reception, Year 1, Year 6 and the key worker/vulnerable children.

## **OUR BUBBLES**

All children will be placed in small groups known as bubbles. 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 completely isolated from all other bubbles.

The bubble will be taught and cared for by the same staff every day and will contain the same children every day. If a member of staff is absent, then a particular group of children could be asked not to attend for a period of time.

This will more than likely mean that your child is not being taught by their usual class teacher or a teacher they are familiar with.

The bubble will be taught together and will have playtime and lunchtime together. Lunches will be delivered to their room to avoid mixing between different bubbles.

## OUR DROP OFF/COLLECTION

The start and end of the school day will be staggered to ensure as little crossover between our families as possible. Parents will *not* be allowed into school and all contact will need to be made via email or telephone.

When parents are waiting to drop off or collect their child, social distancing should be maintained at all times. Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child. One parent per child only on school grounds.

We request that drop off and collection is limited to one parent per family to limit the number of people congregating. Please avoid hanging around to chat during drop off and collection.

If for any reason a parent/carer is unable to accompany a child, please notify the school office of the named adult.

All children, including the year 6, will need to be collected by an adult. Please see plan below for further details.

Group	No	Space	Staff	Access/collection	Timings
EYFS (YR)	8	Ash Classroom	Mrs Delo, Mrs Ferguson, Mrs McPhee	Via Carpark/Willow gate	Drop Off - 09:00 Collect - 14:45
Y1	5	Oak Classroom	Miss Hurn, Mrs Baker	Via Mill Rd gate	Drop Off - 09:00 Collect - 14:45
Y6	14	School Hall	Miss Moseley, Mrs George, Mr Stafford	Via Playing field gate	08:45 – 15:00
Key Worker	tbc	Beech Classroom	Miss Paterson, Mrs Jones	Via Mill Rd gate	08:45 – 15:00

## OUR DISTANCING

### IN THE CLASSROOM/BUBBLE

- Each of our bubbles of children will be kept completely separate
- When working in their bases, children will be encouraged at all times to maintain social distancing. We appreciate it will be very difficult for them, but children will be discouraged from having any physical contact with each other
- Children will spend a large portion of their day sat at a table completing work or playing in isolation with equipment that can be cleaned
- Children will be allocated their own set of equipment to use.

- Children cannot bring in anything from home except a water bottle and lunch box (if required)
- Children cannot access books from the school library.
- Staff will be limited in their ability to have physical contact with children.
- In some cases we will be unable to help with personal care/hygiene and you will be contacted to collect your child from school if appropriate.
- PE Kit should not be brought to school. Children will wear their daily clothing for any active work.

## BREAKS

- Each bubble will have designated areas/times for playtimes and lunchtimes
- Children will be allowed a toilet break (One child at a time) and reminded of hygiene
- The children will eat their lunch in their classroom bubble, or in designated outdoor areas if the weather is appropriate
- There will be no breakfast and after school club facilities until further notice

## PARENT/CARERS

- Parents must NOT approach staff and will not be allowed into school, including reception areas. All contact will be via email or telephone, and any messages for specific staff must be telephoned through to the school office to be passed on
- We strongly advise that parents walk or cycle to school to avoid the build up of cars and movement of people on the roads surrounding school.
- Parents are asked **not** to use the school car park and should park away from school both at drop off/collection
- Parents/children should not turn up at the suggested entry point more than 5 minutes before their allocated slot. Gates will remain shut until the appropriate times.
- If for any reason, you need to collect your child early, you must contact the school office to make arrangements. Please keep to the timings when possible.

## IN THE EVENT OF ILLNESS

The main symptoms of COVID-19 are:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The Government encourages staff and children attending an education or childcare setting after 1<sup>st</sup> June 2020 to get tested if they display symptoms of COVID-19.

### What will happen if a pupil or staff member shows COVID-19 symptoms in school?

In the unlikely event of a child developing symptoms of COVID-19 whilst attending school, parents will be contacted immediately and must collect their child as soon as possible. The family will be advised to isolate at home in line with NHS guidelines and not return to school until the isolation period is over and their child is no longer symptomatic. If the symptoms are confirmed to be COVID-19, the school will contact Public Health England immediately and act according to their advice.

While awaiting collection, a child displaying virus-like symptoms in school will be isolated with a specially designated member of staff in a previously identified room or area. If possible, a window will be opened for ventilation. Suitable PPE, including a mask, will be provided to the colleague to safely isolate with the child. Once the child has been collected, the area used to isolate the child will be thoroughly cleaned by a colleague wearing appropriate PPE. All other children in the child's bubble will be moved outside if the weather is appropriate or into an overflow room while the space they were in is deep cleaned and isolated for three days. This may result in a particular group of children having to stay at home for this period.

In the event a member of staff develops COVID-19 symptoms whilst working they will be provided with a mask to safely exit the building and advised to return home immediately. They will be reminded of NHS guidelines regarding isolation and personal care and not allowed to return to work until the isolation period is over and they are no longer symptomatic. This may result in a particular group of children having to stay at home for this period.

### What you should do if your child or a member of your household shows COVID-19 symptoms outside of school

If any member of your household displays symptoms of COVID-19, you should inform school as soon as possible by phoning our office.

Your child should not come into school and we advise that your household isolates at home in line with the NHS guidelines. Your child should not return to school until the isolation period is over and they are no longer symptomatic.

## OUR HYGIENE/CLEANING

While COVID-19 continues to pose a threat, it is very important that we keep the school environment as clean as possible. We will be introducing a range of measures to help keep our school clean and ask that you support us in our efforts by carrying out a number of measures too.

### Our promise to you

- Cleaning materials will be available in each classroom so that staff can maintain standards of hygiene throughout the day
- Staff will clean down contact surfaces and common touch points during the day
- All children and colleagues must thoroughly wash their hands frequently throughout the day, particularly before and after going to the toilet, eating and handling of resources.
- All waste will be disposed of in a hygienic and safe manner
- On their desk, each child will have their own equipment (pencils, crayons, glue, scissors etc) and these will not be shared with other children
- Some work will be done in their books but these will not be collected in by the teacher and should not be taken home
- The classroom will be cleaned after the children have eaten their lunch and at regular intervals during the day
- All new activities will be risk assessed, and our usual ways of doing things will be continually reviewed and adapted to optimise safety. This may mean we don't offer learning experiences that involve materials which cannot easily be washed

### What we expect from you and your child

- Children will not be permitted to bring items from home into school, except a water bottle and lunch box (if required). This includes school bags and pencil cases. Water bottles and lunch boxes must be washed thoroughly each day
- Children can bring in 'nut free' packed lunches. They will be kept on their individual table throughout the day and will not be stored elsewhere. Lunchboxes should be cleaned thoroughly each day
- Children do not need to wear school uniform. Wearing casual sportswear and appropriate footwear is recommended, as it will mean that they can do PE without getting changed (NO FOOTBALL SHIRTS, FLIP FLOPS, SANDALS)
- It is expected that children's clothes will be washed when they arrive home and they will attend school in fresh clothes the following day.
- Parents will need to apply sun cream to their child before sending them into school. Staff will not be able to apply sun cream to your child.
- You may send in (named) individual hand sanitiser that the children will keep with them.

## USEFUL INFO

## **COVID-19**

NHS.UK has the latest advice and general information about COVID-19. For more information visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## **NHS 111**

To check your symptoms, please visit: <https://111.nhs.uk/service/COVID-19/> or call 111 to speak to an operator.

Any information regarding school closure, changes to timings etc etc, will be announced via Twitter, Parentmail and on the school website home page. Please check these regularly.