



## CARCLAZE COMMUNITY PRIMARY SCHOOL – AN ACADEMY

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Head Teacher: Mr Simon Pollard

### 'Care Communicate Persevere Sparkle'

20<sup>th</sup> May 2020

Dear Parents,

If we receive the final confirmation from the government on May 29<sup>th</sup> that it is safe for us to reopen in early June, for specific year groups, then we will follow the plan set out below. Firstly, I must apologise for the length of this letter but there is a great deal of information for me to share with you at this time and I would urge you to read this letter very carefully.

#### Half Term Holiday

Our school will be **CLOSED** from Friday 22<sup>nd</sup> May for the half term holiday. This is to give our team a much-needed break as they have been running emergency childcare since 23<sup>rd</sup> March, as well as managing home learning for our pupils and, very importantly, both Penrice and Carclaze must be thoroughly deep cleaned before reopening.

#### Timetable of the return to school for specific year groups

Our school staff will return on Monday 1<sup>st</sup> June and will spend two days in school **WITHOUT** pupils (apart from key worker/vulnerable children) to prepare our classrooms for our new approach to teaching.

We are taking the reintroduction of pupils slowly to ensure that staff and pupils are safe and that the measures we are taking are workable and sustainable before we introduce more pupils into the school. Therefore, our planned timetable is as follows: -

Date	Information	Session times
<b>Monday 1<sup>st</sup> &amp; Tuesday 2<sup>nd</sup> June</b>	School open to <b>STAFF</b> and remains open to those children who have been pre-booked into emergency childcare provision (i.e. a continuation of our lockdown provision for vulnerable and key worker children only).	Key worker/Vulnerable children provision continues as usual, 8am – 6pm, Monday to Friday but places <b>MUST</b> be booked in advance using the booking form link which will be sent out,
<b>Wednesday 3<sup>rd</sup> June</b>	School to reopen to all <b>Year 6</b> pupils	Year 6 sessions will run 8.45am - 3.15pm Monday to Thursday and Fridays 8.45am - 1.15pm from 12.06.20
<b>Friday 5<sup>th</sup> June</b>	School to reopen to <b>Foundation</b> pupils	Foundation sessions will run 9.15am - 2.45pm Monday to Thursday and Fridays 9.15am - 12.45pm from 12.06.20
<b>Monday 8<sup>th</sup> June</b>	School to reopen to <b>Year 1</b> pupils	Year 1 sessions will run 9.00am - 3.00pm Monday to Thursday and Fridays 9 - 1.00pm from 12.06.20

**If you have a child in more than one year group they need to be dropped off / collected at the time of the youngest child.**

### **Emergency Child Care Places**

We will also continue to provide emergency childcare places for vulnerable pupils and children of key workers from 1<sup>st</sup> June (8am – 6pm). If your child qualifies for an emergency childcare place and they are in Foundation Stage, Y1 and Y6, they will be in a group with some of their peers. If your child qualifies for a space but they are in Y2, 3, 4 or 5, they will remain in a separate group with consistent members of our staff team for the whole day.

Key worker places must be booked, in advance, via the online link sent each week.

Those year groups who will be remaining at home (Y2, 3, 4, and 5) and any children in YR, 1 and 6 who do not attend school, will continue to have distance learning set and their class teacher will still liaise with families via eSchools. Please continue to send weekly updates.

### **How will the school manage 'social distancing'?**

Our school will look very different when we return. Of course, our staff will do everything they can to make it as welcoming as possible but we cannot return to 'normal' and may not be able to for a very long time. It will be impossible to maintain the 2m social distancing recommendation in a school and the government have acknowledged this in their guidance. As a result, we have been instructed to follow their guidelines which include:-

- **Limiting class sizes.** Children will be in much smaller groups when they return and each year group will be spread across 4 classrooms. They will be with other members of their year group or class (if they are in FS, 1 or 6) and will remain in the same groups all day. Each group will have consistent staffing, therefore creating 'bubbles' of staff and pupils around the school. These 'bubbles' will NOT mix. They will have separate breaks and lunch times and will not be using any area of the school at the same time as another 'bubble'.
- **Staggered drop off and collection.** You will see from our timetable on the first page that different year groups will be dropped off and collected at different times. **All parents MUST adhere to this and follow the signs and staff guidance when they arrive and leave the school site. Do not loiter on the school site and no parents will be allowed into the school building at any time. Our gates will open at 2.45pm for collection.** If you have a child in more than one of the returning year groups, please collect them all at the appointed time of the youngest child. Any parent on the school premises before the allocated time will be politely asked to return to their car. Please do not be offended, we are trying to keep our school safe.
- **Please note that we will close on a Friday afternoon** from 12<sup>th</sup> June (apart from for key worker and vulnerable pupils) to allow our staff time to manage home learning for those pupils who continue to distance learn. Please check the table on the previous page for collection time for your child's year group.
- There will be **NO WRAPAROUND provision** (Before and After School Club) when we return. We will continue to provide emergency childcare places for vulnerable and key worker children from 8am – 6pm but there will be no provision for any other pupils at the current time.
- **All children will be provided with their own equipment/stationery for their use only and will not be permitted to bring in pencil cases etc.**

### **How will the school ensure that the building is cleaned?**

Our school will be deep cleaned over the half term holiday. On our return the school will be cleaned during the school day, as well as our usual 'end of the day' clean. There will be a huge focus on handwashing with our children and staff and we will ensure that common areas such as door handles, toilets etc. are given specific attention during the day.

### **What if there is a case of COVID-19 in school?**

We will be monitoring the pupils carefully upon their return and would ask all parents that intend to send their child back to school remain incredibly vigilant regarding the symptoms of COVID-19 and keep their child at home if they have any suspicions that they are not well. Any pupil who becomes unwell at school will be sent home immediately. They will be isolated within our school building, accompanied by a member of staff protected by PPE, until they can be collected. We would ask all parents to get to us as soon as possible should we need to send their child home. Any pupil or member of staff showing symptoms of COVID-19 will be able to access a test which can be booked via the gov.uk website. If a child or a member of staff in one of our 'bubbles' becomes ill, we will inform all families of members of the 'bubble' so that they can self-isolate. The bubble will then be closed until the test result is known and we will arrange for a deep clean of that 'bubble' in the school.

### **My child is in one of the returning year groups – do I have to send them back to school?**

Headteachers have been asked to encourage children back to school however, I realise that many of you will have concerns and as parents, it is **your decision** to make regarding your child's attendance in these unprecedented circumstances. The government guidance document for parents is very lengthy and, should you wish to read the document, it is also attached to this email. For those of you who do not wish to read the guidance in full, this is the Department for Education's response to the question above.

*We strongly encourage children and young people in the eligible year groups and priority groups (such as children of critical workers) to attend, as requested by their school or college, unless they are self-isolating or there are other reasons for absence (such as shielding due to health conditions).*

*You should notify your child's school or college as normal if your child is unable to attend so that staff are aware and can discuss with you.*

***Parents will not be fined for non-attendance at this time.***

**Please inform our Attendance Officer, Mrs. Shopland by email ([ashopland@carclazesch.org](mailto:ashopland@carclazesch.org)) if you do not intend to send your child back to school at the moment. This will allow us to ensure that teachers continue to make contact with you via eschools and set distance learning for your child.**

### **What will the children be taught?**

We cannot return to our normal curriculum. Our children have been away from school for a significant amount of time and may have some anxieties about returning and will possibly find it challenging as it will not be the same as it was before we went into lockdown. We will be looking to provide a range of activities, similar to that on the home learning, which will develop children's learning but also focus on their emotional wellbeing.

Staff are working with colleagues in Cornwall Education Learning Trust (CELT) to plan work for home and school. We will be switching to a fortnightly planning cycle. Therefore, new units will be uploaded every 2 weeks. This does not mean we will reduce contact and teachers will be keen to hear from those not in school.

Due to the reduction in class sizes, there is a chance that your child will not be taught by their class teacher in their 'bubble' but staff will liaise as much as possible to ensure that children are fully supported in their return to school.

School lunches will be available, and more details will be available nearer the date of reopening. All children will be expected to wear school uniform – even those attending the emergency childcare please. I understand that you may find your child has outgrown their uniform since we have been closed for a long time – please do not panic about this – we can be flexible! Please contact your child's class teacher if you have any concerns.

This is a very challenging time for us as a team but I would like to reassure you that we are fully focused on keeping everyone as safe as possible and completely understand the anxieties that parents are facing and are here to support you.

I am sure that there are questions that I have not answered in this letter and there may be questions that are specific to your situation. If you have any concerns or queries please contact your child's class teacher via eschools or email them to [emoseley@carclazesch.org](mailto:emoseley@carclazesch.org)

We know that on Friday 29th May, having carefully examined the latest scientific evidence, the Government will confirm whether or not it is safe to open schools to the planned year groups from the week beginning Monday 1st June.

If the decision is yes then further information, specific to your child's year group arrangements, will be emailed to you on Monday 1<sup>st</sup> June.

Yours sincerely,

Simon Pollard

Head Teacher