



Carclaze Newsletter

Friday 29th May 2020

Email: emoseley@carclazesch.org

head@carclazesch.org

acolwill@carclazesch.org

For mental health support:

slenz-williams@carclazesch.org

For safeguarding concerns:

primarysafeguarding@carclazesch.org

Telephone: 01726 74194

Website: www.carclazesch.org

Contents:

Pages 2-5—copy of letter sent about wider opening

Page 2—copy of CELT update to Behaviour agreement

Page 7—Further information

School Meals:

If you require a school packed lunch for any day during the week beginning 1st June, please order on ParentPay by Sunday.

Meals are available for Key workers Monday-Friday
Year 6 Wednesday—Friday
FS—Friday only.

Dear Parents and Carers,

The government has decided that their 5 tests have been met and schools will begin a phased increase in pupil numbers from the 1st June.

I have included the letter sent out previously with details of how the phased return will be managed at Carclaze.

Key things to remember next week are Monday and Tuesday are for Key Workers only. You must have booked and you should only send in your children during the hours you are working.

On Wednesday Year 6 will join us and on Friday Foundation. Year 1 will not start to the following week (8th June)

Letters giving information to individual Year groups will be sent on the following days:

Key Workers: Friday 29th May

Year 6: Monday 1st June

Foundation: Wednesday 3rd June

Year 1: Friday 5th June

These letters will give further information about dropping off and collecting and a reminder of expectations.

Take care, stay safe and best wishes

Simon Pollard
Head Teacher

Behaviour Agreement

Before you send your child back to school. Please read and sign the amendment to the behaviour agreement that has been sent out electronically and is on the school website.

Dear Parents,

If we receive the final confirmation from the government on May 29th 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 22nd May for the half term holiday. This is to give our team a much-needed break as they have been running emergency childcare since 23rd 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 1st 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

Monday 1st & Tuesday 2nd June School open to STAFF 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 MUST be booked in advance using the booking form link which will be sent out,

Wednesday 3rd June School to reopen to all Year 6 pupils Year 6 sessions will run 8.45am - 3.15pm Monday to Thursday and Fridays 8.45am - 1.15pm from 12.06.20

Friday 5th June School to reopen to Foundation pupils Foundation sessions will run 9.15am - 2.45pm Monday to Thursday and Fridays 9.15am - 12.45pm from 12.06.20

Monday 8th June School to reopen to Year 1 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 1st 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 12th 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 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) 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

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 1st June.

Yours sincerely,

Simon Pollard

Head Teacher

Behaviour Policy Amendment in response to Covid 19 (1st June - 24th July 2020)

Please be aware that the following reasonable adjustments have been made in addition to our Behaviour Policy and will take effect from June 1st 2020 until the end of this academic year.

All staff are expected to teach and model the new behaviour expectations and any systems in place to support them.

A zero-tolerance approach to any instances of poor behaviour will be in place to support the safety and the learning of all pupils in school during this time.

If pupils display any of the following behaviours, they will receive the indicated sanction

Behaviour	Action	Sanction
Deliberately not following school instructions on hygiene, such as handwashing and sanitising	Adults to model and more closely supervise. Parents informed	Should this become persistent then sent home for rest of day
Deliberately running away from adults to access out of bounds areas, including those areas of school that will be temporarily prohibited in light of the current circumstances	Adults to explain the reasoning and de-escalate using appropriate strategies. Parents informed	Should this become persistent then sent home for rest of day. If this behaviour is repeated the pupil will be sent home for the remainder of the term.
Deliberately running into other children's learning or outdoor spaces. Refusing to remain in your group's space or area	Adults to explain the reasoning and de-escalate using appropriate strategies. Parents informed	Should this become persistent then sent home for rest of day. If this behaviour is repeated the pupil will be sent home for the remainder of the term.
Deliberately not following designated routes around school	Adults model correct movement around the school.	Should this become persistent then sent home for rest of day
Deliberately spitting	Remove other children and adults to a safe distance. Contact the parents of the child and the child who has been spat at.	Sent home for the remainder of the Summer Term
Deliberately coughing in the direction of other pupils and/or adults	Remove other children and adults to a safe distance. Contact the parents of the child and the child who has been coughed at.	Sent home for the remainder of the Summer Term
Deliberately making any inappropriate and insensitive comments or displaying insensitive behaviours linked to the Covid-19 pandemic. For example, a pupil saying, "Your mum has coronavirus."	Explain to the child why what they have done is inappropriate. Contact parents. Speak to the child who has been affected. Contact their parents.	Should this become persistent then sent home for rest of day

some of the strategies we use for de-escalation and behaviour management cannot be used in the current circumstances, an individual risk assessment will be made for a child based on the following:

If they have an individual behaviour or communication plan

If the school deems it to be necessary due to behaviour of the pupil before lockdown

The risk assessment will be discussed with parents prior to returning. Where it is deemed that a child is too high a risk to come into school and keep themselves and others safe, the school will work with the parents and child to support a gradual transition into school at an appropriate time when routines have been established at school.

Residential Trips:

We have received notification from our Central Finance Team that all 'Residential' payments have now been refunded via Parent Pay.

If you have paid for your child to attend a School Residential Trip (London, Deleware and BF Adventure) this term then due to cancellation this has now been refunded to your Parent Pay Account.

To release the monies back to the Debit/Credit Card that you made the original payment on - you need to login and click on the withdraw button.

Note from Parent Pay:

'As well as receiving an email notification, a payer will get a notification when they log into the ParentPay system for the first time after a refund has been processed to their Parent Account.

This notification will explain to payers the amount, the pupil, and the payment item associated with the refund. The payer will then be able to use the refunded amount to pay for another item, or can choose to withdraw the amount back to their payment card/account'

We plan to re-book the Delaware and BF Adventure Residentials for 2021. Therefore Year 3 will go to BF Adventure in Year 4 and Year 4 will go to Delaware in Year 5

Contact during exceptional circumstances: Safeguarding Concerns

It is important that all children, families and professionals are able to contact key staff to share information in respect of safeguarding and concerns. To add additional capacity during this time of school closure, CELT will create a bespoke email for the Primary and Secondary settings within our trust. The email for all concerns at Carclaze is:

primarysafeguarding@celtrust.org

This email address will provide an automated message response which states that the email will be monitored during office hours (Monday to Friday)

The email addresses will be monitored by the Chief Information Officer for the Trust, who will then forward emails to the appropriate safeguarding teams in schools/academies for action.

However, you should contact Social Care and Police if you believe a child or young person is at risk of imminent harm.



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Free School Meals

The DfE is providing meal vouchers whilst schools are only open to children of Key Workers.

Your child may be eligible for benefits-related free school meals if you, or the child themselves in their own right, receives of any of the following benefits:

Income Support (IS)

Job Seekers' Allowance (Income-Based) and equal based Job Seekers Allowance

Income Related Employment and Support Allowance (ESA-IR) and equal based Employment and Support Allowance

Child Tax Credit (CTC) with an annual income of less than £16,190

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Guarantee Element of Pension Credit (GPC)

Immigration and Asylum Act 1999 (IAA) Support

Universal Credit - Your household income must be less than £7,400 a year (after tax and not including any benefits you get) as assessed by earnings from up to three of your most recent assessment periods

Follow this link to apply for Free School Meals online

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals/application-for-free-school-meals-and-pupil-premium/>