

3<sup>rd</sup> September 2020



### Welcome Back

Dear Parents and Friends of Castle Hill,

Firstly, apologies for the length of this letter it contains vital information so please be patient and read to the end. A warm welcome back to all pupils. We are very much looking forward to seeing you at your staggered start time on Monday 7<sup>th</sup> September 2020. A huge thank you to all the team for their preparations and hard work over the summer. As promised, we have been monitoring the government guidance over the summer break and are updating you on the most recent version (28<sup>th</sup> August). We are anticipating the anxieties that come with the start of a new academic year and Covid-19, but please be reassured that the staff are briefed and ready to settle children back into school, some of whom have been away for many months. This letter will hopefully address any concerns or questions you might have and serve as a reminder to the procedures outlined in the letter sent on 17<sup>th</sup> July (all letters are available as reference on the school website under <https://www.castlehillprimary.net/parents/class-letters/whole-school-letters-both-sites>).

### Key Reminders for Parents

- All children will return to school on Monday 7<sup>th</sup> September, with exception of Year R who have had a separate letter.
- School attendance will be compulsory from 7<sup>th</sup> September and the school will take its usual statutory actions in the case of non-attendance, in accordance with our Attendance Policy, which can be found on the school website.
- If you have taken a holiday that requires you to self-quarantine and so affects the start date for your child, please let the school know as soon as possible.
- All children will be expected to wear full school uniform; this does not need to be washed any more than usual.
- On PE days, children should come to school wearing their school PE kit, a school jumper and their trainers. Please make sure that, if the weather is cold or damp, your child's PE kit is suitable for the weather, and they also have a coat, details on the website. <https://www.castlehillprimary.net/our-school/pe-and-sports/pe-and-sports>
- No daily move at Greenbank until week commencing Monday 14<sup>th</sup> September.
- Children may bring only one bag to school containing a packed lunch (if needed), a coat, hat and sun cream (if needed) and a water bottle. The bag can be a rucksack but must be compact for storage purposes.
- If you could, please provide a small named bottle of hand sanitiser and a packet of tissues for your child.
- Pupils in years 3 to 6 are allowed to bring a wrapped, healthy break-time snack. **Nut free!**
- Children **must not** bring their own pencil cases etc. All school equipment will be personalised and provided

by the school. They should bring nothing else to school other than what is listed above.

- There is a strict system in place to manage movement around both schools, for arrival, departure and during the school day.
- Regrettably there will be no after school clubs for the first half term and possibly the whole of the Autumn Term. If and when clubs resume they are likely to be offered in year group pods.
- Good news! The breakfast and afterschool wraparound provision at Rooksdown, managed by EnergyKidz, will start from Monday 7<sup>th</sup> September, operating in Year Groups and numbers will be restricted. In line with school policy parents will not be able to come onto school grounds, so children will be dropped and collected from the main front gate. Please contact them directly, details are on the website <https://www.castlehillprimary.net/parents/energy-kidz-rooksdown-out-of-school-club>.
- Our breakfast club at Greenbank will also start on Monday 7<sup>th</sup> September. Please contact [Admin@chjs.net](mailto:Admin@chjs.net) for booking. Again, numbers will be restricted.
- We are a cashless and paperless school. Please make sure you can use SCOPay/Tucasi (the online payment system). If you are unable to log-in, please contact the school office. For children who are new to us in September, you will be sent a Link Code letter giving you the details of how to log-on in the first week of term. You will need to use this system to pay for things like school dinners.
- School menu is available on the website. Children with a special diet have been considered. <https://www.castlehillprimary.net/parents/school-meals>
- If you wish to speak to a member of the school staff please contact the school office in the first instance by email [admin@chjs.net](mailto:admin@chjs.net) or telephone 01256 473777.
- **Parents are not permitted onto the school grounds unless this is by appointment or in an emergency.**

## Key Dates

The dates for the start of autumn term for each year group is as follows:

Date	Year Groups in School
Thursday 3 <sup>rd</sup> September	INSET training day No Year Groups in school
Friday 4 <sup>th</sup> September	INSET training day No Year Groups in school
W/C Monday 7 <sup>th</sup> September	Year R home visits and afternoon drop & plays All other Year Groups in school – staggered arrival and departure times
W/C Monday 14 <sup>th</sup> September	Year R half days commence All other Year Groups in school – staggered arrival and departure times
W/C Monday 21 <sup>st</sup> September	All Year Groups in school full time

## Government Guidance and Essential Measures

You can find the latest guidance by following this link: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

*'If schools follow the guidance set out in the document they will effectively reduce the risks in their school and create an inherently safer environment.'*



All the guidance from Public Health England (PHE) and Department for Education (DfE) states that we **must take any measure that we are able to in order to reduce social contact and mixing**. While it is not possible to implement all of the recommended measures completely we have already implemented all the 'must haves' into our processes. The controls we have put in place are grouped under two categories, 'Prevention' and 'Response to any Infection'.

### **Prevention**

1. *Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.*
2. *Where recommended, use of face coverings in schools.*
3. *Clean hands thoroughly more often than usual.*
4. *Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.*
5. *Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.*
6. *Minimise contact between individuals and maintain social distancing wherever possible.*
7. *Where necessary, wear appropriate personal protective equipment (PPE).*

### **Response to any infection**

8. *Engage with the NHS Test and Trace process.*
9. *Manage confirmed cases of coronavirus (COVID-19) amongst the school community.*
10. *Contain any outbreak by following local health protection team advice.*

### **Face Coverings in School**

We will always follow the advice provided by the Government and PHE with regards to the steps we need to take to minimise the risk of Covid-19. The current guidance states:

*'The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.*

***Primary school children will not need to wear a face covering'***

There is currently no requirement for primary pupils to wear face coverings. In the event of a local lockdown, or should this advice change, we will of course follow this updated guidance in full.

### **Managing Whole School Risk**

Since our last communication we have recruited two additional cleaning staff to enhance our cleaning regimes during the school day. Their focus is on the main contact points in the classroom, corridors and toilets. In order to manage the Covid-19 risk across the school we will:

- continue to review and update our Covid-19 Risk Assessment and share with all staff. This will be available to view on the school website from 7<sup>th</sup> September
- work with you and the CHPS community to ensure that pupils, staff and other adults do not come into the school if they have Covid-19 symptoms or have tested positive in the last 10 days



<http://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

- ensure anyone developing symptoms during the school day is isolated, sent home immediately and advised to follow Covid-19 guidance for households with possible coronavirus infection  
<http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- deliver the full curriculum by grouping children mainly in their classes, but at certain times of day (e.g. breaks and lunchtimes) the children will be in their year group pods
- avoid contact between year group pods
- arrange the Year 2 and KS2 classrooms with forward facing desks so that pupils are facing front with the teacher remaining at the front for social distancing. This will mean that we will need to adapt our teaching practices. There will be occasions when staff will need to assist children more closely. Staff will endeavour to minimise the length of time they are in close proximity for 1-2-1 support. Year R and 1 will have a less formal arrangement of desks to allow for the free flow of children. We are adhering to all the safety guidance for these children
- ensure staff maintain distance from pupils and other staff as much as possible. We have introduced additional staffrooms to reduce the interactions between staff at peak times. One-way systems and 2m markers have been put in place around the school to help promote social distancing
- lunchtimes and breaktimes will be staggered and pupils will be kept in year group pods to minimise mixing and allow them to relax in a socially distanced manner. Year groups will be in their designated zone.

Below we have detailed the safety measures being undertaken in school in accordance with the Government guidelines. We hope that they answer any questions that you or your child may have, but please do email the school office if you have any queries not covered below on: [admin@chjs.net](mailto:admin@chjs.net)

### **Contingency Plans for Outbreaks**

We have a remote learning contingency plan in place that will be adopted in light of a lockdown or pupils needing to self-isolate. We have carefully considered how we can provide immediate remote education. This has been based on lessons learnt and the feedback received following the questionnaire sent at the end of last year. Huge thanks to the 100 plus parents who kindly gave time to complete our Covid-19 Response Survey the feedback was overwhelmingly positive and full details will be shared on the website.

### **Managing Risk in Classrooms**

- All soft furnishings, and anything else that is not essential in the classroom environment, have been cleared away.
- Tables and seating have been organised so that children (Year 2-6) are facing towards the front of the classroom.
- Cleaning caddies are in all classrooms and will be used throughout the day.
- Each child will have their own learning implements, which will stay in school.
- In Year R there will only be the resources that are needed and these will be washed at the end of each day.
- External doors will be propped open if it is warm enough to do so.

- If any communal equipment is used, it will be wiped down with sanitising spray or washed before subsequent use. The use of communal equipment will be avoided wherever possible.
- All tables and chairs used will be wiped down with sanitising spray at the start of lunchtime and at the end of the day.

### **Managing the Children**

- The teachers in school will talk to the children about the measures and expectations in place.
- Teachers and support staff will be available to listen to their concerns and reassure where they can.
- Children will sit in their allocated seat or carpet space whenever they are seated throughout the day.
- Children will work in the same learning space throughout the day, other than if they are doing outdoor activities or for specific, controlled activities such as adult-led interventions.
- When outdoors, they will have an allocated outdoor space for their year group.
- Children will be in classes and year group pods during breaks. They must stay with their year group pod and will not mix with other groups during unstructured times such as lunchtime and break time.

#### **Children will:**

- Enter and exit the school onto the playground through their own designated route to avoid unnecessary mixing.
- If your child arrives late parents will need to buzz in at the main gate and a staff member will collect the child.
- Stay in their class or year group pod throughout the day.
- Walk carefully up and down corridors and ensure a distance (ideally 2metres) if they need to pass another pupil.
- Stand back when going to the toilet to let anyone out who is already in the toilet.
- Only use their allocated toilet, even at break and lunchtimes.
- Wash hands when they come into school, before and after break, before and after lunch, and after any activity for which they may have shared learning resources.
- Tell a teacher immediately if they feel unwell.
- Cough into the crook of their arm.
- Flush any used tissues down the toilet and wash their hands after doing so.
- Tie back long hair at all times.

### **Drop off / Pick up Arrangements**

- Punctual arrival is going to be vital.
- One parent only.
- There will be a staggered start and end to the school day to manage peak flows. We are aware that staggered times are not easy to manage which is why younger siblings are able to arrive and depart with their older sibling.
- Where possible drop children off by foot and maintain social distancing from other parents and children. This is to avoid congestion at the school gates.

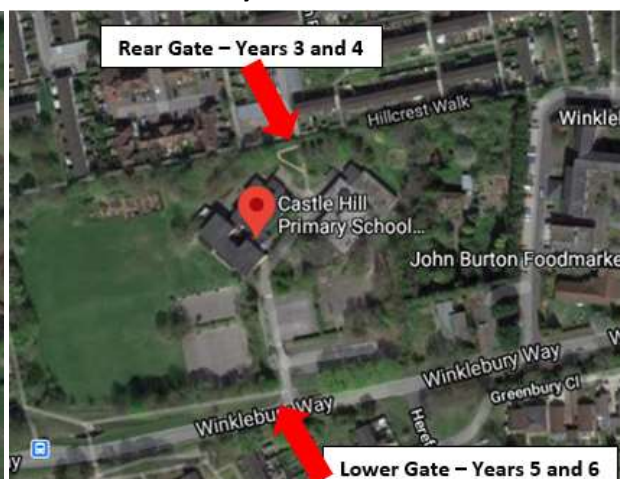
- Scooting and riding bikes are encouraged. If children are leaving them on site they will be stored at the bike rack nearest to their entrance/exit gate. Children need to be able to park and secure them independently.
- Class teachers will be in the classrooms, so on arrival children will be directed from the entry gates straight into their classrooms. Non-class-based staff will be located at key positions on site to guide the children.

	Start	Finish	Entry/Exit Gate
<b>Year R - Rooksdown</b>	08:55 - 09:05	14:30	Year R gate via service road to left of school
<b>Year 1 - Rooksdown</b>	08:55 - 09:05	14:30	Park gate to right of school
<b>Year 2 - Rooksdown</b>	08:45 - 08:55	14:40	Park Gate to right of school
<b>Year 3 - Rooksdown</b>	08:45 - 08:55	15:00	Lower gate via service road to left of school
<b>Year 4 - Rooksdown</b>	08:35 - 08:45	14:50	Lower gate via service road to left of school
<b>Year 5 - Rooksdown</b>	08:35 - 08:45	14:50	Park gate to right of school
<b>Year 3 - Greenbank</b>	08:35 - 08:45	14:50	Rear gate onto Hillcrest Walk
<b>Year 4 - Greenbank</b>	08:45 - 08:55	15:00	Rear gate onto Hillcrest Walk
<b>Year 5 - Greenbank</b>	08:45 - 08:55	15:00	Lower gate onto Winklebury Way
<b>Year 6 - Greenbank</b>	08:35 - 08:45	14:50	Lower gate onto Winklebury Way

#### Rooksdown Entry and Exit Points



#### Greenbank Entry and Exit Points



It is of vital importance that we work together and we ask for your support so that we all act as role models to the children, exhibiting the kind of behaviour and adherence to new routines that must become the 'new normal' for these times. These measures will remain under constant review as we progress.

There is a short video on the website for you to share with your children. Thank you for taking time to read this letter in full. We are look forward to welcoming you all on Monday!

Mr John DF Martin and The Castle Hill Team