

RETURN TO SCHOOL REMINDERS & ROUTINES

Dear Parents and Friends of Castle Hill,

Firstly, apologies for the length of this letter. It contains vital information and reminders so please be patient and read to the end. We are very much looking forward to seeing all of the children back in school on Monday 8th March 2021. This letter will hopefully address any concerns or questions you might have and serve as a reminder for some of the key procedures. We will place this letter on the website should you need to refer to it.

We have further strengthened measures at Castle Hill, in line with the latest Government guidance, so that we continue to:

- ensure that all pupils and members of staff are safe,
- provide the highest quality of teaching and learning and
- minimise the disruption the virus causes to our children's education.

ATTENDANCE

From Monday 8th March, school attendance will be mandatory and our usual rules on attendance will apply in accordance with our Attendance Policy.

As a reminder, your child should **self-isolate and not come to school** if they:

- have coronavirus symptoms or have tested positive
- live with someone who has symptoms or have tested positive
- are a close contact of someone who has tested positive

In line with the latest government guidance, pupils who are **clinically extremely vulnerable should not attend school**. If your child is in this group, they should continue to learn from home until further notice. **We request that parents and carers provide the school with a copy of their shielding letter.**

For pupils who are self-isolating or shielding, we will revert back to the system we had in place prior to Christmas. Families will be contacted through ClassDojo by the class teacher and pupils will be directed to the appropriate work on Oak Academy. A member of the year group team will be in touch twice a week to check how pupils are managing.

DROP OFF & PICK UP

Please refer to the attached letter for clarity on timings, routes and safety guidance for parents and carers.

- Please help us to manage social distancing at drop off/pick up times by being prompt and with one adult only bringing/collecting children
- Please be patient and prepared to queue while you wait for the person in front of you to drop off/pick up their child/ren
- Please wear a face covering at drop off/pick up
- Please do not congregate with other parents at the school gates
- If driving, please park responsibly and with consideration to our neighbours and local businesses

MANAGING RISK & OUR SAFETY MEASURES

Rest assured that we are doing everything we can to make sure our pupils can return to school safely. We will be taking the following protective measures to keep everyone safe:

- children will be in year-group bubbles, split into their two classes. They will stay with their year group and will not mix with other groups during unstructured times such as break and lunchtime
- children will sit in their allocated seat or carpet space throughout the day, unless they are doing outdoor activities or specific, controlled activities such as adult-led interventions

- any communal equipment used will be wiped down with sanitising spray. The use of communal equipment will be avoided where possible
- at the end of the day, all tables and chairs used will be wiped down with sanitising spray or washed before subsequent use. Children will be encouraged to join in with the cleaning regime where it is safe to do so
- classrooms will be naturally ventilated and an external door will be propped open if warm enough to do so
- we continue to employ and undertake regular Covid-cleaning throughout the school day concentrating on high frequency touch points
- we have been offered the opportunity to engage with a specialist COVID-19 disinfecting and decontamination services company who will be undertaking a whole school clean prior to the children returning on Monday.

Children will:

- enter and exit the school via the playground and into their classroom only
- keep themselves at least 2m apart from their classmates and adults when moving around, wherever possible
- tell a teacher if they feel unwell
- practice Catch it – Bin it – Kill it
- wash or sanitise hands when they come into school, before and after break, before and after lunch, and after any activity for which they may have shared a resource
- not need to bring in their own sanitiser unless they have a skin condition or allergy which means that they may require an alternative. Please notify the school office if this applies to your child
- not need to wear PPE, other than by parental choice.

Staff will:

- continue to take and report their Lateral Flow Device test twice weekly
- continue to wash or sanitise their hands regularly, maintain social distancing wherever possible and wear face coverings when moving around the school and outside of their designated area
- notify the school immediately if they receive a positive Covid test result or come into contact with someone who has tested positive.

UNIFORM & EQUIPMENT

Uniform

We ask that children:

- wear their full school uniform to school. If children are cold, they can wear additional layers underneath their uniform in the school colours
- come into school wearing their school PE kit, a school jumper and their trainers on the day that PE is timetabled. If the weather is cold or damp, please ensure your child's PE kit is suitable for the weather, and they also have a coat. The timetable has not changed and is available on the website <https://www.castlehillprimary.net/our-school/pe-and-sports/pe-and-sports>

Equipment

- Please limit the amount of equipment children bring to school. 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
- 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.

BREAKS & LUNCHTIME

Each year group will have their own allocated break and lunch time, with the children spread across the school site. The year groups will not mix.



Breaktime

- A morning snack will be provided to all children in KS1 (Year R to 2)
- KS2 pupils can bring in a wrapped, healthy break-time snack. Any food brought into school must be **nut free**.

Lunchtime

- All children wanting a school lunch prepared by the kitchen, whether free or paid for, will be able to have one
- The school menu is available on the website. Children with a special diet have been considered.
<https://www.castlehillprimary.net/parents/school-meals>
- Children in Years 1 to 6 will have their lunch delivered to their classrooms. Year R children will eat their lunch in the hall.

SCHOOL CLUBS & WRAP AROUND CARE

- The breakfast and afterschool wraparound provision at Rooksdown, managed by EnergyKidz, will restart from Monday 8th March, 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 EnergyKidz directly. Their details are on the website
<https://www.castlehillprimary.net/parents/energy-kidz-rooksdown-out-of-school-club>.
- Our breakfast club at Greenbank will continue to be available on Monday 8th March. Please contact admin@chjs.net for booking. Again, the club will be operating in year groups and the numbers will be restricted
- An afterschool provision at Greenbank, managed by EnergyKidz, may be revisited if there is sufficient demand to make this viable
- After school clubs will continue at Rooksdown as they did before Christmas and Coach Liam has communicated the days for each year group bubble. At Greenbank, we will be running taster sessions for sports based after school clubs and these will start fully after the Easter holidays, depending on interest
- At this moment in time, we are not in a position to run external clubs on the school premises.

KEEPING IN TOUCH

- We ask that all parents and carers communicate with teachers and members of staff by ClassDojo, phone or email instead of entering the school.
- If you wish to speak to a member of the school staff, please contact the school office by email admin@chjs.net or telephone 01256 473777. Please use the answer phone facility to leave any messages
- **Parents are not permitted onto the school grounds unless this is by appointment or in an emergency**
- Parent meetings will take place virtually for the foreseeable future and details on the next Parents Evening will follow in the next couple of weeks.

Lockdown has been a challenging period for all of us and we would like to thank you for your continuing support during this difficult and uncertain time. If you or your child have any concerns about returning to school, or if you think your child might need extra support when they return, please get in touch with your child's class teacher or Head of Year.

We would like to thank you all for your outstanding support. We will continue to keep in touch as we update our plans or if we need to make changes due to new government guidance.

Kind regards,

John DF Martin and the Castle Hill Team