

30<sup>th</sup> May 2020

Dear Parents and Friends of Castle Hill,

Thank you for your patience and support. Staff have spent this half term week preparing both school sites to open to more of our pupils. As it currently stands, the government thinks it is safe so we will reopen **from Monday 1<sup>st</sup> June to Year R pupils (at Rooksdown), Year 1 pupils (at Rooksdown) and Year 6 pupils (at Greenbank)**. The school will remain open to children of essential workers and vulnerable pupils, **who should return to the school site that they usually attend.**

Over the past few weeks, we have been creating a detailed plan to make sure we can safely welcome these year groups back. Outlined below is a summary of what this return will look like for the children. The school environment has been prepared with the safety and well-being of all our school community as the priority. We realise this might not be ideal for all circumstances, however we have tried our best to be fair to one and all.

Parents who have children returning to school have been given the name of the adult that they will be in a 'Pod' with. They will stay with these adults throughout the day, along with the other children in their 'Pod'. This will include all learning activities, playtimes and lunchtimes. The groups that the children are placed in have been carefully considered by the class teachers and other members of staff. These groups will not be altered.

### **Restructuring and Re-organising**

In order to accommodate the returning children, we have had to move some staff from their 'normal' roles and in certain cases from their usual year groups. As a result, the Pod teachers will not be setting Virtual Learning in the same way as they have done to date. We have some vulnerable teachers who have to work remotely and they may be overseeing more than one class. We are planning for the children in school and those at home to be set the same core activities in reading, writing and maths so all the children in a year group are receiving the same opportunities. Please bear with us if the communication via ClassDojo is not as quick as it has been, we are working very hard to keep all the systems running, however from June 1<sup>st</sup> the team will be stretched.

### **Managing Risk in Classrooms**

In accordance with government guidelines the following changes have been made:

- All soft furnishings and anything else that is not essential in the classroom has been cleared away
- Tables and chairs have been reorganised so that each child has their own learning space
- Each child will have their own, labelled learning implements which will stay in school
- Work books will not be transferred between home and school - children will have a book for school and a book for home learning, if needed
- External doors will be propped open if it is warm enough to do so and the rooms will be as ventilated as possible
- Lockers will not to be used at Rooksdown

- If any communal equipment is used, it will be wiped down with sanitising spray, washed or steam cleaned before subsequent use. The use of communal equipment will be avoided wherever possible
- At the end of the day, all tables and chairs used will be wiped down with a diluted bleach solution (usually used for holiday deep cleans)
- Each Pod will have their own cleaning kits that contain child friendly disinfectants. Children will be encouraged to join in with the cleaning regime where it is safe to do so
- Chairs will be stacked and tables left completely clear so that they can be re-wiped by the cleaners at the end of the day
- Used cleaning cloths will be washed at the end of every day

### Managing the Children

- The adults in school will talk to the children about the changes and expectations, listen to their concerns and reassure where they can
- Children must come to school wearing non-school uniform and wear sports compatible shoes e.g. trainers. This means there will be no need to change at any point throughout the day. If your child cannot tie his or her own shoelaces, please make sure that trainers have a Velcro fastening. No jewellery please.
- Children will sit in an allocated seat or carpet space whenever they are seated throughout the day and this will not alter. Children will work in the same learning space throughout the day, unless they are doing outdoor activities
- When outdoors, they will have an allocated outdoor space for their group. We will rotate Pods so that children have access to the full range of outside spaces
- Children will be put into groups no larger than 10, with whom they will spend the whole of their day. They must stay with their allocated Pod and will not be able to mix with other Pods; this includes lunchtime and breaktime
- Essential worker/vulnerable children in years 2, 3, 4 and 5 will be in separate Pods on both sites
- Each Pod will have either a teacher or Professional Teaching Partner (PTP) with them, which may not be the child's current teacher
- In Year R, where there is more movement, children will be allocated to a specific area for different parts of the day instead of allowing complete free flow
- Children must bring nothing into school other than the essentials: a water bottle, lunch box and coat if needed. They may also need a sun hat and cream. Staff will not be applying sun cream so please apply this before school. **All items brought in MUST be labelled with the child's name.** These must be brought in a carrier bag, which will be kept in the child's work space. **No rucksacks or similar bags, please.**
- We have a healthy supply of hand sanitiser and tissues, so please do not send your child in with these (unless they have allergies and then we need to be made aware)
- If a child brings a coat, it will go on the back of their chair.

### Drop off, Pick up and Pod locations

#### At Rooksdown:

- Year R pupils will be collected and dropped at the front of the main gate and led into the Year R area
- Vulnerable/essential worker pupils will be collected and dropped from the front of the main gate, led onto the playground and then into their own teaching spaces in the upper classrooms of Phase 1
- Year 1 pupils will be collected and dropped from the side gate (which leads into park) and led into Phase 2 ground floor classrooms.

#### At Greenbank:

- Year 6 and vulnerable/essential worker pupils will be collected and dropped from the lower front gate and led onto the playground then into their own teaching spaces
- Year 6 Pods are located in the four ground floor classrooms
- Vulnerable /essential worker Pods in the upper floor classrooms.

#### At the start of the day:

- Children will be brought to school at staggered times
- **Key worker/vulnerable pupils at 08:45, Year 1 and Year 6 at 09:00 and Year R at 09:15**
- Please have only one adult accompanying your child/children to and from school
- You are encouraged to walk your child to school where possible
- You should maintain social distancing at 2 meters at all times
- Please take your child to the waiting areas near entry gate where they will be met by their adult, walked in to school and asked to wash their hands
- When you have dropped off your child, please leave the site as quickly as possible
- There will be no opportunity for parents/carers to talk to school staff - please email the school via [admin@chjs.net](mailto:admin@chjs.net) or by phone
- Please do not be offended if a member of staff reminds you of this - it is important that we get the children into school and adults away from the site as promptly and smoothly as possible
- All gates will be locked once the children are in school.

#### At the end of the day:

- Children will be dismissed, at staggered times, from the same place they went into on arrival at school
- **Key worker/vulnerable pupils at 15:00, Year 1 and Year 6 at 14:45 and Year R at 14:30**
- Parents/carers should ensure 2m social distancing while waiting for their child
- The departure of the children will be controlled by the Pod Leaders to ensure that they release only one child at a time. Please be patient as we expect this to take a little longer than it usually does

#### Managing our pupils:

Children will:

- Enter and exit the school through specific gates to enhance social distancing and reduce mingling
- Keep themselves at least 2m apart from their classmates and adults, with smaller children encouraged to test this by spreading their arms
- Stay with their Pod throughout the day
- Not use the internal corridors as a walk through
- Stand back when going to the toilet to let anyone out who is already in the toilet
- Only use the toilet nearest to their teaching space, 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 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
- Bring their own healthy, packaged snack into school. This must stay in their carrier bag. No nuts please.

## Staff Self-Management

Staff will:

- Wear smart/casual clothing that is easily washed
- Keep own belongings in cupboard/tray
- Wash or sanitise hands after sign-in and at least as frequently as the children
- Wherever possible, maintain social distancing with the children and other adults
- Ensure social distancing in the staff room
- Use whatever PPE makes them feel safe and respect other people's choices

## Management the School Office

Office staff will:

- Wear gloves, an apron and a mask if administering first aid and some medicines
- Call a parent if a child appears unwell or if they have a toileting accident that cannot easily be managed with the PPE and distancing measures that we have implemented
- Take any messages and pass on promptly to teaching staff
- Not share phone handsets and wipe down phone handsets after use
- Use hand sanitiser or wash hands after every child contact
- Clean own areas down at the end of each day with sanitising spray, this includes the HT and DHT
- Wipe down photocopier and key pad after each use.

## Friday Planning and Preparation Time

- School will remain open on a Friday, but we will be using different staff to release Pod Leaders to plan and liaise with colleagues for the following week
- These creative activities will take place in open spaces to allow for social distancing
- Pods will take part in activities as a group.

## Break and Lunchtimes

- Pods will have their own separate break and lunch time. The other Pods will be spread across the school site at both Greenbank and Rooksdown Campuses
- The Pods will not mix but areas used will be rotated
- Contact games will not be allowed.

## Lunchtimes

- Lunchtimes will evolve and we have emailed the first week's menu to parents
- To help with safety, picnic lunches have been advised by HC3S
- Picnics will be distributed in disposable boxes
- All children in Year R and Year 1 will be able to request their government-funded meal
- All children in receipt of free school meals will be able to request a meal
- Meals will be delivered to Pods by other staff
- Children will eat in their Pod classrooms with their Pod class mates. Pods will not be mixed
- Children who bring their own sandwiches will eat them in the classroom and remain with their Pod. We ask that fabric pack lunch bags are replaced with plastic boxes
- Each lunch sitting will be followed by a playtime, with their Pods, spread across the school sites
- PLEASE, as before, can we remind parents NO NUTS.

### Shared Spaces

- Children will not be allowed to socialise in shared spaces, such as the corridors and toilets
- The library will not be used by children and no child will be able to take a book home
- IT equipment will be used and keyboards, mice and monitors will be wiped over
- Where possible, children will be outside for PE
- If the hall is used (e.g. in wet weather), any equipment will be wiped once it has been used and the children will wash their hands

### Absence

If your child is in one of the key year groups of Year R, Year 1 or Year 6, we are expecting them every day. If a child is not in school we will need a phone call by 09:30 to explain their absence.

### General Health

Please do not send your child to school if he or she appears to be unwell. If they have a high temperature, loss of smell or taste or a new, continuous, dry cough, please let us know and book your child to be tested immediately. Other families in your child's Pod will be notified that they need to stay at home until the test result is returned. If the test result is positive, the symptomatic child will need to stay at home for 7 days. The other children in the group will need to stay at home for 14 days. If the test result is negative, then the ill child should stay at home until they are well and the remaining children can return to school immediately. This is also the case if a member of staff displays any symptoms.

The website is continually being updated. We have uploaded some extra videos to accompany this letter; these videos are year group and site specific. We hope that you will watch them with your child and that they answer some of the questions you may have about what school will be like.

We fully recognise that none of this is ideal but at the heart of all we have done is the safety of our community. We would like to thank you again for your patience and support. We would also like to thank the Castle Hill Team who have worked so incredibly hard to get school ready for 1<sup>st</sup> June, but also remained open throughout the holidays to support essential worker and vulnerable families.

Have a restful weekend.

Mr John DF Martin and The Castle Hill Team