

# Charlesworth School

Long Lane, Charlesworth, Derbyshire, SK13 5ET



Headteacher: Neil Flint BSc (Hons) MPhil NPQH

Friday 21st August 2020

## IMPORTANT INFORMATION REGARDING PUPILS RETURNING TO SCHOOL IN SEPTEMBER

Dear Parent/Carer,

At the end of last term, I mentioned that we would regularly review the arrangements for children to return in September in light of current local and national guidance. In this letter I want to confirm the planned school organisation for your child's return and hopefully to address any anxieties that you might be feeling. This will in turn help you to prepare your child/children for any changes in school routines.

I appreciate that the routines outlined below might seem quite detailed, but I would encourage you to spend some time familiarising yourself with the procedures. We have tried to include as much information and cover all possible aspects.

### **General Information for All Parents**

It is still our intention that all children will be returning to school full time from Monday 7<sup>th</sup> September 2020 as planned. Staff and governors discussed at some length the arrangements for each class before the summer break and have met again over the break to review and confirm the details. The information below is specific to your child's class in terms of curriculum, routines and health and safety requirements to ensure that we can provide effective teaching and learning in a safe environment. Please be aware that the most important part of these arrangements is to allow the staff to control the school environment and ensure that hygiene is not compromised at any time. Unfortunately, this means that only children will be allowed on the school sites unless a meeting has been arranged by prior agreement.

If you have any further questions, please don't hesitate to email the school and I will endeavour to compile a Frequently Asked Questions document. Of course, if there are issues specifically related to your child's individual needs, these will be discussed personally with you either by myself or a senior member of the teaching staff.



We're working towards Artsmark  
Awarded by Arts Council England

T: 01457 853475

E: [enquiries@charlesworth.derbyshire.sch.uk](mailto:enquiries@charlesworth.derbyshire.sch.uk)

[www.charlesworth.derbyshire.sch.uk](http://www.charlesworth.derbyshire.sch.uk)

In the meanwhile, I would like to direct you to the current DfE information for parents regarding Autumn Term arrangements (<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>).

Please be aware that current government guideline state that all children are expected to return to school in September. Therefore, normal attendance monitoring procedures will resume as outlined in the school attendance policy (available to download from the school website).

### **Specific Information for Parents of Children in Class Two**

All of the following routines are intended to allow each class to be dealt with as a social bubble and reduce contact between children in each class as much as possible. Hygiene routines will be regularly reinforced by the staff to ensure that children become confident in the practise and can manage their own hygiene needs.

Please be aware that in the interests of safety, no parent will be allowed to enter the school playground. The gates will remain locked and this will be used to extend the outdoor teaching capacity for the infants thus reducing the amount of time children spend inside the building where possible.

In order to maintain the routines that I have outline below, we have ensured that wherever possible there are two or three members of staff supervising the class and maintaining hygiene procedures.

### **Arrival and Departure:**

Children should enter the school via the door near the infant toilets. There will be an extended arrival period to prevent congestion outside the door and to support parents who have children in both classes. Children (and their adults) should line up outside the door, maintaining 2m social distancing (there will be markers on the floor to assist with this). From 9.00am-9.15am, Miss Streeter will welcome all children at the door. They will then be received in the classroom by an additional member of staff who will supervise them to access the toilet (if needed) and reinforce hygiene procedures before engaging in a 'busy task'. Registration will then take place at 9.25am.

Could I encourage everyone to be punctual as the gates will be closed after 9.15am. Any parents arriving after 9.15am will need to drop their children at the school office where only the child will be allowed to enter the building.

At the end of the day, pupils will leave from the same door in at 3.15pm. Class One are leaving at 3.00pm to allow parents who have children in both classes to collect them in a staggered manner. Parents should gather at the front of the school in a socially distanced manner and the teacher will release the child on view of the parent/designated adult. A member of staff will be supervising children inside the building and any child not collected on time will need to be collected from the office door.

### **Hygiene Routines in the School Buildings:**

The key aims of our hygiene procedures are to maintain respiratory hygiene, reduce the risk of contact transmission and to ensure that these routines become second nature for our children so that they can manage their own safety. Children will be taught good respiratory hygiene rules (e.g., catch it, bin it, kill it) and these will be reinforced wherever needed.

All children will be required to wash their hands (20 seconds plus fully dry them afterwards) on arrival and before departure from school and at all other key transition points through the day (e.g., lunchtime or when moving from the outside learning environment into the building). There are also hand sanitiser stations around the building for adults to use and in addition, all adults will carry with them hand sanitiser sprays.

At all times, good ventilation will be maintained through open doors and windows to encourage a suitable flow of air through the building. In addition, the playground has now been converted into an outdoor learning area which will be set up for continuous use throughout the day. This is one of the reasons why the playground entrance is no longer to be used for arrivals and departures. The equipment will be regularly sanitised (especially at the end of the day) to ensure that touch transmission is avoided.

Toileting will be managed through close monitoring of adults to ensure that a maximum of two children can use the toilets at any one time. The toilets will also be cleaned at regular intervals throughout the day (particularly handles and taps that may be touched)

Before the summer, some parents were asking about whether their children could wear face coverings. Please be aware that face coverings are only there to protect other people. Charlesworth School will be following the current government guidance that no child or member of school staff should be wearing face coverings in school. If there is a change in guidance, we will update our procedures accordingly.

### **What Happens If A Child or Family Member Develops Coronavirus Symptoms:**

If your child or any member of the family demonstrates Covid-related symptoms, please do not bring your child to school. The symptoms are currently reported as:-

- high temperature (especially on chest or back)
- newly developed and persistent cough
- changes to sense of smell or taste

The affected person should immediately organise for a coronavirus test (phone the NHS Covid helpline on 111) and all members of the household or support bubble should self-isolate, following the current government guidelines.

If a child falls ill during school, they will be isolated into an identified area and supervised by a member of staff until they are collected by the parent. Staff supervising children in isolation will at this point be wearing full PPE to protect themselves and the other children. When the child has gone the area will be deep cleaned and additional cleaning of frequently touched surfaces will be carried out in their classroom.

### **Caretaking and cleaning routines:**

Charlesworth School has a contract for caretaking and cleaning with Derbyshire County Council. As such all cleaning routines before and after school will follow their procedures and use their reagents as has been the case previously. However, as I have outlined, staff will introduce additional cleaning routines, particularly for frequently touched items. When this is the case, we will continue to use the DCC cleaning reagents to ensure that sanitisation processes are thorough.

Details of routines for standard and deep clean procedures can be obtained from DCC as well as information on the reagents that are used.

### **Social Distancing:**

In accordance with government guidelines, each class will be treated as an independent social bubble and every effort will be made to prevent cross over of these bubbles. The use of areas around the school will be timetabled to support this routine (see lunchtime and playtimes). The national guidelines accept that, for young children, it is difficult to ensure social distancing of individuals but where possible, we will encourage, teach and role model safe relationships with regard to physical contact.

The return of all pupils to school means that we will not be able to maintain seating arrangements that provide 2m distancing (whether in groups, single desks or lines). However, pupils will be encouraged to follow simple guidelines to support social distancing e.g., only handling their own equipment, respiratory hygiene routines and no unauthorised movement around the classroom.

Only limited adults will cross the bubbles for short periods of time to carry out duties necessary to the running of the school. For example, the Headteacher, Administrator or SENCO may need to visit classes but will do so for limited periods of time, following hygiene routines and maintaining social distancing where possible.

### **Lunchtime and Playtimes:**

The playground has become a dedicated outdoor learning environment to both improve the outdoor learning opportunities and to ensure that children spend more time outside of the building. It is intended that Class Two have timetabled access to this resource. Therefore, there will be no formal playtimes throughout the school day as has previously happened and the numbers of children using the outdoor learning environment at any time will be reduced thus improving opportunities for social distancing and promotion of independent safe relationships.

Lunchtimes will be staggered so that the class bubbles are maintained. Class Two go out to play first while Class One eat at tables in their classroom. Then Class Two will return to their classroom to eat lunch while Class One are outside. All tables will be sanitised before and after use. The food will be served from heated trolleys as usual and supervised by a lunchtime organiser who will only work with Class Two to support eating and hygiene routines.

All children are provided with a free school meal and we would encourage that everyone makes use of this facility. If you wish your child to have a packed lunch, it should be provided in a small, waterproof labelled box that can be cleaned down if handled by anyone other than your child.

### **Assemblies:**

There will be no whole site assemblies until the safer routines can be relaxed. This means that collective worship will take place in class and be led either by the class teacher or the headteacher. Again, this supports the class bubble structure and prevents cross over of children and adults.

Unfortunately, this means that Open Worship will not happen. Although, we will explore the possibility that parents might be able to join with the children virtually (for example a zoom assembly led by staff or visitors).

### **School Uniforms and Other Equipment:**

Current advice from the government is that wearing of school uniforms should be encouraged. Therefore, children should return to school in school uniform as normal. If you require information regarding additional uniform, please contact the school office.

On the day your child is timetabled for P.E., they should arrive at school in their PE kit and remain in the kit for the rest of the day. This will prevent cross contamination and unnecessary storage.

In order to ensure hygiene controls, all equipment will be provided by school and stay in school. Therefore, please do not send in pencil cases or large bags that need to be taken home. Apart from coats and (if required) a lunch box, there should be no other items that the children bring in/take home from school.

The water fountain will be out of use to prevent cross contamination. Your child will need to provide a water bottle at the start of the term. These will be washed and refilled by staff at the end of each day.

### **Fire Evacuation Routines:**

We will still need to maintain normal health and safety routines in the school, one of these being regular fire evacuation drills. This year, each class will be expected to use a separate evacuation route to prevent cross over of class bubbles during these drills.

### **Breakfast Club and After School Activities:**

Breakfast Club will run as normal and this year will be staffed by Mrs Collier and Miss Brennan. Children will need to be signed into the club at the side entrance near the infant toilets as the playground will be unavailable. The hygiene and toileting routines outlined above will be followed and all activity surfaces and equipment will be regularly sanitised. Where possible, activities will be separately provided for KS1 and KS2 children to maintain social distancing. If you wish to use the Breakfast Club facility, please contact the school office.

We will be sending out an online booking form and requesting that all payment is made through Parent Mail to prevent transmission through handling of monies. Again, please remember that children must be signed in by an adult and that only the child may enter the building. Any information that needs to be passed on to the teacher of Breakfast Club staff should be done on signing in your child.

In order to manage the contact between adults and children and prevent unnecessary compromise of the class bubbles, there will be no Peak Active Sport clubs this year. We are planning to provide alternatives (including the Wildlife Explorer Club). Information regarding after school provision will be circulated once the clubs have been confirmed.

### **Curriculum Provision and Catch Up:**

In order to rapidly address any gaps in learning caused by the Covid-19 lockdown, the Autumn curriculum provision will prioritise two key aspects. Firstly, to ensure that the emotional well-being of pupils so that they are confident learners. Secondly, to identify any gaps in their learning related to the Year One curriculum and to address those gaps while introducing them to the Year Two curriculum. Each class will follow a six-week mini topic that will engage all of the pupils and provide opportunities for adult in the class to continually assess each cohort.

In line with current practice, baseline assessment tests will be carried out. However, these will take place in week six to ensure that children have settled back into learning routines and regained confidence in their learning. This baseline test will be the end of Year One assessment test so that Miss Streeter can identify key gaps to continue addressing for individual children and if necessary, a catch-up plan for individuals or groups will be put in place. In the second half term, the pupils will follow a Year Two curriculum and the Spring assessment will be administered as normal on their return after the Christmas break.

Please be aware that all equipment used in the learning environments will be regularly sanitised by staff. Wherever possible, resources will be rotated on a 48-hour basis and not used again for at least 72 hours.

### **Homework and Home-School Communication:**

Building on the success of Class Dojo during the lockdown period, we intend to extend the use of this learning platform in the Autumn Term. To ensure that there is no home to school cross infection transfer, we will not be sending home (or receiving from home) any paper-based communications, including homework.

Reading books present a possible cross contamination risk. Therefore, we will be continuing to use the on-line resources available on Oxford Owl for both reading in school and at home.

All homework will be communicated and supported through the class story element of Class Dojo. This includes instructions, on-line resources and recorded zoom clips. We would request that any work or other evidence of learning (e.g., photos and videos) from these activities is shared via the individual pupil portfolios. If there is a query about the task or a

problem with accessing the resources, the teacher can be directly contacted using the messaging feature.

As for all other communication with school, we need to reduce face-to-face contact to a minimum. There are several options to make sure your queries are answered as soon as possible. However please remember that teachers will be teaching most of the school day and whilst they will endeavour to reply as soon as possible, it may not be the same day. Also, they will only reply to communications during normal working hours (unless it is to acknowledge homework submitted). If you need to speak to a member of staff please either:

- Pass on a quick message to the teacher at drop off or collection;
- Leave a message with the school office if you want a teacher to phone you (make sure that you leave the times you are available);
- Message a teacher directly through Class Dojo;
- Email you query of request to [enquiries@charlesworth.derbyshire.sch.uk](mailto:enquiries@charlesworth.derbyshire.sch.uk)

### **Visitors to the School Site:**

We will be restricting visitors to school for purposes such as such as maintenance and pre-arranged meetings where possible. If a visitor needs to access the building, it will mainly be to meet with a member of staff or the headteacher. In this case, the person visiting must sign in at the office and wait in the reception area for the member of staff. The meeting will then take place in either the reception area or the headteachers office. At no time should they enter the learning areas unless the children are not on site. Any maintenance staff will have to enter the school the same way and then wait while a member of staff ensures that children are not in the area where access is required.

All visitors will be required to sanitise their hands at the entrance using the pre-installed hand sanitiser stations. They will be directed to the safe hygiene instructions that will be visible in the signing in book and expected to follow those routines at all times. On leaving, a member of staff will sanitise the area where they have been working, paying particular attention to frequently touched items such as door handles and light switches.

As I mentioned above, if you require clarification about any of the routines I have mentioned or any other queries, please email the school office and we will endeavour to respond as soon as possible. Generic issues will be included in an FAQ document to be circulated to all parents. However, if the query is specific to your own personal situation, a member of staff will contact you to discuss it further.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Neil Flint', written in a cursive style.

Neil Flint (Headteacher)

