

be curious, be resilient,  
be compassionate



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26<sup>th</sup> August 2020

Dear Parent and Carers,

I hope that you have all managed to have a good summer break in readiness for starting school on **Friday 4<sup>th</sup> September**. As Friday is normally a PE day, they are to return in their PE kit as per our new arrangements (see below for further information). Returning to school may be an anxious time for some families, particularly those who didn't attend during the summer term. This letter will outline the arrangements that will be in place from September; please take the time to read it through to the end. If you have any questions following the reading of this letter, please email school ([contact@capenhurstcep.cheshire.sch.uk](mailto:contact@capenhurstcep.cheshire.sch.uk)).

### **Class 2 – Children in years one and two**

Across the week, these children will be taught and supported by a team of staff – Mrs Wilbraham, Mrs Crimes and Mrs Arkell.

Arrive at school: **8.40am**

Collect from school: **3pm**

Entry/Exit point for school: Car park at back of school. Children will be greeted by their class teacher. Then they will walk down the side of school and enter classroom 2 using the door as usual. They will be supervised in the classroom with the hygiene and settling in routines.

Following the publication of the DfE guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>), school undertook a comprehensive risk assessment to determine how best to open school to all pupils in September. This was shared and agreed with the board of governors. It has been reviewed over the summer to ensure that it complies with the amendments that were made.

The guidance also outlined the government's expectation that all children, with very few exceptions due to health conditions, are to attend school full-time from September.

To reduce the number of adults congregating at school gates and in the car park, it is essential that you keep to the times that your child's class has been allocated. If your children have two different allocated time slots, please wait in the car in between each slot rather than congregate at the other gate. It is important that everyone adheres to the social distancing advice that is in place at the time.

There are a number of changes to the school day that each family needs to pay particular attention to.



- Children **should not** bring anything from home other than themselves, a coat/sun hat/sun cream (as required for the weather especially as children will be outside as much as possible come rain or shine), a water bottle, snack and packed lunch (unless they have ordered one from school).
- Children are to wear the usual school uniform. On Mondays and Fridays (when we have timetabled PE) **ALL** children are to arrive in school wear their school PE kit. This consists of plain, dark shorts or tracksuit bottoms (not gym leggings), a plain, white t-shirt and pumps or trainers that they can fasten themselves. It is preferred that they wear their school jumper or a plain, dark jumper should it be cold. Avoid brightly coloured, fashion items and slogans – it is not a non-uniform day, it is a usual day at school.
- Lunches will be eaten in the classrooms and supervised by a mid-day assistant. Each class will be allocated a named mid-day for the week to avoid unnecessary movement of staff between groups.
- Snacks and lunches can still be ordered from the kitchen and they will be delivered to the children in their classrooms to avoid congregating near the serving hatch.
- Playtimes, lunchtimes and use of toilets will be timetabled and staggered to avoid classes mixing unnecessarily. Due to the small number of children in each class, and to allow for breaks for the staff, children in classes 1 and 2 will play together outside and children in classes 3 and 4 will play together outside. This is in line with the guidance and the school risk assessment.
- Anything that is considered unnecessary, such as large bags, will be sent home at drop-off. Children will not be using the cloakroom so they will not have anywhere to store their belongings other than on/under their table. With space at a premium, unnecessary items will create blocks to the children being able to move safely around their classroom. Children may bring their belongings in a **small**, drawstring bag or their book bag. Large rucksacks are unnecessary, do not send one with your child.
- Classrooms 2, 3 and 4 have been laid out so that all children are forward facing with two children sitting side-by-side at each desk. Each child will have their own set of basic equipment. Shared resources such as maths equipment will be cleaned regularly and sharing between classes will be avoided as much as possible.
- Enhanced cleaning routines of toilets, shared areas and shared equipment will take place in line with guidance from Public Health England.
- Social distancing will be encouraged in an age-appropriate manner with all children. It is accepted that very young children will find this the most difficult. **ALL** children will be taught and expected to follow good hygiene routines in terms of personal and respiratory hygiene.
- The curriculum offer has been adapted to reflect the fact that many children have been away from school and formal teaching since mid-March. This will be in place for at least the first half term of the autumn term and will be available on the school website in September, along with a remote education plan. This allows for adaptations to be made in light of revisions to guidance for schools over the summer holidays.
- Routines for sending home reading books, work and support materials that comply with the guidance in terms of enhanced hygiene will be communicated in a timely manner in September. Staff have had to make adjustments to their style of teaching and delivery in order to adhere to the guidance around social distancing that is in place to keep them and the children safe.

There is an addendum to the behaviour policy that will be sent to each family. Please go through this with your child prior to them returning to school so that they know what is expected of them.

If your child is unwell, please do not send them into school. School reserves the right to refuse to admit/ask a child to return home if they appear unwell when arriving at school. Please see separate letter for information about when a child is unwell outside school or when in school.

I would like to thank all the staff and governors for their unwavering support throughout this time in ensuring that the safety and well-being of everyone involved with school remains our focus in every decision that is made.

Thank you to everyone for their patience and understanding over the past months. It has been a challenging time for everyone as we all got to grips with a new way of living from the initial lockdown to the gradual re-opening of schools, workplaces, businesses, services and leisure facilities. Not all of it without its own series of complications and additional routines and guidance.

If you have any questions, please do not hesitate to contact school using [contact@capenhurstcep.cheshire.sch.uk](mailto:contact@capenhurstcep.cheshire.sch.uk).

Take care,

Mrs Claire Green  
Headteacher

Mrs Lezley Grimshaw  
Chair of Board of Governors