

be curious, be resilient,
be compassionate



Capenhurst C.E. (Cont) Primary School
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13th July 2020

Dear Parent and Carers,

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.

I am aware that this is a lengthy letter and ask that you please take the time to read it in its entirety. If you have any questions following the reading of this letter, please email school (contact@capenhurstcep.cheshire.sch.uk). This inbox will continue to be monitored at regular intervals over the summer break; it won't be checked daily as it is now.

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 has undertaken a comprehensive risk assessment prior to determining how best to open school to all pupils in September. This has been shared and agreed with the board of governors. The guidance also outlined the government's expectation that all children, with very few exceptions due to health conditions, were to attend school full-time from September.

School will open to pupils in two phases from Thursday 3rd September to allow for some transition for those pupils moving rooms and changing teachers. Children in years one, three and five will start school on Thursday 3rd September and children in years two, four and six will join their classes on Friday 4th September. Children in reception will attend for mornings only on Thursday 3rd and Friday 4th September.

Additional information for **all** children now follows.

Class 1 – EYFS children

Across the week, these children will be taught and supported by a team of staff – Mrs Green, Mrs Shearer and Mrs Arkell. Mrs Forster will assist with settling routines at the start of each morning.

Arrive at school: **8.50am**

Collect from school: **3.10pm**

Entry/Exit point for school: Double gate by the climbing wall. Initially, parents will be able to walk their child to the classroom door. Over time, children will be ready to say good-bye at the gate. As always, we will work with families to ensure that starting school is a smooth transition for children and parents.

Please note that on Thursday 3rd and Friday 4th September, children are to be collected from school at 11.40am. From Monday 7th September, they will be in full-time as per times above.



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, Mrs Arkell and Miss Barlow.

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.

Class 3 – Children in years three and four

Across the week, these children will be taught and supported by Mrs Bunting, Mrs Shearer and Mrs Haimes.

Arrive at school: **8.40am**

Collect from school: **3pm**

Entry/Exit point for school: Front gate. Children will be greeted by their class teacher before entering school through the front door. They will be supervised in the classroom with the hygiene and settling in routines.

Class 4 – Children in years five and six

Across the week, these children will be taught and supported by Mrs Ritson, Mrs Forster and Ms McColl.

Arrive at school: **8.50am**

Collect from school: **3.10pm**

Entry/Exit point for school: Car park at back of school. Children will be greeted by their class teacher. Then they will walk across the back of school and enter classroom 4 using the back door. They will be supervised in the classroom with the hygiene and settling in routines.

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.

The most recent guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) allows for movement of staff between classes and school to allow for the delivery of the school curriculum and for the provision of PPA for staff as per pay and conditions. Mr Ellis will continue to teach PE across all four classes in Mondays and Mrs Arkell will continue to teach RE across all four classes in Mondays. This has been risk assessed in line with the guidance and preventative measures around hygiene have been put in place.

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), 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.
- 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.
- Routines and seating in EYFS has been set up to enable continuous provision whilst following enhanced cleaning and hygiene routines. They will eat their lunch and snacks in class with 3 children seated around a circular table.
- Enhanced cleaning routines of toilets, shared areas and shared equipment will take place in line with guidance from Public Health England (this is due to be reviewed and re-published before the end of the summer term).
- 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, are being finalised and 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. If you suspect that they have symptoms of Covid-19 (see list below) inform school immediately so that we can take appropriate action. You will need to make arrangements for your child, and other household members with symptoms, to be tested for Covid-19.

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Should a child present with symptoms during the school day, they will be isolated away from their class on a chair at the front of school. You will be called and expected to collect your child from school immediately and follow the most up-to-date advice with regards to accessing a test. You and your family will then be expected to self-isolate at least until you have received the results of the test. School needs to be informed of the test results so that the appropriate course of action can be taken. In this event, parents with children at school will receive a letter informing them someone has been sent home with symptoms explaining the course of action being taken by school. School will follow the most up-to-date advice and guidance should someone present as symptomatic in school (<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>)

Thank you for your continued support and patience through this unusual time, and for taking the time to read to the end of the letter. There are many changes and, no doubt, there will be more to follow when the guidance is reviewed in mid-August. It is essential that you check your emails regularly so that you don't miss any communications from school.

I would also 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.

If you have any questions, please do not hesitate to contact school using contact@capenhurstcep.cheshire.sch.uk.

Take care and have a restful summer,

Mrs Claire Green
Headteacher

Mrs Lezley Grimshaw
Chair of Board of Governors