



Carnforth School

Carnforth Drive
WORCESTER
WR4 9HG

Tel: 01905 758425

email: office@carnforthschool.org

website: www.carnforthschool.org

Head of School: Mrs Sara Wood

17 July 2020

RE: Arrangements for September 2020

Dear parents / Carers,

Following the government's guidance released last week that schools will reopen to **ALL** groups of children, I am writing to share the arrangements we have implemented to ensure the safety of all pupils and staff. I also must make you aware that our current plan for wider reopening from September remains under **constant review**. You will be made aware of any changes or updates. We will continue to review government and local authority guidance.

We are looking forward to seeing all the children once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review the arrangements we have implemented at this stage and update you with any changes as and when we make them.

The DfE has introduced the following nine-step system of controls that all schools, including early years settings, must work through to effectively reduce risks and create a safer environment:

1. Minimising contact with individuals who are unwell with symptoms of coronavirus, **at all times**
2. **Always** encouraging regular and thorough handwashing
3. Ensuring good respiratory hygiene **at all times** by promoting the 'catch it, bin it, kill it' approach
4. Introducing enhanced cleaning measures and ensuring these are followed **at all times**
5. Wearing appropriate PPE, **only where necessary and in specific circumstances**
6. Engaging with the NHS Test and Trace programme, **where relevant**
7. Managing confirmed cases of coronavirus (COVID-19) amongst the school community



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8. Containing any outbreak by following local health protection team (HPT) advice

In order to open as safely as possible for all, some school arrangements and routines will have to be adapted.

Attendance

The DFE has advised that from September school attendance will be mandatory. This means from this point, the usual rules of attendance will apply, including fixed penalty notices and fines inline with the Local Authority's code of conduct.

Class groups

The DFE has removed the limits on bubble sizes. Schools are encouraged to maintain distinct pupil groups or 'bubbles' that do not mix to limit the number of pupils and staff in contact with each other. This also makes it easier to identify those who may need to self-isolate in the event of a positive case of coronavirus. At Carnforth, children will be mainly be kept in their class groups but will share resources and some groupings in phase bubbles, ie. **Nursery & Reception will be the EYFS bubble. Years 1 and 2 will be the Key Stage 1 bubble, Years 3 & 4 will be the Lower Key Stage 2 bubble and Years 5 and 6 will be the Upper Key Stage 2 bubble.** This organisation will allow us to distribute resources and offer interventions whilst not narrowing our curriculum offer.

The DfE has confirmed that classroom-based resources, such as books and games, can be used and shared within a bubble. Individual and very frequently used equipment, however, such as pencils or pens, should continue to be used only by one member of staff or pupil, and not shared with others. Each child in Years R- 6 will be provided with their own set of resources. Please **do not** send in items from home.

Resources that are shared between classes or bubbles should be cleaned thoroughly between each use, or rotated to allow for them to be left unused for a period of 48 hours (72 hours for plastics) before use by the next bubble.

Large gatherings with more than one group, e.g. assemblies, will be avoided and movement around the school will be kept to a minimum. Breaks, lunchtimes and outdoor learning will be staggered across the day.



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Supporting Pupils with SEND

The SENdco has liaised with teaching staff to create plans which support children who struggle with change to routine to have their needs met as they re-enter school.

School Uniform

All children **must** return to school in **full school uniform**. The DFE has advised that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from usual. Please can I also take this opportunity to remind you that children must be in black school shoes, long hair must be tied up and no jewellery other than small ear studs is permitted. From September, school uniform will be able to be ordered on line. If you need assistance with uniform purchase please contact the school office so the appropriate forms can be filled in.

Maintaining a safe school environment

I would like to take this opportunity to remind you of the preventative measures the school has put in place in order to minimise the spread of infection.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
- Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then immediately throw the tissue away



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- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
 - Immediately calling parents if a child becomes unwell and isolating him/ her in a separate room, where possible. Any unwell adult would also be isolated.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

As per the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough and loss of taste or smell. To keep everyone safe, we must engage with the NHS Test and Trace policy. Please inform the school immediately if you or your child is displaying symptoms or has been in close contact with someone who has tested positive for Covid_19. If you think your child may have been exposed to, or has coronavirus, please contact the school on 01905 758425 at the earliest opportunity.

If a child or adult in each small group begins to display symptoms, he/ she will be isolated from the group and then sent home and a test arranged by the family. Following DFE guidelines, the rest of the group will be able to stay in school however you will be informed of what has happened. Should the ill person receive a positive test result, all members of the bubble will need to isolate for 14 days.

Arrangements for the start and end of the school day

These will need to be different in order to maintain safety for all. We have staggered drop-off and collection times - **please follow these carefully**. Where possible, only one parent should come to school. Year 6 children should be accompanied to and from school by a parent, where possible, to support social distancing.

AT THE BEGINNING OF THE DAY

- Children/ families should enter through their allocated gate.
- A queueing system will be in place. Please follow the signs and keep to the required 2 metre distance.



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- You will then move around the outside of the school (staff will be there to guide you) and drop your child(ren) at the external door of the classroom.
- Parents will then follow the one-way system to leave the school grounds. **PLEASE avoid bringing pushchairs wherever possible. No dogs will be allowed on school grounds.**

AT THE END OF THE DAY

- Parents to collect children from the same allocated gate.

Year Group	Gate	Drop Off Time	Pick Up Time
Nursery AM	EYFS Garden	8:45	11:45
Nursery PM	EYFS Garden	12:00	3:00
Nursery All Day (30hours)	EYFS Garden	8:45	3:00
Reception	EYFS Garden	9:00	3:00
Year 1	Main Gate	8:45	2:45
Year 2	Main Gate	9:00	3:00
Year 3	Main Gate	8:45	2:45
Year 4	Main Gate	9:00	3:00
Year 5	Environmental Garden	8:45	2:45
Year 6	Environmental Garden	9:00	3:00
Breakfast Club	Main Entrance	8:00	
Wrap around Care	Main Entrance		3:00pm – 6:00pm

Please keep to the allotted times and gates. This is for the safety of our whole school community.

Families will need to keep to these times strictly in order to maintain safety for all. If you arrive late, you will not be able to access school grounds and will have to contact the office to receive instructions.

Arrangements for breaktimes and lunchtimes



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Groups of children will have breaktimes at separate times.

Children will eat lunch in the lunch hall in their small groups at staggered times. All children in Reception and Key stage 1 (Years 1&2) will be provided with a school meal in line with Universal Free school Meals offer. Children in Key Stage 2 who are entitled to Free School Meals will also be provided with a school meal. These are also available to purchase at a cost of **£2.30 per day**. Key Stage 2 children not entitled to a FSM or not purchasing one may bring in a small lunch bag – please **no rucksacks or shoulder bags**. As we are ensuring spaces are easily cleanable we need to limit any clutter.

All children may bring in a named, washable drinks bottle with water or squash, this must not be left in school and must return home daily.

The school day

The teaching day will be between 8:40am – 2.30/3:00pm with staggered drop-off and collection times. Children will need to bring in their PE kits in school and these will remain in school for each half term. Children will be able to bring in small school book bags. Please note additional bags will not be permitted in school. If your child wears a face mask whilst travelling to and from school, these must be removed before entering the school premises.

Breakfast club and Little Pears will be run as normal. However, all places **must be booked and paid for in advance**. We have a new online booking system where you can book any wrap around care needed. Details of how to do this will be available on the school website.

There will currently be no minibus service.

Primary Assessments.

The EYFS profile and all existing statutory KS1 and 2 assessments should return in 2020/2021, in accordance with their usual timetables. The only exception to this is the rollout of the Reception baseline assessment, which has been postponed until September 2021.

Parents/ Visitors

There will be some restrictions in place for any visitors. Should parents need to visit the school office for **any** reason, they should phone first. Teachers will not be able to have



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face-to-face meetings with parents. Should there be something you wish to discuss with a teacher, this should be via a phone call (between 3.30 – 4:30pm) or via an email sent to office@carnforthschool.org

FSM Vouchers

Free school meal vouchers will finish.

School events

In the Autumn term, schools can resume non-overnight domestic educational visits, as long as they are conducted in line with protective measures and there are coronavirus secure measures in place at the destination. At present there are no visits planned but please be assured we will carry out a full risk assessment before embarking on them to ensure they can be carried out safely.

At present we will not be able to offer after school clubs, other than wrap around care. I will write to you when this situation changes.

I hope that these arrangements provide you with the information you need to support your child to return to school on the **Thursday 3rd September 2020**. School will be closed over the Summer break for all children but you can reach us through the school website.

We hope you and your family are well. Thank-you for your continued support throughout this time.

Yours sincerely,

Mrs Sara Wood

Headteacher