

20<sup>th</sup> July 2020

Dear Parents and Carers,

## Full Reopening of School in September 2020

I am sure that like us in school you are all pleased to know that we are preparing for the full opening of Cranmere Primary School in September. The first day for children will be Wednesday 2<sup>nd</sup> September.

As you will appreciate, there is much to be planned for as we need to adhere to Public Health Guidelines as well as the Government's advice and guidelines. Thus, I can already say that although Cranmere will still be a warm and welcoming school there will be changes to the look of classrooms as well as to some of our normal routines and school events. There is much information to share with all of our pupils and families and I apologise in advance for the length of this letter.

The Government have issued a document for schools and we have scrutinised each section to ensure that we mitigate the risks associated with the transmission of Covid-19 when we fully reopen our school in September. All of our good practice during the partial closure of schools will continue and we will employ learning curves from that time. As a school community, we want to avoid the need for any families, bubbles or the whole school to self-isolate for any period of time. Thus, adhering to the guidelines and health advice will be our best measure against this.

We have undertaken revised risk assessments as per the Government and HSE recommendations in preparation for September. I appreciate that we will have to revise risk assessments and our practice as the Government revise their strategies in response to Covid-19 but all staff and families will be kept updated as and when changes are made. I am trying to pre-empt as much as possible in order to avoid changes for our families. However, I would appreciate your patience and support if we are forced to make any changes at shorter notice than we would normally aim to give.

### Hygiene

As we already know, in order to minimise the risk of transmission of the virus, everyone needs to wash their hands very often, especially after contact with others/shared objects (from door handles to equipment). We will continue to adhere to the Government guidelines for cleaning non-healthcare settings and we will also be continuing with our enhanced cleaning and sanitising regime in school. We currently have an additional cleaning team in school during the school day to sanitise all of our toilets, door handles and frequently used areas. We have a full cleaning team who come in every evening to deep clean all classrooms and clean the rest of school. Our facilities manager also carries out spot cleaning during the school day where necessary.

We will be continuing to wash and sanitise hands at **every** transition point and every toilet break. Please encourage your child/ren to do this all through the summer so that they will be prepared in September. We have antibacterial soap as well as hand gel sanitiser in school.

We will be installing outdoor handwashing troughs over the summer to help speed up handwashing. We know from experience already that much learning time is being lost because of the time it takes to handwash properly.

We are also preparing for additional toilets to be temporarily installed in the playgrounds in order to reduce the waiting time and queues for toilets and hand washing. These toilets will also be cleaned during the school day and fully serviced and deep cleaned once a week.

If you are happy to provide your child with their own bottle of hand gel then this would be greatly appreciated as this will also enable us to increase learning time for the children as they will be able to apply their own gel rather than wait for the teacher to hand it out. Children will not be

permitted to share their hand gel with anyone else. Please do not worry if you cannot or do not want to provide hand gel as we will have some in every classroom.

Any shared resources will be cleaned in between use, including PE equipment.

## **Bubbles**

In order to reduce the risk of transmission of the virus, schools have been advised that where practically possible bubbles should remain consistent and do not mix with other bubbles. We will follow this as close as we practically can with the exception of an emergency. In order to support our working parents to access wraparound care, we will organise our bubbles into Year groups but whilst they are in school we will keep to as small a consistent bubble as possible to suit their learning and health needs. See more information below in Extra Curricular Activities.

Rainbows Nursery will be a consistent bubble and our two Reception classes will be a consistent bubble. There is much free flow learning for these children in order for them to access all of the learning opportunities.

In school Year 1 will work together as they will need additional phonic and early years learning catch up to prepare them for the National Curriculum. Year 2 will be a bubble as they will need to have additional phonics and maths skills delivered at a differentiated rate.

Years 3 to 6 will work in school as year group bubbles but will on the whole be kept as class bubbles. This will enable us to offer additional support and targeted interventions to children in need.

We have organised a staggered play and lunch rota for our children so that they can remain socially distanced as safely as possible. Each class will have a dedicated playtime and play space. Any play resources will be either kept as belonging to that class or washed in between change of users.

## **Drop off and pick up**

I am aiming to be on gate duty every day to support the efficient and happy entry of all pupils. Mrs Murphy and Mrs Walstow will also assist children to their entry points. Due to the number of staff needed to support entry and to ensure social distancing protocols are effective **we will not be able to open our Blair Avenue gate for the morning drop off** (but we will open it for pickup). All entry to the school must be via Arran Way. This will be reviewed as and when government guidance changes. However, to support social distancing and prompt exits from the school grounds for families at the end of the school, we will open three school gates for families to enter, at collection time, and leave through.

1. Blair Avenue gate will open at 2.55pm and be locked again at 3.30pm.
2. The gate leading to the infant playground (side gate) will open at 2.55pm and locked again at 3.25pm.
3. The gate at the end of the school carpark will open at 3.10pm and be locked again at 3.30pm.

## **Drop off between 8.30 and 8.45 (registers at 8.50am)**

We want to facilitate as much teaching time as possible for all classes so we will not stagger entry times into school. We will stagger entry points to avoid any mixing of groups, and children will go straight to their classrooms where their teachers will receive them.

Please say goodbye at the first school gate and allow your child to walk to their entry point as soon as possible. This will reduce congestion and the risk of possible transmission of the virus. I will be on duty each morning at the main school gate into school and we will have other staff members available to welcome children. I respectfully ask that parents ensure they are not blocking the entrance gates at any time so that we can allow the quick and efficient drop off and collection of children.

## **Car Park**

As children will be entering through different entry points at the front of the school it is important that we reduce the number of cars coming into the car park to ensure each child's safety. Please only ask for a car park pass if you have a physical difficulty that means that you are **unable to walk any distances**.

The car park gates will be closed and only opened to those who need to enter with their car. If you need a car park disabled card from us please ensure you obtain one from the school office. You will need to give your car registration details and explain please why you are unable to walk into school. I also ask that if you are using the car park that you please drop off your child/ren at 8.25 so that you can leave the car park before 8.30am before children begin to walk to their entry points and that you collect your child at the first collection time available for your child's year group. This will ensure that you will be leaving the car park before the majority of children begin to enter and enter the school and the safety of all children and the adults.

**Nursery** – to enter and exit as normal through the **Nursery door**

**Reception and Year 1 classes** will enter through their **normal gate, at the side of school, leading to the infant playground**. The vast majority of our current Reception and Year 1 children have been in school for some time during the last few weeks of school and have been saying goodbye to their parents at the first gate. We would like to continue this for the Autumn term so as to reduce congestion at the side gate

New Reception parents are welcome to come in and settle their child but we respectfully ask that you adhere to any social distancing protocols that are in place. The main school gate will be locked at 8.50am as school begins at this time.

**Year 2** will enter via the **main hall double doors** and walk to their classroom.

**Years 3 & 4** enter via the **main hall side doors** and walk to their classrooms.

**Year 5** will enter via the **corridor door at the end of the car park**.

**Year 6** will enter via the **school gate at the end of the carpark**.

#### **Pick up at end of school day**

All children will be collected by parents from their child's external classroom door which is the one that leads into the playground.

To reduce the number of parents waiting at the same time we will be dismissing as follows:

- Reception at 3.00pm
- Yr1 at 3.05pm
- Year 2 at 3.10pm.
- Years 3 to 6 will be dismissed at 3.15pm.

This will give parents time to collect their children and leave school promptly. If you have children in the infants and the juniors please collect your youngest child first then collect the oldest after. Please also exit via the Year 6 or the Blair Avenue gate to avoid congestion at the infant playground gate. Children will not be allowed to play on any of our outdoor equipment as most of it will have been already wiped down ready for use the following day. We would be grateful to all parents to collect their child **and keep them with them at all times** and where possible not to wait in the playground to meet with other parents.

Teachers will not be able to meet with parents as they normally would so please contact the office if you need to discuss an important matter with a teacher or if you have any queries about school. The office team will be able to answer most queries and any they cannot answer will be passed to the teacher to respond to. I am happy to have telephone discussions with parents if requested but please ask the office to book a telephone appointment for you giving as much information as possible regarding the appointment. This is to help prioritise telephone meetings. If it is urgent then I will try to speak to parents on the same day as the request is made.

## Classrooms

We have removed all additional furniture from classrooms in order to increase space between tables for the teaching teams to circulate and support/extend learning. Children will be two to a table, facing forward and will have their own learning resource pack, which we will provide. Children do not need to bring in their own pencil cases as we will provide all equipment needed. There will be no room to store pencil cases on their tables as they will need their full work space.

Children will need to bring their water bottles (2 please to save refilling), their reading record book and their reading book. **All of this should be in a Cranmere school bag/rucksack.** Please do not give your child a non-school bag unless they are in Year 6. Year 6 will still only need to bring in the same items as everyone else so they should only bring in small rucksacks/bags. We are trying to maximise the negotiation space in classrooms and around school and, as such, we have no capacity to store large bags. If you are experiencing financial difficulties and cannot afford to buy a school bag then please discuss this in confidence with me.

## PE Kits and School Uniform

PE kits should be worn to school by your child on the days that they have PE. They will not need to wear their normal school uniform on PE says. Please see your child's allocated PE day in the table below. Make sure your child is wearing the correct school PE kit – white t-shirt and navy blue shorts. If you are experiencing financial difficulty then please speak to me in confidence. **Please ensure that earrings are removed at home** before your child comes into school.

Wearing their kit on PE days will increase the PE time available to the children as well as supporting our social distancing needs and cleaning of additional spaces used for changing. It will also reduce the need for additional storage of bags. We are unable to run clubs during the first half term so no bags will be needed in school for those clubs. **Please note that the first day for PE in school will be Thursday 3<sup>rd</sup> September as the first day of school will be a day of well-being and welcome back activities.**

Please ensure on all other days that your child is wearing the correct school uniform and that long hair is tied back and not impacting upon their vision (girls and boys).

PE timetable Wear full PE kit on these days				
Monday	Year 3			
Tuesday	Pumpkins	All of Year 2	All Year 5	
Wednesday	Goldfish	All of Year 3	All Year 5	All Year 6
Thursday	Pumpkins & Goldfish	All of Year 3	All of Year 4	All Year 6
Friday		All of Year 2	All of Year 4	

## School books and reading

We will change books on a Monday and a Thursday. This will allow for 48 hours in between users to minimise any risk of transmission of the virus.

## Assemblies

As we are not able to meet as whole school we will be offering a mix of bubble and recorded assemblies. On Monday mornings myself and Mrs Murphy will take a year group each from Year 6 and 5 and lead an assembly. On Tuesday we will do the same for Years 3 and 4. Recorded assemblies will be broadcast to other classes. I will conduct a live online 6Rs assembly every Friday morning. Class teachers will lead Wednesday and Thursday assemblies using children's BBC Newsround and Picture News.

## School lunches

We have been in discussions with our catering team, Pabulum, and from September they will be serving hot meals. All children in years Reception, Years 1 and 2 will not have to pay for their meal as this is

paid for by the Government. Any child eligible for free school meals will also have a hot meal provided, so a packed lunch is not required for those children. The cost of a pupil meal will increase by 5p to £2.35 from September for those children in Years 3 to 6 who are not eligible for free school meals. The menu will be available on Pabulum's website and we will upload a copy to our website as well.

We will have staggered the use of our two halls so that children can have a hot meal in either the main hall or the small hall.

Children eating packed lunch will eat this in their classroom. The tables will be cleaned before and after eating.

## **Health**

It is incredibly important that if your child presents as unwell or has any of the symptoms of Covid-19 that they should not be brought into school. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. This sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Please see our flow chart at the end of this letter for information about when to self-isolate and for how long.

## **Medicines in school**

It is more important now than before that we limit the number of medications in school to those that **are actually needed** such as inhalers, auto-injectors and epilepsy medications. Whilst we wish to have as many children in school for the maximum time possible, we will be increasing the risk of transmission if we were to provide antibiotic and other medicines as we have previously been doing. We ask that if your child requires anti-histamines or antibiotics that you purchase or specifically request from your GP a dosage that is **not needed to be given during the school day**. I would be very grateful of your support in this.

## **Contacting the school office team**

We will continue to use the text and email system to communicate with parents, but please remember that if you want to email the office team you must use the following email address: [info@cranmere.surrey.sch.uk](mailto:info@cranmere.surrey.sch.uk). The email address which is used for sending out ScoPay messages cannot be used to send emails back to the office (unfortunately the system will not give you a 'bounce back' response to let you know that it has not been sent). You can also telephone the office on 020 8398 5580.

In order to avoid congestion in the lobby area we will not be able to let people in via the main school door. If you come up to school you can use the hand sanitiser (which will be on the wall above the doorbell), then please press the doorbell and either use the intercom or the window to speak to the office staff. If you are just dropping off a letter or form, please use the postbox on the wall.

**Children who arrive late for school** will need to [queue with an adult outside the main office door](#) with enough space between you and any other families. Press the doorbell and a member of staff will come to the front door to let the children in one by one. This may be a long process because we also need to record the names of the children and their reasons for being late.

## **School curriculum**

We will continue to teach all subjects to ensure that our curriculum is still engaging and fun for the children. We will be increasing opportunities within our school day to allow for additional catch up and extended learning sessions in Maths, Reading, Spelling, Writing and Phonics. Our Lifeskills curriculum

will be embedded within the curriculum daily to support the emotional well-being and health of all of our children. Children in KS2 will continue to receive French lessons.

Teachers will continue to support children with their learning, as usual, but will do so from a safe distance for both the child and the teacher. We already support children in their learning by being beside the child or from behind and above. This ensures that *close* face to face contact is avoided but the child and staff member can still interact effectively.

Our Golden time will be class based sessions either indoors or outside and will continue every Friday afternoon.

### **Volunteers**

Once we have had the first few weeks to settle the children back into school and the new routines we would be grateful for our bank of volunteers to start up again. I will be running some volunteer sessions in school focussing on maintaining social distancing, safeguarding and general frequently asked questions. All volunteers must attend one of these sessions before their first volunteer session in school.

The training session will be no longer than 30 minutes and I will arrange some that fit in with either drop off or pick up times. Further details will be in the school newsletter in September.

### **Extra-Curricular Activities**

As teachers will be supporting additional tasks in school in readiness for the next school day they will not be running any clubs in the autumn term. This will be reviewed as and when guidance changes from the Government.

We are looking into clubs which can run in school adhering to our bubbles where possible as the Government guidelines recommend. We will let our families know if and when clubs do restart.

At the time of writing, Clubland have not yet confirmed with school how they will be able to support before and after school care. Again, as soon as this is confirmed we will let parents know.

The Government have asked schools to advise parents about the expectations of clubs being run either in schools or outside. ***Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.***

We do hope that the September re-opening of school will be as smooth as possible, and we really appreciate your help in making sure this happens. You need to be aware that, depending on the progression of this virus over the next few months, there is a **very real possibility that school may be advised to close, if we have an outbreak.** We would hope that, if we all follow the guidance, this type of closure would be limited (either limited in time or to certain groups within the school), but at this stage we have no way of knowing if this will be the case. Please remember that we have to follow government guidance, and this type of closure would be beyond our control. I also respectfully ask for your patience with my team who are all working as hard as we can to support both children and families during these times.

We hope that you have a really lovely summer break, and we look forward to welcoming you all back in September.

Kind regards



Mrs Kathie Daniels  
Headteacher

**Flowchart – what to do if your child or a household member develops coronavirus symptoms:**

