

# Charmouth Primary School

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Dear parents,

I am now in a position to be able to confirm some arrangements for September as part of a detailed risk assessment. The risk assessment has now been approved by the governing body and a copy has been submitted to the Local Authority. The full risk assessment will be reviewed at least fortnightly with parents updated about any key changes.

I am aware that there is a lot of information to share, so have started with bullet points of key arrangements followed by more detailed information. Please read all the following information carefully as it will be important for the whole school community to work together to help minimise the risk of transmission of Covid-19.

## Key Points

- Children are expected to attend school as usual
- Arrival time for all children 8:45 (gates locked at 8:50) to separate gates
- Collection time for all children 3:05
- Only lunch boxes and water bottles to be brought to school
- School uniform should be worn with trainers (PE kit on PE days)
- Only packed lunches will be available from Local Food Links
- Anyone with Covid-19 symptoms should stay at home (this is also the case if any member of the household has symptoms)
- Breakfast club will not provide food and children need to arrive at 8:00

## Start and End of the School Day

Children should arrive at school at 8:45 and by 8:50 and be collected at 3:05 via the following gates;

**Bubble 1 (Explorers: Nursery and Reception)** – main walk way entrance. One parent per child may accompany children to the entrance to the EYFS area. Nursery hours will be 8:45-11:45 morning session and until 12:15 for those staying for lunch, with the full day ending at 3:05.

**Bubble 2 (Pathfinders: Year 1/2 and Adventurers: Year 3/4)**– playground gate up the road beside the school. Parents are to wait on the pavement near the playground gate. Staff will meet children at the gate and they will line up on the playground before entering the school together via the hall. Parents may not enter the site.



**Bubble 3 (Navigators: Year 5/6)** – field gate (up the footpath beside the school). Parents are to drop children at the gate and not enter the school site. Staff will meet children at the gate and they will line up on the playground before entering the school together via the top end of the corridor.



For families with children in multiple groups, parents should arrive via the entrance for the youngest child and the older children should be directed to where their class is lining up on the playground.

At the end of the day, staff will bring the children back to these gates for collection. We will be releasing children one at a time to support social distancing. Older children will be taken around to the EYFS area by staff when their class have been dismissed. The earlier collection time is a temporary measure due to staff working hours affected by a shortened lunch break.

We request that parents maintain social distancing when waiting at the start and end of the school day.

Parents are advised to walk to school whenever possible and to consider our local community when arriving and leaving the school site, particularly when driving by parking and stopping at appropriate places. Current guidance advises against sharing a car journey. (Government guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak>)

There will be no access to the school car park for parents.

Please email the school office if you give your child permission to leave school at the end of the day without being collected from the site by an adult. Please note that if this permission is given, it will be assumed to be the case everyday unless we are informed otherwise.

Late arrivals: If you are delayed and will arrive after 8:50, please wait offsite near the main front school gates and telephone the school. A member of staff will then come to the gate as soon as possible to collect your child.

### **School Uniform**

Children should wear their usual school uniform to school each day with trainers as we will be taking part in a daily physical activity similar to the Daily Mile. Children should come to school in their PE kit on the day their class has PE (this will initially be once a week, with physical activity daily).

School uniform:

- grey or black tailored trousers or shorts, skirt or dress
- white polo shirt
- royal blue jumper or cardigan (preferably with the school logo)
- or summer blue checked dress

PE kit:

- black or navy shorts, tracksuit bottoms or leggings
- white t-shirt
- royal blue jumper or cardigan
- trainers (with laces or Velcro, not slip on)

### **Wrap Around Care**

We will be offering a club before school. Children attending will need to arrive at 8am at the main entrance where they will be met by a member of staff and taken into the building. We will not be providing breakfast at the club, but children may bring food with them in a disposable container. We will not provide crockery, cutlery or beakers. Places at the before school club must be booked in advance and will be allocated on a first come, first served basis.

There will be no after school clubs when we return to school in September.

### **Symptoms**

No one displaying any Covid-19 symptoms (currently recognised as a persistent cough, temperature of 37.8 degrees or a loss of taste and/or smell) should enter the building for any reason; this applies if any member of the household displays any symptoms. If any child or member of staff displays symptoms, they will be isolated in school until they can be collected. A Covid-19 test will need to be arranged as soon as possible and the individual and their household will need to isolate for 14 days or until a negative test result is received.

If the test result is negative and the individual feels well, they may return to school.

If the test result is positive, the school will inform the local Health Protection Team and follow their guidance, which will include participating in the test and trace system. We will only share information in compliance with GDPR.

### **Items brought into school**

We will be limiting items being carried between home and school to help limit transmission. As such, children may bring their lunch box, water bottle and reading book and record into school each day only. Water bottles will be kept on tables with children so please ensure that they are bottles which will withstand being knocked over without spilling all over work. Children in younger year groups may also bring a bag with a change of clothes which can be kept on their peg.

The school will be providing each child with a pencil case and the stationary they need. We will also provide children with a healthy snack so children should not bring an additional snack into school.

### **Lunches**

We will be operating a staggered lunch time to help minimise any contact between bubbles. All children will have a packed lunch; this can be provided from home or ordered from Local Food Links. Children will eat in their classrooms and then have a lunchtime play outside with their bubble.

### **Inside the building**

Access to the building will be limited as far as possible. Parents will not be able to enter the building without an arranged appointment. Appointments can only be made by telephoning or emailing the school office or by using the new class teacher email addresses which will be shared at the start of term.

Each bubble has been allocated areas of the school, minimising the shared spaces. This includes the toilets, which will be organised into unisex toilets for each bubble. Staff will monitor who is in the toilets and children will be encouraged to use the toilets at playtimes rather than during teaching time to support close monitoring.

With the exception of Explorers, coats will be stored on the back of children's chairs and lunch boxes on a table beside each classroom door, further minimising contact between groups or sharing of spaces.

### **Hygiene**

We have grouped the children into the above bubbles, which will, as far as possible, keep separate in order to minimise contact.

Throughout the day, children will be asked to wash their hands and/or use alcohol based hand sanitiser. There will be posters to remind everyone to wash and sanitise hands. There will also be reminders to 'catch it, bin it, kill it' when children cough or sneeze.

Cleaning will take place daily of all used areas and cleaning wipes will be available in every classroom to ensure that shared equipment can be quickly and easily wiped down.

### **Attendance**

You may be aware that the government expectation is that attendance measures return to an expectation of usual daily attendance. I am keen to work with families who have any concerns to see how we can help reassure you of the measures we are taking to support all members of the school community to stay as safe as possible, so please email the school via the office if you would like further information or support.

I am very aware that the return to school will be a big change after so long away. Our first short topic when we return to school will be 'The Very Best Version of Me', giving us a great opportunity to focus on our own strengths and qualities and bringing these together as part of a class and school community. All staff will be working together to support children in the return to school ensuring that they are supported to move forward socially, personally and academically.

I am aware that there is a lot of information outlined in this letter. A copy of the letter will be on the school website for reference, but do please contact me via the office email address if I can help further.

Our plans are linked to the latest guidance to schools, they are therefore subject to change should the guidance change. We will communicate via email if we need to amend plans.

Thank you all for your understanding at this very strange time. All staff are looking forward to seeing the children in September and we will work together to ensure that children settle quickly into their new classes and our new routines.

Have a lovely summer.

Yours sincerely

Laura Cornish  
Headteacher

