



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen B.A. Hons.

31st August 2021

Children returning to school – important information

Dear parents / carers

We hope that you are well and having an enjoyable summer. We are very much looking forward to welcoming the children back to school on Monday 6th September. We have been waiting to see what happens rates wise and if schools received any further guidance but it seems like the increased freedoms will remain. We have planned as if much of school life will return to that of 18 months ago but also keeping some of the changes that we felt benefitted the children and school life.

Drop off and pick up

We have opted to keep extended or staggered times in order to offer a less congested entrance / exit to / from school for both you and the children. Gates that will be open are Radinden Manor and one off The Upper Drive that runs behind the staff car park to KS2 playground.

Drop off

- All children will begin their official school day at 8.50am and all children will be expected to be settled in class by this time.
- Gates will open at 8.35am and lock at 8.50am.
- Children can enter via any gate, at anytime, ensuring that they are in class and settled by 8.50am.
- Parents can accompany children from Reception and Year 1 onto the school grounds but we ask that children from Year 2 upwards continue to make their own way to class, having been dropped at whichever school gate. However, for the first day of term, parents of children in Year 2 and 3 can also come onto site to drop off their child, if they wish.
- Children will make their way straight into class and wash their hands on arrival.
- Staff are on all the school gates and in the playgrounds to ensure that those dropped off receive a warm welcome.
- Adults entering site no longer have to wear masks but are invited to if this is something that they would like to continue.
- Pre or post drop off, we ask that adults avoid visiting the school office, where possible, and encourage them to call or email instead. Please note that the school office will continue to only be open from 8.30am until 3.30pm.

Pick up

- Children KS1 (Reception, Year 1 and Year 2) will end their school day at 3pm. These children will be expected to be picked up promptly at this time (unless they have a sibling in KS2 - see below).
- For KS1 parents only, gates will open at 2.55pm. Parents can enter via any gate and make their way straight to designated class pick up points.
- In order to ease congestion, we ask that these parents and children make their way off site as swiftly as possible but must have done so by 3.05pm latest.
- Children in KS2 (Years 3 – 6) will end their school day at 3.10pm. This will support congestion as well as offering these children to have a scheduled, daily 10 minute mid-afternoon mini mile run in order to support their wellbeing, fitness and ability to focus.
- For these children, parents can enter via any gate from 3.05pm and make their way straight to designated class pick up points.
- All KS2 children are required to be collected promptly at 3.10pm.
- All gates will be closed at 3.20pm.
- Please note that all children will be expected to be picked up at their designated time of 3pm or 3.10pm not as per the last 18 months when we had 10 minute pick up windows.
- If you have children in differing Key Stages, with two different pick-up windows, children in KS1 can remain with their Class Teacher until just before the KS2 pick up time. This is only permitted for children with siblings, or who share travel with another family so that you can combine the two without having to wait.





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Clubs

- Please see the school website clubs section for the full list of all clubs. There have been two changes eg Ta Da drama is now on a Friday and Mr Burns KS1 Art is now on a Monday but the rest remain the same. If you contact the club leaders directly, they will inform you of all that is needed.
- The gate off Radinden Manor will be the only gate open for pick up between 4.15pm - 4.25pm.
- Breakfast club will run from 7.35am (£3.50) or 8am (£3.00). Entrance for the 7.35am session is via the office. Entrance for the 8am onwards session is via the gate leading to the KS2 playground from The Upper Drive only (runs along the back of the staff car park). This gate will be open between 8am – 8.10am. Payments to be made via ParentPay according to drop off time. Breakfast club can be attended via drop in and there is no longer any need to book in advance. Entrance may be denied for those with non-payments so please do make sure that your account is up to date (unless your child is attending free of charge if your family is in receipt of free school meals linked to lower income).
- In addition to their after school and holiday clubs, as of Saturday 18th October, The Outdoors Project will also be offering a Saturday club.

Bubble sizes and spacing

- Children and staff will no longer form bubbles and interaction between year groups can take place.
- For now, we will not revert back to whole school physical gatherings for assemblies or masses but we will reintroduce physical Key Stage assemblies, hymn / song time and masses in Key Stages or buddy groups. Physical Buddy Time will also resume for Reception and Year 6, Year 1 and year 5, Years 2 and 4 and Year 3 as our supported FHC year group.
- All children in KS1 will return to eating lunch in the hall. That said, we have amended things slightly so that each of these three year groups have a period of time to eat with reduced numbers rather than all the children being together at the same time. Reception will eat 11.30am – 12midday, Year 1 will eat 11.45am – 12.15pm and Year 2 12 midday – 12.30pm. Children in KS2 eating packed lunches will remain in classrooms and those having school meals will eat, in the hall, between 12.15pm - 12.45pm.
- In the vast majority of rooms, children will revert to sitting in tables rather than rows. Some classrooms have leant themselves more to rows so this may continue in some instances.
- Children will still be encouraged not to touch each other too much but now more so as a matter linked to personal space. If touching others, children are taught that we should ask permission first and show respect for others personal space.
- Playtime will revert back to Key Stage playtimes where children can mix together. That said, we are opening up some additional areas for those playing on the playground in order to reduce the number of children out together at a given time.
- Children will be able to share equipment but in some instances will have their own designated school provided items.

Uniform and belongings

- We will continue to ask that children come to school wearing their PE kit on their PE days. You will be informed of these.
- Children are still required to bring in their own, named water bottle and their own packed lunch (unless ordering a school meal) and children are still encouraged to bring in a healthy snack for break.
- Children are required to wear smart school uniform as per school policy. A reminder that black trainers are permitted provided they are black in their entirety and have no coloured logos.
- A Cottesmore book bag only is required for KS1 and only a small Cottesmore rucksack for KS2.





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Suspected cases

Pupils, staff and other adults must not come into the school if they have one or more of the following -

- a new and continuous cough
- a high temperature
- a loss of, or change in, their normal sense of taste or smell (anosmia)
- a member of their household has coronavirus (COVID-19) symptoms or a positive PCR test result (if over 18 and not fully vaccinated)
- required to quarantine having recently visited countries outside the Common Travel Area
- have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after the start of their symptoms, the test date if they did not have any symptoms but have had a positive test, or family isolation.

- Any child showing signs or symptoms, must be kept at home and self-isolate, as per Government guidance. We ask that families obtain a PCR test result as soon as possible (a LFT will not suffice in this instance). Other members of their household should self-isolate if over 18 and not fully vaccinated. Their isolation period includes the day symptoms started for the first person in their household for the next 10 full days (unless a negative test). If a member of the household starts to display symptoms, they will need to book a separate PCR test (a LFT is not enough). Guidelines recommend that, after 10 days, if symptoms other than cough or loss of sense of smell/taste are present, that self-isolation continues.
- If a child becomes unwell, with Covid symptoms, during the school day, they will continue to be immediately isolated in a designated, ventilated space, with a member of staff from their class, ready for immediate collection. Any child showing any symptoms will be sent home until they have either followed the recommended isolation period (10 days) or received a negative test result.
- Where the child, young person or staff member tests positive, the rest of their class / bubble will be informed (no names given) but all those who have been in close contact with the child, will NO LONGER be required to isolate for 10 days as long as they have had both vaccinations or are under 18 years old.
- Staff will continue to complete Lateral Flow Tests every Monday and Thursday and families may wish to do the same. You must still visit a test centre test, if you display signs or symptoms, even if your LFT shows negative, and complete a PCR test.

Attendance

- All children are expected to return to school full time. We will work closely with families who have lower levels of attendance.
- If a child is unwell, for any reason, please record their absence via the StudyBug app as per usual school policy. We promote this method of absence recording but, should this be a problem, please call the school office between 8.30am and 9am or send an email.
- It is vital that any child showing symptoms of COVID-19, no matter how mild, must stay at home. These are a new continuous cough, a high temperature or a loss of, or change in, your normal senses of taste or smell.
- Any child who has been in a country requiring quarantine is required to remain at home for the specified time period.

Wellbeing

- Some children may still struggle returning to a structured school environment after such a turbulent couple of years. We continue to offer a range of wellbeing lessons as well as a range of daily activities in addition to our usual positive affirmations, meditation, prayer, use of worry box etc. There also continues to be a range of tools to support wellbeing on the school website. Post the holidays, the first two weeks in school will be devoted to transition and then, in following weeks, other transition and wellbeing work will be woven into the school day.
- If you feel your child would benefit from school counselling, or wellbeing support, please contact Anna Mullans.





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Infection prevention and control

- We will continue to encourage children to clean their hands more often than usual (eg pre Covid) and ensure that they wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.
- We will promote the 'Catch it, bin it kill it' approach to coughs and sneezes and all will be required to wash hands immediately after coughing or sneezing.
- We will encourage children not to touch their mouth, eyes and nose and windows will be open wherever possible.
- Extra cleaning will continue to take place throughout the school day, in addition to a deeper clean at the end of each day.

Lunches

- Key Stages will revert to eating at the same time but with some additional staggering where possible. All children ordering a school provided meal will eat in the hall (as will those with packed lunch in KS1).
- The hot school menu will be offered – a copy of this will be on the school website later this week.
- Children in KS2 will need to pay for school provided meals via the usual channels and children in KS1 will continue to receive a free lunch, if ordered, as per usual. Any child in receipt of Free School Meals, linked to income, will also receive free lunch.
- If a family is struggling financially and relies on their child having a hot school lunch at school, please contact Anna Mullans so that we can organise food support for your family. We really do not want any child to ever go without.
- Children can of course continue to bring in their own packed lunch from home.

Home Learning

- In line with the most recent Government guidance, we will continue to provide high quality home learning where individual children are isolating and we will ensure that our in-school learning will run alongside our home learning offer.
- If your child is isolating at home and healthy enough to complete learning, work will be provided on Seesaw to cover the period of isolation. This will include:
Slides and tasks for the daily English and Maths lesson
10 reading activities, one to be completed per day
2 standalone lessons in art, computing, PE and music
2 standalone History / Geography and Science lessons.
- Children will also be directed to the homework spelling lists to work on and teachers will signpost further work on school website.
- We are not expecting whole class closures. However, schools may be directed to reintroduce bubbles and other control measures, on a temporary basis, if eg 10% (approximately), or 5 or more, of a class or year group have been confirmed as positive for COVID within a 10 day period. In these instances, we will provide our Zoom lesson and wellbeing support alongside videos as per previous whole bubble closures.

Many thanks for your support and understanding

Please say hello to your child and note that we are all looking forward to seeing them very soon. Thank you again for supporting the school, and your child, throughout the last 18 months and, as ever, we are always here if you need anything at all.

We look forward to seeing you all very soon.

Many thanks. Rachel Breen (Headteacher)

