



Cottesmore St. Mary *Catholic Primary School*

THE DIOCESE OF ARUNDEL AND BRIGHTON

Headteacher: Rachel Breen B.A. Hons.



22nd August 2020

Reception children joining school in September 2020

Dear parents / carers

As ever, welcome to our school family! As you know, we value the importance of welcoming you and your child to Cottesmore and we are pleased to have been able to welcome so many of you during today's introduction sessions.

As we are unable to set you up on PING, our school liaison system, until the children start in September, we ask that you check the school website for updates. We suggest that you stay abreast of our Current Updates page so that you can see the liaison that is taking place with other families within our school. The link for this is on the main homepage and is an icon under the main photograph. The weekly newsletter found also holds lots of information.

Since our last letter, some information has changed slightly. Although dates remain the same, some timings and gates have altered.

Introduction sessions (home clothes)

**Friday 11th September 10.30am – 11.30am St Jude Teddy Bear's Picnic
and 1.30pm – 2.30pm St Christopher Teddy Bear's Picnic.**

These will take place on the field and entrance will be via the field gate on The Upper Drive (a little further up from the main school gate). This event is weather permitting and will be cancelled should it rain. Please bring a Teddy and bring a picnic blanket and any drinks or snacks that you might wish to enjoy. Apologies for the additional session / change of time but restrictions do not permit all 60 parents to gather together hence needing to offer two different sessions. If the change is difficult, please get in touch as we will do what we can to accommodate all needs.

**Monday 14th September 10am – 11am Group A Storytime and 1.30pm – 2.30pm
Group B Storytime.**

These will take place in the children's new classrooms. Entrance will be via the KS1 playground gate on The Upper Drive. Parents would normally stay for refreshments in the staffroom but, due to restrictions, this not possible. Parents will instead be invited to wait on the school field and can bring their own refreshments (apologies for our lack of catering!).

Official school sessions (school uniform please)

Tuesday 15th September	9am – 11am Group B and 12.45pm – 2.45pm Group A
Wednesday 16th September	9am – 11.30am All children
Thursday 17th September	9am – 1.15pm All children (to include lunch)
Friday 18th September	9am – 1.15pm All children (to include lunch)
Monday 21st September onwards	9am – 3.10pm All children (to include lunch)

It is looking unlikely that we will be able to hold our Welcome Disco, for Reception children and parents. However, if we are able to, it will take place on **Friday 13th November, 4.30pm – 5.45pm.**

Please find a range of information below regarding school operation come September. This information has been sent to all families in our school community and is based on government guidance.

Bubble sizes and spacing

- Children will be placed in bubbles within bubbles. One year group will make up one main bubble. Within that year group main bubble, there will be two smaller class bubbles. Key Stage 1 (infant) year group bubbles will total 60 children and Key Stage 1 (infant) class bubbles will total 30 children.
- There will be no interaction between year group bubbles and these will remain separate from others at all-times eg the Reception bubble will never share outdoor space with a Year 1 bubble unless it is separated by markers to ensure that 2 metre distancing, or more, is maintained.
- Where possible, one class bubble will not mix with the other class bubble, from the same year, but this will not be possible during playtimes, lunchtimes and when we are offering bespoke year group catch up programmes for small groups of children. In Reception, children will remain in their own class bubble but will mix with the rest of the year group bubble eg the other Reception class when using the outdoor area, when at lunch etc.
- Linked TAs, specialist teachers, supply teachers and catch up teachers may also move between the two classes that make up the year group bubble. These adults will not teach in any other year group, unless they can maintain strict social distancing. This is to reduce the risk of Covid-19 passing as much as possible. By ensuring that linked adults only work in one bubble, we are able to reduce cross contamination as much as possible.
- Should a child, or adult, receive a positive test for Covid-19, all those who have been in contact with them would have to isolate for 14 days. By keeping strict bubbles, such instances would mean that we only have to close the year group bubble and that the rest of the school could remain open. If a bubble closed, we would provide home learning for those required to stay at home.
- Due to the size of classrooms, as is the case in most schools, we are unable to space children 1 metre apart when inside. We will space the children out as much as is possible but children in Reception will also require free flow provision. That said, when sat at tables, children in Reception will not be sat face to face. Carpet time will take place but in small groups only or with a mix of children at tables and some on the carpet. Children in Reception will have regular access to outdoor learning and outdoor space as per usual. Reception will also receive a weekly Forest School session in addition to a weekly specialist PE lesson.
- During playtime, and when moving throughout the school, children will be encouraged to socially distance. When eating lunch, children will be sat close to each other, as they are in class, but with as much distance as allows. Again, this will not be face to face.
- The distancing aspect may seem a little conflicting, as some aspects of the school day will enforce social distancing and others will not. This is because in some aspects it can take place and in others, it just isn't possible. Guidance identifies this to be the case and notes that it should take place when it is possible.

Drop off and pick up

- Each year group has their own new drop off and pick up time. Please ensure that these are followed. Employers are required to be flexible in order to accommodate your needs. We will continue to review these to see if they can be altered. Those with earlier drop offs will have earlier picks ups and those with later drops offs will have later picks ups to ensure all children receive the same amount of time in school.
- Only one adult will be permitted to accompany a child onto the playground, to their designated drop off point, but you are encouraged to leave children at the gate.

- Each class has their own designated gate for their own set time. Due to the volume of people due to attend school, in order to reduce congestion, it is important that these are followed. Any child coming with an adult will need to use their designated gate. The same gates will need to be used for both drop off and pick up.
- School staff stand on every gate at all times. Myself and another member of SLT stand on Radinden Manor and the KS2 playground so, if we do not get to see you, that is where we can be found.
- We ask adults to remain on the premises for the minimum amount of time possible. Staff will not be able to stop and talk to you for this reason but you can, of course, email teachers with any information or needs in advance.
- Any child arriving before their designated time will be required to wait outside the school gates and will need to be with an appropriate adult. It is ideal for families to wait in their car until it is their designated gate time.
- We ask those waiting outside the gates to socially distance at all times. We ask that those outside the school gates do not stop and chat but kindly move on, even if distanced. We will have increased numbers of people moving through these areas so please support others by ensuring they feel as safe as possible and have a clear pathway to move through.
- If a child arrives after their designated time, they, and their accompanying adult, may need to wait outside the school office window, in 2 metre spacing, until an adult is available to collect them. We would hope that this would be swift but, please allow for up to 30 minutes as all adults are being utilised manning the extra gates plus supporting Hubs to walk through the building. We have a tight corridor timetable in order to avoid Hub crossovers in corridors so children aren't able to walk alone in the corridor. Similarly, this will all apply in reverse at the end of the day. What we are trying to say is please be prompt for your time slot – it really is important.
- There will be three one way systems in operation leading to the school premises. The two gates that lead onto Radinden Manor (one in and one out), the gate that runs parallel to the staff car park and the gate that leads to the staff car park from the KS2 playground (one in and one out) plus the gate that leads from The Upper Drive to the KS1 playground (one way system signposted). One way markings will be shown in all areas to help guide you.

	Reception	
Drop off	9.00am – 9.10am	
	St Jude	St Christopher
Teacher	Mrs Coleshil	Miss Topcam
TA	Mrs Wells	Mrs Tall Stuart
Gate	Radinden Manor	
Hand washing	Own class	Own class
Enter and route	Class door	Class door
Pick up	3.10pm – 3.20pm	
Exit	Classroom doors	

- 2 metre floor markings and other signage is shown in all areas. Please ensure that social distancing is followed.
- Children will not free flow into classes as usual, but wait outside, each on a 2 metre line, overseen by their class teacher and TA. Each Hub has a different entry and exit so the children will not be near other Hubs. As children enter the school building they will be required to wash their hands.
- On the first few days of Reception, we ask those with confident children make their way into class first. Those who need a bit of extra support, will have adults on hand to help with the transition. It would be helpful if you could talk to your child in advance about what will happen eg that you will say goodbye at the classroom door and their new class teacher and teaching assistant will take them into class to a settling activity of their choice.
- When arriving for pick up, we ask that the one adult doing so, waits on a 2 metre distanced line as with drop off.
- We encourage families not to use public transport to get to school but appreciate that this is a necessity by some. If this is unavoidable, we ask that facemasks are worn and hand sanitisation is followed meticulously.
- Pre or post drop off / pick up, we ask that adults avoid visiting the school office where possible in order to reduce congestion. For any enquiries, please call or email instead. If a visit is unavoidable, please ensure that you do not enter until the foyer is empty so it only holds one person at a time. Please then stand on the designated line to talk to the staff member through the glass hatch. Please note that the school office will be open from 8am until 3.30pm, until further notice.

Social distancing and equipment

- 2 metre markings remain by all outside doors, within all corridors, classrooms, toilets, outside etc. Signage is visible, reminding adults and children of what 2 metres looks like and that they should, where possible, keep this space in between them and someone else. Please remind your child of this. Whilst this won't be possible as the children free flow, guidance states that the greater distance we keep from each other, the less likely any transmission. Autumn term is always one filled with the common cold and other such bugs so the better the distancing when possible, the less risk of any excess usual illness.
- Each child will have their own tray, with their own school based items and will require nothing else so please do not bring in items from home other than a book bag, water bottle and lunch box.
- Children will have access to some equipment at playtime and in PE lessons but this equipment will not be shared with other year groups. This is the same in class. Any equipment that requires to be shared between bubbles will be thoroughly cleaned.

Infection prevention and control

- We will be encouraging children to clean their hands more often than usual and ensure that they wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. As sanitisers in school have to be no alcohol based, soap is best and this should be made very clear to the children.
- Hand washing will take place, adult supervised, at regular intervals throughout the school day. 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.
- We will ensure toilets are not crowded. Each Hub will have their own designated toilet and sink.
- Extra cleaning will take place throughout the school day, in addition to a deeper clean at the end of each day.

Lunches

- Year groups will eat lunch at the same time, in their bubbles.
- It is impossible for us to follow the guideline and accommodate all those wanting hot school dinners (based on usual figures) in the school hall. We have explored this every which way but it just isn't possible. We have also explored half the school eating in the hall, but this would mean that we couldn't accommodate indoor PE which we feel is important.
- We can accommodate children from Reception and Year 2 in the hall. All other year groups will eat in their class.
- As children will be eating in classes, we will not be able to offer our usual hot dinner menu. We will offer a combined Caterlink packed lunch menu with some hot items that are easily transferable.
- A sample of the menu will be available on the website come September. The menu offers a meat / fish and vegetarian option each day and includes things such as tuna mayo baguette, roast chicken baguette, cheese salad sandwich, fish finger bap with chips, burger in a bun with wedges etc. Each packed lunch comes with some egg, carrot, cucumber or pepper sticks, a piece of fruit and a biscuit.
- Children in KS1 will 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 bring in their own packed lunch from home.

Uniform and belongings

- We ask that children bring in their PE kit so that they can practice getting changed when in school (other year groups will come in wearing theirs). You will be informed of PE days at the start of term.
- Children can bring in book bags but we ask that they do not bring in rucksacks unless really necessary eg cycling to school. If they do bring a rucksack into school, we ask that it is as small as possible. Cloakroom space is tight so the smaller the better.
- The fewest items brought into the building the better.
- Children are required to bring in their own, named water bottles and their own packed lunch (if not having a school lunch).
- Children are usually provided with a fruit snack at break. However, we do not yet know if this initiative will continue to be provided to schools. Therefore, in the meantime, we encourage children to bring in a healthy snack until we know more.
- 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.

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 reporting any of these will be sent home immediately.

Suspected cases

- If a child becomes unwell during the day, they will be immediately isolated in a designated, ventilated space, with a member of staff from their bubble. This member of staff will be provided with PPE. This will be managed with great sensitivity and care.
- Thank you to those who have completed our updated emergency contact form. This must be completed before your child returns to school. It is important that one of your contacts will be able to be at school, ideally within 30 minutes maximum, where possible, should your child become unwell.
- Any child showing signs or symptoms, must be kept at home and self-isolate, as per Government guidance. Self-isolation is for 14 days from the day symptoms started.
- Access to testing is granted for both child and person(s) in contact, if showing symptoms. We ask that those showing symptoms arrange for COVID-19 testing to take place and that the school is informed of results. If results are negative, the child can then return to school. We will need the electronic evidence of this before they can return to school.
- Any child showing any symptoms will be sent home until they have either followed the recommended isolation period.
- Where the child, young person or staff member tests positive, the rest of their class / bubble will be informed and deep cleaning carried out as all those who have been in direct contact with the child, will be required to isolate for 14 days eg the whole bubble.
- The person who tested positive is required to isolate for 7 days. Guidelines recommend that, after 7 days, if symptoms other than cough or loss of sense of smell/taste are present, that self-isolation continues.
- All other household members, or bubble members, who remain well, must stay at home and not leave the house for 14 days. The 14 day period starts from when the first person became ill.

Wellbeing

- We have planned a range of transition and wellbeing lessons. We will also carry out a range of daily activities in addition to our usual positive affirmations, meditation etc. There are also a range of tools to support wellbeing on the school website. The first few 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.
- We ask that you start to discuss what to expect when in school with your child. Your child will have received a welcome booklet from their new class teacher. It would be helpful for you to discuss all the above.

Clubs

- Breakfast and after school clubs can only operate if children are separated into their bubbles and, if there are children from different bubbles, these must be distanced. This impacts staffing wise and space wise. With this in mind, many clubs will not have capacity to operate.
- Breakfast Club is school run and we would like to offer this provision. That said, we have to follow the firm guidelines set for schools as per in the usual school day eg no bubble cross over, social distancing etc. Therefore, we would not be able to offer a drop in services per usual and we would ask that spaces are booked, and paid for, in advance, per each half term. It also means that we would not be able to offer our 7.30am service but open from 8am instead. Once we have an indication of potential take up numbers, we will then see what we can organise bubble wise. It is likely that we will open a Reception bubble which will be held in a Reception class rather than the usual school hall. We imagine that capacity would need to be capped

at 20, therefore spaces for all might not be guaranteed. If there is too much demand, we would prioritise children of key workers first.

- If breakfast club is something that you would need to use, please contact the school, via email, with the following information. Name of child, year group, if key worker or not. We will record all details and let you know the outcome in September. Breakfast club would not start until WB 14th September earliest but possibly WB 21st September.
- We have not yet heard back from all outdoor club providers, but are currently in talks with existing clubs such as Starfish, The Outdoors Project, RMA football and David Ince Tennis, all of whom have noted interest in offering some after school provision. Once we know more, we will let you know but this might not be until early September. In the meantime, I would contact providers directly to show interest (their details are on the Clubs section of our website). Providers are still working on their risk assessments and what is and isn't viable. I would imagine that any after school clubs offering services, will be have reduced numbers so would ask that, should they be offered, you only use them if they are absolutely necessary eg if you are working and would struggle for childcare. For now, we will not offer any indoor after school clubs, other than Starfish, but this will be reviewed once we are back at school.
- We are hoping that some after school provision will be on offer, come WB 14th or 21st September.

Specialist provision

- We are still finalising plans for our specialist teachers but it is likely that most will continue to go ahead, albeit virtually. Mr Buggy (PE) is able to physically teach all bubbles as he can do so distanced so sports will continue as usual. Mr Burns (Art), Mrs Marchant (Computing) and Mrs Tubb (Music) will lead some face to face sessions with children. More to follow on this.
- Forest School will take place as usual for Reception and Year 1 as each of their bubbles has a trained Forest School lead. Other year groups will still receive theirs but again, the leads will be distanced.

Many thanks for your support and understanding

Please tell your child that we enjoyed meeting them today and remind them that we are looking forward to seeing them again in September. This may seem like a lot of information but those who have just left Reception, and where in school prior to the summer holidays, report how much the children enjoyed their return time in school and how, despite the new restrictions, they adapted to the new normal. We had a school full of happy children who were enjoying learning, being with their friends and being in a routine. Please do not worry about a thing. Our main purpose is to ensure that the children feel safe, secure and happy. This is something that we have lots of experience in and something that, we believe, we do well. We are sure that they will thrive in their new school.

As ever, we are always here if you need anything at all. We look forward to seeing you soon. Please keep staying alert and another huge welcome to our school family. Roll on September!

Many thanks.

Rachel Breen (Headteacher)

