



# Cottesmore St. Mary Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen B.A. Hons.

12th June 2020

## Children returning to school as of wb 15<sup>th</sup> June – important information

Dear parents / carers

From Tuesday 16<sup>th</sup> June, we will welcome children from Reception, Year 1 and Year 6 back to school, along with some children of Key Workers. A timetable of these dates was sent out in my letter dated 10<sup>th</sup> June. A copy can be found on the Current Updates section of the school website if you need a reminder. We are pleased to inform you that we are able to open to all these children, every day of the week.

As you know, children will be in year group Hubs of no more than 15 and will only have contact with set adults. There will be no movement between hubs. Children of Key Workers have been spread amongst these Hubs and will therefore be with children who are either older or younger than them.

Thank you for keeping us informed of whether your child will or will not be attending school. Please note that children are only able to attend if you have informed the school in advance, ideally with a week's notice.

## Drop off and pick up

- Each year group has their own drop off and pick up time. Please ensure that these are followed. Employers are required to be flexible in order to accommodate your needs.
- Only one adult will be permitted to accompany a child onto the playground, to their designated drop off point, but you may be encouraged to leave them at the gate.
- 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 - unless the child is in Year 6 and their parent has completed a 'walking to and from school alone' form. We ask those waiting outside the gates to socially distance.
- If a child arrives after their designated time, they, and their accompanying adult, will 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. Please be prompt for your time slot.
- There will be three one way systems in operation leading to the school premises. The two gates that lead onto Radinden Mannor (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.
- 2 metre floor markings and other signage is shown in all areas. Please ensure that social distancing is followed at all times.
- 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. See grid.
- Before children enter the school building they will be required to wash their hands. This will take some time as it will be done one by one.
- We encourage families not to use public transport to get to school. 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. 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 spot to talk to the staff member through the glass hatch (we have tested this and it is possible to hear). Please note that the school office will only be open from 8.30am until 3.15pm, until further notice.

Reception				
	Hub 1 - St Christopher	Hub 2 - St Jude	Hub 3 - St Christopher	Hub 4 - St Jude
Teacher/TA	Miss Topcam Mrs Wroe	Mrs Coleshill Mrs Stafford	Mrs Tearle Mrs Tall- Stuart	Mrs McFarland Mrs Wells
Classroom	Rec St Christopher	Rec St Jude	2 St Claire	2 St Bernadette
Arrival time	9am			
Handwashing on arrival	Classroom	Classroom	Classroom	KS2 playground
Entrance	Classroom door to outside (from KS1 playground)	Classroom door (from Rec outside area)	Classroom door (from KS1 playground)	KS2 playground, cloister door, main stairs.
Home time 2.30	Classroom door to outside	Classroom door to outside	Classroom door to outside	Cloister door to KS2 playground

Year 1				
	Hub 1- 1 St Peter	Hub 2 - 1 St Catherine	Hub 3 - 1 St Peter	Hub 4 - 1 St Catherine
Staff	Mrs McCartney (Mon - Wed) Mrs Fairbanks (Wed - Fri) Mrs Salimi - Tabar	Miss Thomas Mrs Sarker	Miss Whitely Mr Buggy	Miss Fletcher Mrs Cashman
Classroom	1 St Peter	1 St Catherine	3 St Joan	3 St Patrick
Arrival time	8.45am			
Handwashing on arrival	KS1 cloakroom	KS2 playground	Y3 boys' toilet	Y3 girls' toilet
Entrance	KS1 cloakroom door, back stairs	KS2 playground, cloister door, main stairs	Y3 huts front door	Y3 huts back door
Home time 2.45	KS1 cloakroom door	Cloister door to KS2 playground	Y3 huts front door	Y3 huts back door

Year 6					
	Hub 1 - 6 St Martin	Hub 2 - 6 St Paul	Hub 3 - 6 St Martin	Hub 4 - mix of both 6 St Martin and 6 St Paul	Hub 5 - 6 St Paul
Staff	Miss Waters Mrs White	Ms Szeless Mrs Burtenshaw	Mrs Elliot (Mon - Wed) Mrs Bowles (Wed - Fri) Mr Mottrom	Mr Burns (Mon, Tues am & Fri) Mrs Concannon (Tues pm, Wed & Thurs) Mrs Smith	Miss Wilkinson Mrs Mcentee
Classroom	Hall	6 St Martin	5 St Stephen	6 St Paul	5 St Cecilia
Arrival time	8.30am				
Handwashing on arrival	KS2 playground	KS2 girls' toilets	KS2 boys' toilets	KS2 playground	KS1 toilets
Entrance	Double fire doors to hall	KS2 girls' cloakroom rear door, main stairs	KS2 boys' toilet rear door	KS2 playground, cloister door, main stairs (after Hub 2)	KS1 cloakroom, back stairs
Home time 3.00	Double fire doors	Main stairs, KS2 girls' cloakroom rear door	KS2 playground, cloister door	Main stairs, cloister door, KS2 playground	Back stairs, KS1 cloakroom, KS1 playground

### Social distancing

- 2 metre markings 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, at all times, keep this space in between them and someone else. Please remind your child of this.
- In classrooms, each child will have their own socially distanced desk. Please remind your child that they will not be able to get up and walk around or interact physically with others.
- Each child will have their own tray, with their own school based items and will require nothing else so will not need to move to other areas.
- Break times will take place in Hubs, in designated paces. We have arranged for each Year 6 to receive a weekly Forest School session and are currently timetabling smaller extra outdoor slots, in this area, for the younger years.

### 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 none alcohol based, soap is best and this should be made very clear to the children.
- Hand washing will take place, adult supervised, at least every hour. 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 and that children only attend with adult supervision. Each Hub will have their own designated toilet and sink. These will be unisex. Not all will have sanitary bins so, if your child requires an alternative toilet, please do email their class teacher in confidence.
- Extra cleaning will take place throughout the school day, in addition to a deeper clean at the end of each day (please see previous letters for more information)

## Lunches

- Year groups will eat lunch at the same time, in their Hubs. No children will go to the hall and each Hub will eat in their classroom.
- School lunches will be provided for those wishing to order but only in the form of a packed lunch. Children in KS2 will need to pay for these via the usual channels but children in KS1 will receive free lunches as per usual. Any child in receipt of Free School Meals will also receive free lunch.
- Due to serving, timetabling and staffing logistics, we will not be able to offer hot lunches. If a family is struggling financially and relies on a hot school lunch, please contact Anna Mullans so that we can organise for 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 encourage children not to bring coats (unless rainy).
- We ask that children do not bring in PE kits, book bags or rucksacks. PE lessons can be completed in school uniform, for now, and black trainers can be worn to school as per usual policy (no overt logos please).
- The least items brought into the building the better as cloakrooms won't be in use.
- Children are required to bring in their own, named water bottles and potentially their own packed lunch.
- Children are encouraged to bring in a healthy snack for break.
- Children are required to wear smart school uniform as per school policy. That said, if school shoes are now too small, please do not buy a fresh pair until September but email the class teachers to inform them of your reason for not wearing correct footwear.
- Year 6 children, with permission to walk home alone, are able to bring in a mobile phone as per usual. Rather than be collected in the class box as before. Phones will need to be switched off and placed in trays under designated desks. This means that we cannot guarantee their safety so items brought it are at your own risk.

## Attendance

- Children who have said that they would like to take up a school place will be expected to come every day of the week (unless unwell). It is not a drop in option and consistency is required.
- 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.

## 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 hub. This member of staff will be provided with PPE.
- Thank you to those who have completed our updated emergency contact form. This must be completed before your child return 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 at least 7 days from the day your symptoms started. 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, 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 in the household became ill.
- Any child showing any symptoms will be sent home until they have either followed the recommended isolation period.
- We ideally ask that those showing symptoms arrange for COVID-19 testing to take place and that the school is informed of results.
- Access to testing is granted for both child and person(s) in contact, if showing symptoms.
- Where the child, young person or staff member tests positive, the rest of their class/group within their childcare hub or education setting will be informed and deep cleaning carried out.
- Due to a child or staff member being unwell, a Hub may be closed as per guidance.

## Wellbeing

- Some children may struggle returning to a structured school environment after so much time off. Obviously 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, prayer, use of worry box etc. There are also a range of tools to support wellbeing on the school website.
- We ask that, you start to discuss what to expect when in school with your child. Your child will have received a video from their new class teacher which welcome them and shows them what to expect but it is vital that you talk through all the above with them also.
- Our school counsellor has been working with children, virtually, throughout our time away from school. If you feel your child would benefit from virtual school counselling, please contact Anna Mullans.

Please say hello to your child and remind them that we are looking forward to seeing them. If they have siblings at home who are unable to return, please pass our hellos to them too as I am sure there are many children who are disappointed that they can't return.

I would like to take this opportunity to say a huge thank you to our staff who have worked hard throughout the school closure and who have recently worked above and beyond to ensure that we are ready and able to welcome back all recommended children. A particular thank you to Mr Clarke who has done a super job, redesigning the school interior and exterior in order to maximise the safety of all and all staff members who have taught Key Worker children in school.

As ever, we are always here if you need anything at all. We look forward to seeing you soon. Please keep staying aware and staying safe and thank you, as ever for your ongoing support and kind emails.

Many thanks. Rachel Breen (Headteacher)



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