

The Coppice Primary School

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Regarding the proposed phased return to school for a limited number of children in N, R, Y1 and Y6 from June 1st 2020

Dear Parents/carers,

Again, it feels good getting in touch and communicating once more (back to a bit of normality). As ever, we hope you're all well. By its very nature, and given the urgency of the times, some of the information below is 'to the point', for which I apologise.

We are now in a position to share details regarding logistics for those parents whose children are potentially returning to school (i.e. those who have booked places in the above year groups). I must stress that only children whose parents have completed the Google form will have a place for their child; given the returns we have had, less than a third of parents have booked a place in school for their children in these year groups (which fits in with our strictly capped numbers). I also stress that this date (June 1st) still remains a provisional one until confirmed by government (on 28th May, I understand).

As mentioned, for health and safety reasons, we have a strict cap on numbers and will not be able to accept children over and above these number no matter what year group they are in. For those children who have a place in school, we will be managing a full-time regular timetable, with the exception of Friday afternoons when the school will close by 12.30 pm (including for Key Worker children) to accommodate essential cleaning of the school as well as statutory teacher planning time.

As you may be aware, many schools are not opening at all or are only opening part-time. Therefore, we feel proud to be able to offer as much as we are. The Senior Leadership Team has worked extremely hard to ensure this provision can be delivered. However, **this is our absolute capacity in order to be able to ensure the full range of safety measures** and we will not be able to exceed it whilst remaining within the current safety guidelines that exist.

Please see the table below showing details of pick-up/drop-off. Apologies for stressing the blindingly obvious, but parents must be responsible for ensuring adequate social distancing at these times regarding themselves and their children whilst on our site.

It goes without saying that this is a very difficult time, and it will almost definitely be the case that other children will not return to school this side of September (meaning a 5 month gap in their education). This is something we are not happy about at all. However, given the times, this is something we must accept, with the health and safety of everyone overriding everything. A frustrating situation, I know.

There are various things we are putting in place to ensure, as much as is possible, the safety of children in school, which include:

- Fixed sets of groups of children, who will not be mixing at any time during the day (in school or on the playground).
- There will be staggered playtimes and lunchtimes in zoned areas so classes / groups do not mix.
- There will be a tub of playtime equipment for each class / group (not to be mixed).
- Toilets will be limited to certain year groups and clearly labelled. These will be closely monitored by staff when children ask to use them.
- Additional hand wash / sanitiser has been bought for all classrooms. Children will sanitise their hands when entering or leaving the classroom (mornings, afternoons and throughout the day) and wash their hands regularly.
- Lunches will be packed lunches from home (or provided by AIP upon request) for all children. These will be eaten in the classroom with the teaching staff.
- Hygiene guidance and social distancing will be clearly, and age appropriately, discussed with all of the returning children utilising appropriate resources where necessary. These messages will be regularly reinforced.
- There will be minimal movement around school and therefore social distancing in corridors will not be an issue. There will be access directly to the playground from all classrooms.
- Children in Year 1 and above (including Key Worker children) need to bring in a wipeable pencil case (which will remain in school) containing basic equipment: pencil/pen/colouring pencils/rubber and sharpener etc. Please do try to limit the contents as much as possible. This approach should negate the need to share basic equipment. Should children not bring in a pencil case of their own, they will be provided with a basic pack from school.
- Classrooms will be arranged/organised with minimal furniture and resources. Desks will be two metres apart and there will a taped area for the teacher to stand behind that children do not enter.
- Children will work in their usual school books. These are to be kept by the children in their desks or drawers.
- Due to strict safety protocols, children who arrive late will not be accepted other than in exceptional circumstances.
- Parents are requested not to enter the school office, but to contact via phone or email. If your child has forgotten an item (such as a water bottle or lunch box) a basic substitute will be provided by school. PE kits will not be required in school.
- There will be no after school sports clubs or activities until September (if it is safe to do so).
- If parents require Care Club, contact must be made with them directly.
- Parents will be contacted via text message to inform them which class group their child is in, and therefore which location on the map attached is the appropriate drop-off and collection point.

Though this information will be shared in school with children, it would help if you shared some of this with children in advance (as you see fit and as appropriate), to reinforce things.

IMPORTANT: If, in school, a child starts to exhibit signs of coronavirus or exhibits symptoms of being unwell, we will isolate them (using an agreed procedure) and contact parents immediately.

Therefore, parents must always be contactable and we must have up-to-date contact details.

Accordingly, please complete the attached form (or equivalent, detailing the same) and return it in a labelled envelope on the first day. Unfortunately, due to the importance of this information, we will not be allowing children to return without this.

There is a strong moral imperative for parents to ensure things are safe at home to reduce the risk of children bringing the virus into school (we have already heard of one of our families ignoring the advice and having a birthday party for their child with invited guests).

Our coronavirus risk assessment will be available via the school website for parents to view and for information about our safety procedures.

Genuinely, we want the very best for our children and families and very much look forward to a time when we can welcome you all as we used to.

Take care and stay safe.

Yours sincerely

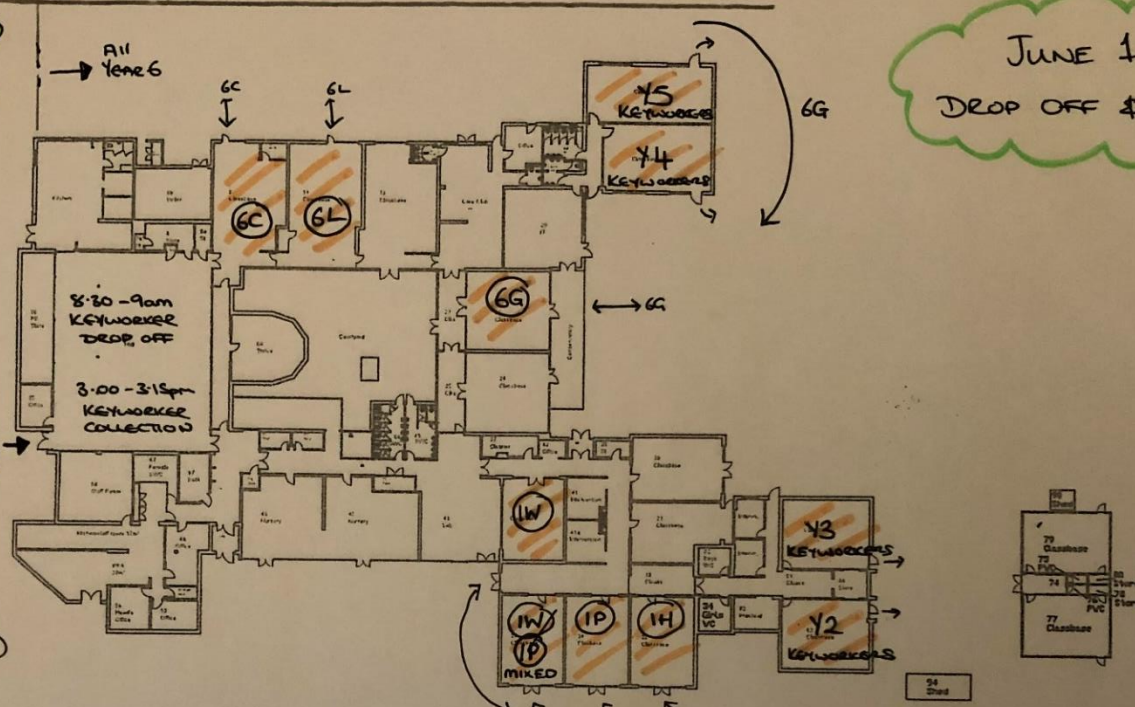
Bill Heptinstall

| 8.30am Drop off 2.45pm Collection (12pm on Friday) | 8.45am Drop off 3.00pm Collection (12.15pm Friday) | 9.00am Drop off 3.15pm Collection (12.30pm Friday) | Drop off and collection points: |
|---|--|---|---|
| Nursery NBT | Nursery NF | | Nursery gates by main entrance |
| RD | RG | RT (x2) | Drop off at Classroom doors (on to the carpark). |
| 1P | 1H | 1W (x2) | Year one gate (Dropped off at top gate and children to walk to their classroom doors which will temporarily be the Year 2 classrooms) |
| YEAR 2 Keyworker children | All dropped off and collected from the hall as they are now. Drop off staggered from 8.30 – 9.00am and collected 3.00- 3.15pm. Teacher collects and walks them to classroom at 9am and returns to hall at 3pm. *Please note that all Key Worker children will now need to be collected between 12.15 and 12.30 on a Friday to accommodate the cleaning of the school. | | |
| YEAR 3 Keyworker children | | | |
| YEAR 4 Keyworker children | | | |
| YEAR 5 Keyworker children | | | |
| 6G | 6L | 6C | KS2 gate then in through classroom door. 6G to use 5K classroom |

YEAR 6

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* *
DROPOFF & COLLECTION
(2m markings)

JUNE 1ST
DROPOFF & COLLECTION



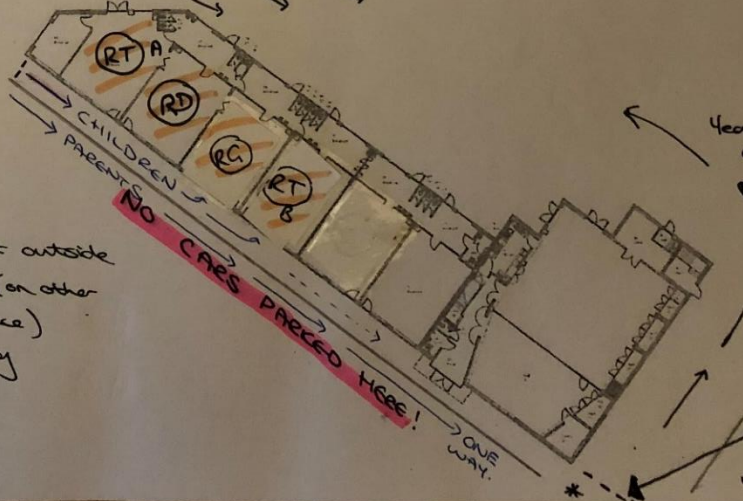
KEYWORKER CHILDREN
(Y2 Y3 Y4 Y5)

DROPOFF & COLLECTION
Children to wait in the hall as usual.
(Collected by teachers)

RECEPTION

DROPOFF & COLLECTION

Parents to wait outside classroom doors (on other side of the fence) when collecting



YEAR ONE

DROPOFF & COLLECTION

Parents to leave children at the gate. wait here for collection.

Name of child/ren (with classes): _____

Name of Parent/s: _____

Home phone number: _____

Works number/s: _____

Mobile numbers: _____

Email: _____