

The Coppice Primary School

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Dear Parents/ Carers,

Following the Government announcement on Monday, it gives us great pleasure to be able to write to you all about the return of all of the children to school on March 8th. We can't wait to welcome them all back!

There is quite a lot to share here. However, please do take the time to read it all as it is important. We need to ensure things are as good as they can be regarding a safe opening. At every stage in putting together the plan for children to return, we have been informed by government advice and expectations.

Guidance around drop-off and pick-up will need to be followed to the letter and times strictly adhered to (**see attached map and information about this**). It needs to be a smooth operation and parents need to ensure good social distancing at all times. Given the circumstances, we will have to robustly challenge anybody veering from this (including late arrivals).

We appreciate that handover times might not be convenient (considering parents' work commitments, perhaps, and with sibling handover in the mix) but we ask parents to bear with us. We have little option but to manage things the way we are. We have tried our best to plan things to reduce issues.

Access to our site will be restricted - i.e. strictly no parking and no access to the building. This will include our reception/school office where parents are urged to contact them by phone or email. However, if this isn't possible, and you do need to talk to the office, please make sure that you adhere to the 'one person in at a time' rule that we have in place.

On their return, all children must come to school wearing their Coppice School uniform. We believe that this is an important part of reintegrating children back into school life. On PE days, we would still like the children to come to school in their PE kit. This must be a plain (black or navy) non-branded tracksuit with a white round-necked tee-shirt. In addition, they need to be wearing 'toned-down' trainers that are suitable for school. Please remember, this expectation around PE dress is also part of our uniform policy. Such tracksuits and tee-shirts can be purchased cheaply at supermarkets and online. Please ensure that all items of clothing are labelled.

Children, from Year 1 upwards, will still need to bring their own stationery (pencils, rulers etc.) and leave them in school. These need to be in a 'wipeable' pencil case (again, cheaply available), ideally labelled.

Children are still required to bring in their own water bottles. However, this is a tricky one as, ideally, we do not want things to be going from home to school and back again each day. Nevertheless, weighing things up and considering hygiene, we do think that this will still need to be the case. Therefore, we ask parents to please manage this carefully.

Please be aware that if your child forgets to bring something into school, apart from their lunch, these cannot be brought into school at any point later in the day.

Regarding lunches and lunch arrangements, **please see attached sheet.**

Despite the more positive picture in wider society as a result of the recent lockdown and the on-going success of the vaccination programme, the onus is still on us all to keep risk to a minimum and conduct ourselves accordingly so as to avoid situations that could again lead to bubble closures and children needing to be at home for prolonged periods of time.

Procedures for testing of Covid are now very well-established and the turn-around in getting a result is quick (often within 24/48 hours). Therefore, if you have a family member exhibiting symptoms, you must arrange to have a test as soon as possible. It is imperative that parents keep us informed about any suspected or actual cases of coronavirus within their immediate family. If a family has been in contact with anybody who has been confirmed as infected by Covid-19 then they must still self-isolate for 10 days.

To reduce risk, children will still be strictly managed within separate year group 'bubbles'. There will also be other precautions e.g. children in class sitting side-by-side facing forward, a strict cleaning regime, social distancing, hand-washing, sanitisers at all points of access in classrooms, staggered lunches and break-times, appropriate ventilation, separate bubble toilets etc. More detail is included in our revised risk assessment, which will be published on the school website in the week before the return on 8th March.

Children and parents obviously need to continue to be mindful of 'social distancing', particularly with other adults. Please can you reinforce this expectation at home with your children and ensure you wear your face mask on site. Please also apply caution when sending your child into school and do not send them in if they, or anyone in your household are exhibiting the wider Covid symptoms.

Communication will be vital during this difficult time. Parents need to be contactable at all times whilst their children are in school. On first bringing children back to school on 8th March, we must have up-to-date contact details for parents (including any email addresses and phone numbers). Therefore, if there has been a change to these details since we were last updated, we will need you to complete the **attached data amendment request form**, and return it via email to the office at office@coppice.worcs.sch.uk.

In addition, to assist a smooth and efficient handover, parents are asked again not to engage teachers in conversation at this time. Communication with teachers will be via email (as in lockdown).

Full and regular attendance of children is important, and, short of any notice to the contrary, usual attendance expectations apply. Obviously, families with immediate family diagnosed as clinically extremely vulnerable need to take advice regarding this and there will be allowances made (however, if this is the case, we will need a copy of the official shielding letter emailed to the office at office@coppice.worcs.sch.uk).

Care Club will be open, and, being independent of the school, they have their own Covid-19 risk assessment. If you require this wrap-around care for your children then please contact them directly (contact details are on our website).

We are aware that children will need some adjustment coming back into school so, in consideration of this, there will be some changes to children's learning and the curriculum, ensuring a good warm welcome with a strong focus on re-establishing expectations and routines as well as ensuring appropriate social and emotional support. However, we are mindful of not 'overplaying' this and exacerbating the situation. There will be particular support for the most vulnerable, and we would urge parents to let us know if there has been any trauma of significance (e.g. a bereavement of a close relative). We think, overall, the most important thing is that we quickly get children enjoying school again, with a broad and balanced engaging curriculum.

Due to the impact of lockdown, we know there will be gaps in some children's learning. Once the children are settled and back into school routines, we will seek to assess children and accurately gauge where they are at and plan teaching and learning accordingly.

As well as in-school teaching and catch-up support, it may well be that we also ask for the continued support of parents with homework in this process. For example, additional work packs may be sent home that focus on a particular area of learning.

We can say with certainty that there will be no school trips or educational visits for the remainder of the Spring Term and there will be no swimming for Year 3 at least until leisure centres fully open.

Unfortunately, it goes without saying that our usual events such as assemblies and in-school parent meetings will be cancelled until we are completely out of the woods with Covid-19. However, we will of course continue to communicate with parents as much as possible via the school newsletter, email, text message and the use of remote technology, so it is important we have up to date contact details.

Linked to the above, we are very keen to bring parents up-to speed as soon as possible with children's progress. Therefore, we will again be looking to use our parent app: SchoolCloud for running parents' meetings. More information on these will follow but we anticipate that they will take place during the first half-term of the summer.

Who knows fully what challenges will face us when we return? Hopefully however, if we all continue to stick strictly to the rules, we will be able to have a prolonged period of schooling without interruption. Nevertheless, please be warned that if we do have a confirmed case of Covid-19 in school, it may be necessary to close a bubble for a fixed period at very short notice. This may also apply if we have staffing shortages.

Our home-learning will still be up and running for children who need to self-isolate and be 'ready to go' in case we have to close bubbles at short notice. We have had such lovely feedback about our online learning and its quality, which fully reflects the thought and hard work of all of the staff that has gone into it.

Of course, on our return, the school Senior Leadership Team (SLT) will continue to be meet regularly in order to keep things under constant review and, from these meetings, we will of course update you as necessary.

We are all thrilled and excited at the thought of having all of our children back - it's not been the same without them! We assure you that 8th March can't come soon enough and we greatly look forward to seeing lots of happy, smiling faces on staff, children and parents.

Warmest regards,

The Coppice Senior Leadership Team

SCHOOL DROP OFF AND COLLECTION MARCH 2021

DROP OFFS:

Logistics for pick-up/drop-off are below and remain the same as before, due to working so well. We would remind parents to try their best to spend as little time on school site as possible when doing this (basically, drop/pick-up and go!). Also, you must stick strictly to the timings, and only one parent/carer linked to each family on site at one time, please. Please can we also remind you that, at the children's request, no dogs are brought onto the school site.

Again, we thank you for your continuing cooperation with these arrangements.

Nursery (big nursery gate @ 8.30am / 8.45am)

Reception (external classroom doors 8.30-8.45am)

Year 3 (KS1 gate @ 8.30am)

Year 1 (KS1 gate @ 8.40am)

Year 5 and 6 (KS2 gate @ 8.20am): two designated lanes for drop off and entry to school.

Year 4 (KS2 gate @ 8.30am)

Year 2 (KS2 gate @ 8.40am)

Please stick to these times and stand back allowing children and parents with earlier slots to have easy access to the gates.

COLLECTION: YEARS 1 – 6:

All collection times will remain the same as the original plan and must be strictly adhered to, to avoid congestion and aid social distancing.

There will be a **one-way system** in place with parents initially entering the site through the gate on Shawhurst Lane (by the bungalow), then entering via the KS2 gate. Parents make their way to their child's classroom (**as indicated on the attached plan**) and wait in the year group bubble until your child is safely handed over. (Please keep younger siblings with you and do not allow them to run around and mix with other waiting bubbles.) Once your child has been collected, please continue with the one way system, heading from the KS2 playground to the KS1 playground, **exiting the school site via the KS1 gate (by the side of the church)**. You then make your way down the side of school (avoiding any waiting Nursery parents) and out through the gate adjacent to the barrier.

NB: Year 1 and Year 2 parents need to be particularly aware of each other's waiting bubbles and keep apart. Year 1 parents will leave via the KS1 gate with their children but we ask that **Year 2 parents leave via the Reception gate** to avoid crossing other waiting parents.

If you have more than one child to collect and have an **older child in Year 5 or Year 6**, we ask that you do not walk back against the one-way system instead, your older child from Year 5 or Year 6 will be waiting to be collected from the blue, Junior Hall door, where there will be designated waiting area for you. (Year 5 and Year 6 children without younger siblings should be collected from the classroom as normal and follow the one-way system).

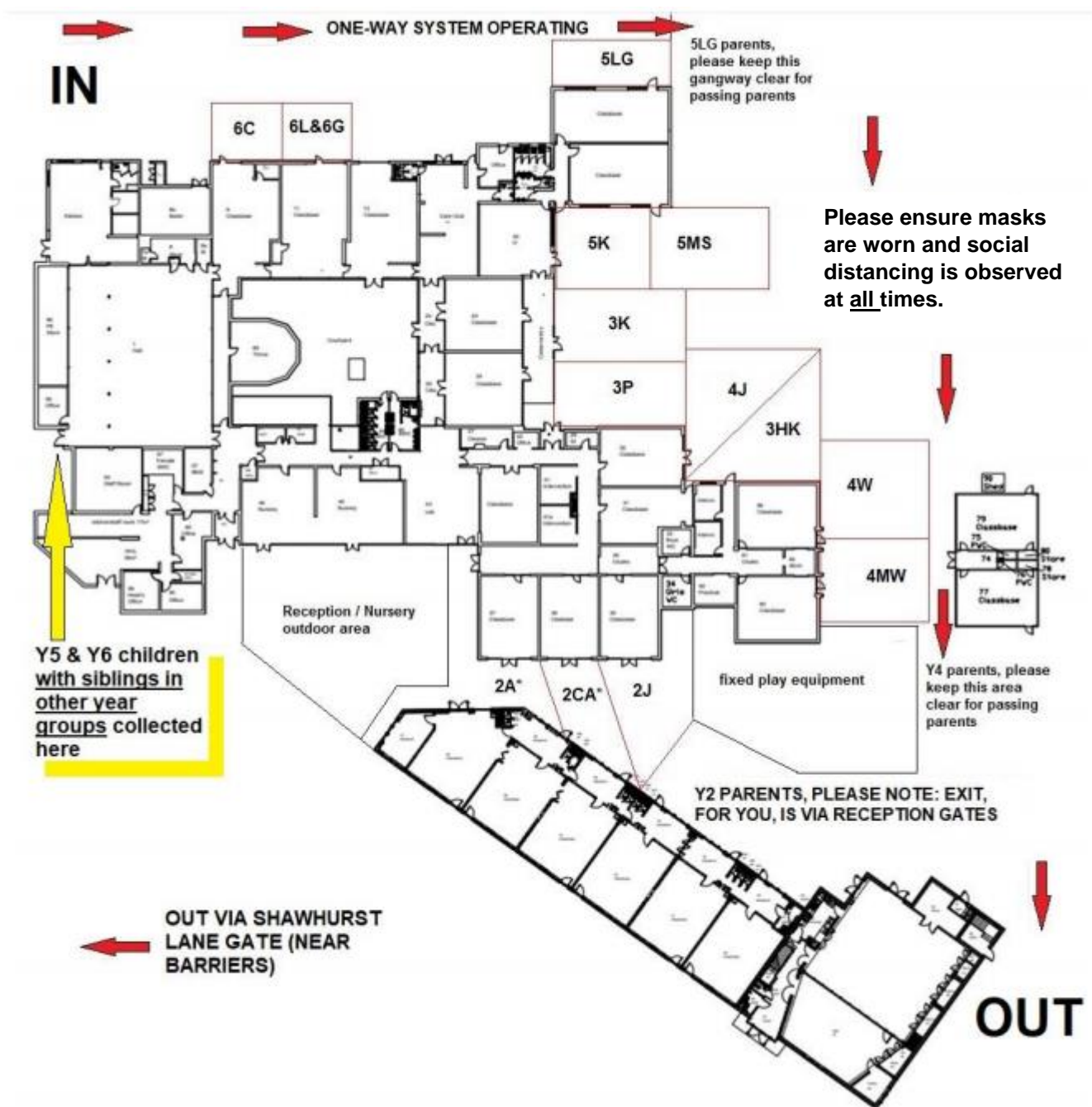
Children from Year 5 and Year 6 who have permission to walk home will also be released from the hall door so they have direct access to the exit gate by the barrier.

COLLECTION: NURSERY & RECEPTION:

Collection points and times will not be changing but we ask that parents of children being collected from Nursery at 2.45pm and Reception at 3pm **enter the school site via the gate by the barrier and wait in the usual designated areas** to collect your child. When leaving the site, exit via the gate by the barrier.

When collecting Nursery children at 3:15pm, please enter the site via the main gate (by the bungalow) and make your way across the front of school to the nursery waiting area. Once your child has been collected please leave via the gate by the barrier, exiting directly onto Shawhurst Lane.

If you also have an older sibling to collect, then they will need to be collected using the one-way system as explained above.



MARCH 2021 DROP OFF / PICK UP ARRANGEMENTS

	DROP OFF TIME	DROP OFF POINT	COLLECTION TIME	COLLECTION POINT
NGT	8.30am	Nursery gate (big)	3.15pm	Classroom doors - via the big Nursery gate
NB	8.45am	Nursery gate (big)	2.45pm	
RF (1)	8.30 - 8.45 am drop off	External classroom doors (by the top carpark)	3.00pm	External classroom door
RL (2)				Reception gate
RH (3)				External Classroom door
1T	8.40am	KS1 gate	3.10pm	Collect children from the external classroom doors using the one way system (entering the school site via the gate by the bungalow)
1D	8.40am	KS1 gate	3.10pm	
1RB	8.40am	KS1 gate	3.10pm	
3K	8.30am	KS1 gate	3.05pm	
3P	8.30am	KS1 gate	3.05pm	
3HK	8.30am	KS1 gate	3.05pm	
2CA	8.40am	KS2 gate	3.10pm	Collect children from the external classroom doors using the one way system (entering the school site via the gate by the bungalow)
2J	8.40am	KS2 gate	3.10pm	
2A	8.40am	KS2 gate	3.10pm	
4AW	8.30am	KS2 gate	3.05pm	
4MW	8.30am	KS2 gate	3.05pm	
4J	8.30am	KS2 gate	3.05pm	
5MS	8.20am	KS2 gate	3.15pm	
5G	8.20am	KS2 gate	3.15pm	
5K	8.20am	KS2 gate	3.15pm	
6G	8.20am	KS2 gate	3.15pm	
6L	8.20am	KS2 gate	3.15pm	
6C	8.20am	KS2 gate	3.15pm	

- Children in Yr5 and Yr6 walking home will need written permission to do so
- Children in Year 5 and 6 who are being collected and have younger siblings can be collected from the hall door (to avoid having to face the one way system twice).

Lunchtime Information

We would like to update you with the latest arrangements for our school meal service. Obviously COVID is affecting many parts of school life and lunches are no exception. We have worked with Alliance In Partnership (AIP), our meals service provider, and we have also taken advice from our Health and Safety consultants to work together to keep the children as safe as we possibly can over lunch times. In order to do this we have put together the following plan for those children wishing to have a school dinner. You are still able, as now, to send your child in with a packed lunch and they will eat this with the rest of their class (this will be in the hall for Infants and classrooms for Juniors – see below).

Nursery (Full days), Reception and all KS1 (Year1 and Year2)

Hot and cold meals will be available to book through Parent Pay and children will eat in their year group bubbles in the hall as usual.

KS2 (Years 3, 4, 5 and 6)

We are only able to offer cold and hot (limited selection) of packed lunches options. NO PLATED HOT MEALS are available. These can be ordered on Parent Pay and will be eaten in the child's classroom with the children bringing in packed lunches from home.

Children receiving benefits related Free School Meals

Children can order hot or cold meals through Parent Pay. If they choose a hot meal, they will collect it (under adult supervision) from the school kitchen and then return to their classroom to eat it with their friends.

Ordering meals

ALL meals have to be ordered through Parent Pay. This is necessary for EVERY child using the service, whether you pay for meals or not. If you have already activated but forgotten your log in details you should use your email address for your username and then you can create a new password online.

We apologise for the disruption to the usual service that may restrict choice for some children. Unfortunately this is to accommodate our coronavirus risk assessment so is unavoidable.

The Coppice Senior Leadership Team

Data Amendment Request Form

Child's Details	
Child's name	
Child's Date of Birth	
Child's current address	
Child's current class	
Person Requesting Data Amendment	
Your name	
Your relationship to the child	
Your address (if different to above)	
Your telephone number	
Do you have parental responsibility ?	
Your Request	
Which records do you wish to have amended e.g. address, work phone number etc. ?	
What would like to amend it to?	
Why do you wish to make this amendment?	
Signed :	Date :

Once completed, please email it to office@coppice.worcs.sch.uk or hand this form into the school office who will ensure that it is forwarded to the school's Data Protection Officer. We are required to action this request within one calendar month it being received.

For office use only:

Received:	By:	Format:
Details changed on SIMS	By:	Date:
SLT / Staff informed	By:	Date: