

The Coppice Primary School

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September opening for all children

Dear Parents/ carers,

It's lovely to be able to write about the return of all of our children in September.

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 (see information about this attached). It needs to be a slick operation and parents need to ensure good social distancing at all times. Times need to be strictly adhered to. 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 or playgrounds. This will include our reception/school office where parents are urged to contact them by phone or email (rather than visit).

Children must come to school in uniform from September. We believe that this is an important part of reintegrating children back into school life, setting the seal on things. There is a slight change to things in that, on PE days, we want 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 label clothing.

Children, from Year 1 upwards, will 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.

We still would want children 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 need to be the case. Accordingly, we ask parents to manage this carefully.

We are planning to have our kitchen fully up and running. However, apart from hot meals provided free to all Infant and Reception children (carefully managed), to assist safe logistics, we will insist that everybody else (i.e. KS2 children) will have a packed lunch that they will eat in the classroom. Packed lunches will be provided for children entitled to a free meal and can be ordered by the parents of other children, if required.

I reiterate, the onus is on us all to keep risk to a minimum and conduct ourselves accordingly. It is no exaggeration that if a family behaves in a cavalier and reckless way (e.g. attending crowded events) it could result, quite literally, in somebody's death. A sobering thought. In addition, it jeopardises school opening.

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 14 days.

Procedures for testing of Covid are now quite slick and the turn-around in getting result quite quick (within 24 hours, now). Accordingly, if you have a family member exhibiting symptoms, contact the local health protection team (0344 225 3560) for guidance on how to access this testing (similarly, if a case arises in school, we will be guided by PHE West Midlands West).

To reduce risk, children will be strictly managed within year group 'bubbles' (with restrictions between classes within that). There will also be other precautions (e.g. daily temperature checks for all children, children in class sitting side-by-side facing forward, a strict cleaning regime, social distancing, hand-washing, sanitisers at all points of access, staggered lunches and break-times etc. - more detail to come in our revised risk assessment).

Children do need to be mindful of 'social distancing', particularly with adults. Please can you reinforce this expectation at home (we do appreciate that this is more of a challenge with our youngest children, though).

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 in September, we must have up-to-date contact details for parents (including any email addresses and phone numbers). Accordingly, if there has been a change to these details within the last twelve months, we will need you to complete the attached data amendment request form.

In addition, to assist slick handover, parents are asked not to engage teachers in conversation at this time. Communication with teachers will be via email (as in lockdown). Also, regarding communication, it is imperative that parents keep us informed about any suspected or actual cases of coronavirus within their immediate family.

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).

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 direct (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 during the first few weeks, 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 children's learning. Early in the new academic year, we will seek to assess children and accurately gauge where they are at and plan teaching and learning accordingly. It may well be that we enlist the support of parents (with homework) in this process. During *the meet the teacher* session, summer learning work-packs will be sent home with the children to help with this.

Certainly, during the autumn term, at least, there will be no school trips/educational visits. And, at present, no swimming for Year 3 (until leisure centres fully open).

Unfortunately, it goes without saying that our usual events (nativity, Christmas fayre, assemblies etc.) will be cancelled until we are out of the woods with Covid-19. However, we are very keen to bring parents up-to-speed as soon as possible with children's progress so are looking at creative ways of managing possible parents' evenings.

Who knows fully what challenges will face us when we return in September? However, be warned, if we do have a confirmed case of Covid-19 in school, it may be necessary to close for a fixed period at very short notice. This may also apply if we have staffing shortages due to Covid-19.

Our home-learning will still be live for children who need to self-isolate and be 'ready to go' in case we have to close the school at short notice. We have had such lovely feedback about our online learning and, because of its quality, are aware of parents from other schools using it too.

We have already given things a lot of thought and started to put things in place for September, nevertheless, to fully nail things down, we will be comprehensively reviewing our Covid-19 Risk Assessment, guided by our H&S consultants (McCormack-Benson). We will publish this on our website in due course.

For other information, I direct you to the document (available on the government website): *'What parents and carers need to know about early years providers, schools and colleges during the coronavirus (COVID-19) outbreak'*

From September, our Senior Leadership Team (SLT) will be meeting daily (our version of the government's emergency Cobra committee!) to keep things under constant review. From these meetings, we will update you as necessary.

We are all thrilled and excited at the thought of having all of our children back in September - it's not been the same without them!

Yours sincerely

Bill Heptinstall

PARENT INFORMATION

DROP OFF / COLLECTION ARRANGEMENT FOR SEPTEMBER

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

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?	

Please sign this request.....

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: