



**Sutton in Craven C.E (V.C) Primary School**  
**Headteacher: Mrs O Gibbons**  
**Main Street, Sutton in Craven, Keighley, BD20 7JS**

### **September 2020 Re-opening.**

#### **A summary of the arrangements for parents/carers and families.**

We know that as parents and carers that you may have lots of questions about the reopening of school in next week. At Sutton CE, our leaders have used the Government Guidance to carry out a full detailed health and safety risk assessment. This will be made available on the school website, on Thursday on the COVID 19 page.

To help parents/carers understand the actions we are taking to help keep everyone as safe as we can and our expectations of everyone, the information below summarises the main points in the risk assessment. We hope you find this information useful:

#### **When will the children start back at school?**

- Children in Years 1 to 6 will start back at school on Tuesday 8<sup>th</sup> September.
- The new children who are joining Reception will have a stay and play afternoon on Wednesday from 1.15pm to 3.00pm followed by two half days Monday 14<sup>th</sup> and Tuesday 15<sup>th</sup> September from 9.00am to 1.00pm. Reception will begin full days on Wednesday 16<sup>th</sup> September as part of Blossom bubble. Most of the new children have never visited Sutton CE so we want them to feel happy and comfortable starting school in a place that is familiar to them.

#### **Do they need to wear uniform?**

- Yes, we always expect all children to wear full uniform. An official school logo cardigan or sweatshirt, with grey skirt or trousers (no jeans, tracksuit bottoms or leggings) and a smart white polo shirt. Black school shoes only, no black trainers.
- Children need to come already dressed in term PE kit on their PE day, your child's class teacher will let you know what day this will be. It will be the same day each week. This is to reduce the amount of movement around school and items being shared/lost unnecessarily between children.
- Children will be able to bring book bags into school so that we can get home reading back up and running. Please **do not** send large bags/rucksacks into school as we are not using cloakroom space, as it is too small and on the corridor. There isn't room in the classroom bubbles for large bags. Book bags will fit into boxes within our bubbles. We need to keep the amount and size of equipment in school to an absolute minimum. They are not allowed to bring unnecessary items from home e.g. toys, notebooks, pencil cases etc.). They must only bring a water bottle, lunchbox if on packed lunches, sun cream, sunhat and coat if appropriate; all items **MUST** have your child's name clearly marked on them.

#### **What happens if I need to use public transport to travel to school?**

- We would like wherever possible for children to walk, cycle or to receive a lift to and from school rather than take public transport.
- If you use public transport to travel to and from school, all adults and children over the age of 12 must wear a face mask. Facemasks are not allowed to be worn by children in school.

**What measures are in place to reduce mass gatherings of parents and children at the start and end of school?**

- Staggered start and finish times will be applied for all children. Children are divided up into Bubbles. Each bubble will have a difference route in and out of the school site and will have different start and finish times. We have kept these to a minimum but must insist that parents/carers DO NOT congregate in between these times. Once you have dropped your child off, please leave immediately. However, if you have two drops off we appreciate that you will have to wait for a short while. We will do our best to reduce the time difference if we feel that it is safe to do so as families are strictly adhering to the measures we have put into place.
- If you are late please ring your child’s/children’s Bubble mobile number and a member of staff will come out. We need to keep visitors to the rest of school to an absolute minimum, so please do not come to the office if you are late to school.
- The government have been very clear in term guidance regarding the amount teaching time the children are required to have – they have emphasised that even during the current situation we do not compromise this time.

Please see below for start and finished times.

<b>Oak Bubble</b>	
Year groups	Year 5 and 6
Drop off and collection point	Front pedestrian gate of school, queuing towards the apartments, and around the corner. Please use the social distance markers on the railing to ensure a safe distance is kept between families. Children will enter school vis fire exit door at the side.
Start time	8.45am
Finish time	3.10pm
Oak Bubble Number	07748195113



<b>Blossom Bubble (including reception starters)</b>	
Year groups	Reception and Year 1
Drop off and collection point	Gatering Lane, lining up in the direction of the houses. Please use the social distance markers on the railings to ensure a safe distance is kept between families. The children will enter and exit the building using the blue fire exit door at the side of school. Staff will be there to meet and greet all the children.
Start time	8.45am
Finish time	3.10pm Staff will be present to ensure children a returned safely to a parent/carer at the end of the day.
Blossom Bubble Number	07561693938



<b>Willow and Birch Bubble</b>	
Year groups	Year 2, 3 and 4
Drop off and collection point	Front of school, double gate to the staff car park. Birch wait along the railings towards the front of school. Willow wait along the railing up Gatering Lane. This is to try and reduce congestion where possible.
Start time	9.00am
Finish time	3.25pm Staff will be present to ensure children a returned safely to a parent/carer at the end of the day.
Birch Bubble Number	07748195120
Willow Bubble Number	07748174674



- Parents must not congregate on or around the school site before or after school. All adults must always maintain social distancing to reduce the chance of transmitting the virus and because they are role models for the children about how to behave in public places.
- If parents/carers of children in Year 5 and 6 want their children to walk home, they must inform the school office of this information by the start of the term. We will request that you confirm this permission by responding to an online form which we will send to you once we have been informed. Children will not be able to walk to and from school on their own without this completed form.
- When waiting to collect children, parents and other adults must keep any other children close to them; they are not allowed to move away from the adult.
- It is essential that all children arrive and leave at their designated start and finish time.

#### **I use a childminder to drop-off and collect my child, what arrangements are in place for them?**

- The childminder must drop-off and collect your child according to the family routes. It is the responsibility of parents to share the details with childminders and make sure they are clear about the arrangements.

#### **Drop off and collection at Breakfast and After School Clubs – BOBBINS and after school sport**

- Children who will attend Breakfast or After School club must be dropped-off and collected from the school office door as normal. Please adhere to social distancing rules if there are more than one family waiting.
- Bobbins now has a new earlier start time of 7.45am. Please ensure that children arrive to before school club no earlier than 7.45am and are **NOT** left unattended. Children must be handed over from parent/carer to a member of the Bobbins team to ensure effective safeguarding.
- In September, we will only be able to offer places for children of working parents who rely on these clubs for childcare.
- We look forward to be able to offer some after school sports clubs to children. More details will be sent regarding what this will look like, how it will run, the safety measures put into place and which bubbles will be involved.
- Bobbins will run between 7.45am – 5.30pm daily. You can book a place through the normal booking system on Schoolcomms. Please contact the school office via phone or email if need support with this.
- Bobbins will use both the hall and the Bobbins classroom, this is to ensure that children can remain in their class bubbles as much as possible. We are very mindful that this is not ideal but we have ensured we follow guidance and keep our children and staff safe as much as possible.
- The Bobbins team have been working very hard on programme of exciting activities for the children, we are really looking forward to welcoming children back to Bobbins.

## **What hygiene measures are in place? What are you doing to keep the school clean?**

- We have hygiene kits in each Bubble, including cleaning products and equipment. Surfaces are cleaned regularly and all equipment is cleaned in between use.
- We have an extra cleaning on site each day to conduct a 'midday' clean as well as a cleaner in the morning and after school.
- We have removed lots of the equipment and items from the rooms to ensure surfaces are easily cleaned.
- Most soft furnishings have been removed from classrooms.
- Children are expected to wash their hands multiple times throughout the day; members of staff will be available to support and supervise handwashing where it is appropriate, and we have visual reminders in all the toilets and sink areas about good handwashing.
- We have plenty of tissues and remind children about good nasal hygiene.

## **How will you make sure children are socially distant with each other?**

- Children have been organised into class Bubbles that will stay with each other for all their time in school.
- Playtimes will be staggered so that fewer children are outside the classrooms. Blossom Bubble will use Blossom outside area, Oak, Birch and Willow will use the big playground on a staggered rota system both at play time and lunch time.
- Our playground will have barriers up to ensure that children maintain a social distance from the children learning and playing in Blossom bubble.
- The different bubbles will not mix with each other.
- Each bubble will have their own play and PE equipment and their supervising adult will initiate games with the children.
- Children will not move around the site as much as they used to however, when they do, they will use social distancing markers and the one-way system that is on the floor on the corridors to help them.
- We recognise that social distancing with the younger children is a challenge so we will remind them regularly about it, but we cannot guarantee that it can be maintained with the younger children. The government guidance states that schools do not need to insist on social distancing with the younger children. We want our children to learn through play and interaction with others.

## **How will staff social distance?**

- Staff will continue to maintain 1m+ social distancing wherever possible. Our staffroom will only be used by a limited number of staff at any one time and our school office is out of bounds to all but a few members of our team.
- We will not allow visitors or parents into the school building to maintain good social distancing, however we are still available to talk to parents either over the phone, email or online meetings such as Teams. Essential visitors only.

## **What will the classrooms look like?**

- The classrooms do look a bit sparser than they usually do, this is so that the surfaces are easily cleaned.
- In Years 1 to 6, the desks have been arranged into front facing rows.
- Teachers are planning learning activities that reduce the need for close face to face interaction.
- Adults will give feedback to the children at the adults' level rather than the adult moving to the child's level and where possible from behind the child.
- There will also be a zone created in the classroom for staff to safely maintain a distance from the children wherever possible.
- In Reception and Year 1, we will allow a more 'free flow' approach to the provision so that the children can learn through play. In Year 1, the children will sit in front facing rows as part of their transition from Reception. They will be allowed to sit on the carpet in small groups but will be expected to distance themselves as much as possible.

## **What equipment will be available to the children? What will they need to bring from home?**

- All children will have equipment that will be shared in their bubbles. Sharing equipment between bubbles is not permitted. Staff have worked exceptionally hard to create calm learning environments in their classrooms to ensure that children feel safe and secure and support them on their return.
- All adults have individual resource packs which allow for effective monitoring and feedback for and to the children throughout the lessons.
- Children will be expected to bring a named water bottle to school. This will stay on their desk to reduce movement around the classroom.
- Reading books will be sent home once per week. They will be cleaned after they have been returned and will only be permitted to go back onto bookshelves after 72 hours.
- Reading books will remain in quarantine for 72 hours if being shared between bubbles.
- Children must wear their PE kits on their PE days. Class teachers will inform you of the day. This is to reduce the amount of resources in school but also to ensure children maintain some distance as the spaces we have for changing are small and we cannot maintain any distance.
- Children MUST have all the kit for PE.
- Children MUST NOT bring any toys or other equipment to school. If these are found they will be placed in a sealed bag ready for collection that evening.

## **Do the normal rules and expectations still apply?**

- Absolutely! (Our eight steps to success – Try new things, work hard, concentrate, push yourself, imagine, improve, understand others and don't give up)
- We have very high expectations for behaviour and attitude at Sutton CE and we expect all children to meet our expectations. Some children may need additional support and guidance to meet the expectations and we have a team of staff who can provide this.
- It would be very useful for parents to begin to talk to their child about the school expectations and routines before the start of the Autumn Term particularly if the routine at home has not been maintained during the recent closure.
- If the bedtime routine has not been maintained, we strongly recommend parents begin to re-establish this important routine as soon as possible.

## **How will you make sure the children settle into their new class and teachers? How are you going to support their wellbeing after such a difficult time?**

- During our last week of home learning our focus was on transition and we hope that the children enjoyed these activities. I know their new teachers are looking forward to seeing and sharing some of this work that was completed.
- The activities for the first few days of term will be planned to support the transition for everyone. We understand lots of our children will not have been in school for over five months, so the teachers are planning to take their time to make sure the children can settle in. The children will revisit our school vision, values and expectations including the eight steps to success (our rules)
- There will be a focus and emphasis on the emotional and mental well begin of our children and we with this in mind now have a new scheme of learning for PSHE across the whole school. Staff have received training and information on how to embed this into our curriculum. There will be an emphasis on wellbeing and the whole school will focus our energy and thoughts towards strategies for supporting our wellbeing and character strengths. Lots of discussions and activities will take place to give pupils the opportunity to explore our school values and how they can help us with our well-being. It will help to re-establish relationships, and to set the tone for the rest of the term.
- Every child will have an opportunity to share their experiences over lockdown or any concerns they may have about restarting school. We have devised a simple survey for the children to complete so that our teachers and leaders can identify any children who may need some further support. By talking to all the children, and using the information shared with us by parents in the recent online survey, we can make sure children receive personalised support if they need it. Please, if you haven't already completed the survey, your feedback and voice is important to us. The link is included in the email.

- All members of staff have had recent training in supporting children. We have used this training to help us to plan how we will support all the children from September. Children maybe experiencing anxiety caused by not seeing friends, adjusting to a new routine or it could be linked to concerns the children may have over recent events.
- All our teaching team will receive further training on the Teacher Training days in September about strategies to support wellbeing and our recovery curriculum.

### **How will you help the children to 'catch up'?**

- Our priority is around wellbeing and health.
- When the children have settled in, their teachers will assess them all over the first few weeks and will plan support for anyone who needs additional help in Reading, Phonics, Writing and Maths and wellbeing.
- All teachers and leaders have reviewed the curriculum and adjusted our plans so that it enables the children to repeat aspects they may need to, but also supports rapid progress.

### **Will my child have collective worship?**

Collective worship has always been central in Church of England schools, but in the current situation, our shared experience of worship takes on a new role and importance. It can play a crucial role in our recovery as we move towards a place in which everyone is able to thrive once again. It can:

- help re-establish familiar, comforting routines for our pupils after lockdown,
- remind about and reinforce the school's Christian vision and values that underpin the life of the school,
- draw together our school communities in shared worship experiences, so reinforcing a sense of belonging for all,
- enable us, in a sensitive and age appropriate way to handle some of the issues arising from lockdown, inspired by the message of hope within Christianity and the teaching of Jesus,
- provide opportunities for corporate and personal prayer and thanksgiving.

Children will receive a daily act of worship, this may be via teams video call from another member of staff or the Headteacher or within their class bubbles.

### **What will happen at lunchtime?**

- We will offer a complete lunch menu and will send the menu to you as soon as we have received it.
- Hot lunches will be served to the children and they will eat with the rest of the children in their bubble and classrooms.
- As normal, lunches will be booked and, for Key Stage 2 children, paid for through Parent Pay. The cost of our lunches has increased this year; it is still £2.50 per day.
- Lunch will be served in the classrooms to all children.
- Children can bring a packed lunch; parents must ensure the lunch box is cleaned thoroughly every day.
- We do encourage all children to have a school meal because they are fresh, well balanced with locally produced ingredients; they're very popular with the children because we have a varied menu of delicious food.
- Like normal, lunch will be organised into two sittings and the children will stay inside to eat for 30 minutes and have 30 minutes outdoor playtime.
- Like morning playtime, each bubble will have their own playground and they will not be allowed to mix with other bubbles of children.

### **What happens if a child gets ill in my child's Bubble?**

- No child or adult showing signs of infection are allowed on the premises.
- Staff and pupils are required to have immediate tests if they show symptoms. If a child is sent home with symptoms, we expect parents arrange a test for the child. We will request evidence of a negative test result (i.e. the text message from the NHS) before the child is allowed back to school.
- Thermometers will be used if any child or adult displays symptoms and their temperature will be recorded.

- Any child who displays any symptoms of Covid must be collected immediately and we expect parents and families to make provision if they are not based in the local area during the school day. When the child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door with a window. We will use our new library upstairs and appropriate adult supervision will be in place.
- The adult supervising the child will wear full PPE clothing when dealing with a suspected case; this includes a face mask, face shield/ visor, apron and gloves.

### **What if my child, or one of our family members, becomes ill?**

- If anyone, child or adult, in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms
- Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit (as above)
- Please understand that you will need to be ready and willing to provide details of anyone you or your child have been in close contact with if there was a positive test for coronavirus (COVID-19) or if asked by NHS Test & Trace.
- Please inform school immediately of the results of a test
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days
- If a member of a child's household tests positive for Covid, the child and the household members must self-isolate for 14 days. The other children and staff in the child's bubble do not have to self-isolate.
- If any child/staff member in school tests positive for Covid, those that have been in close contact (Close contact means direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) with the child or staff member will be required to self-isolate for 14 days.
- School will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact our local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attends the school – as identified by NHS Test and Trace.

### **What if I live with an extremely clinically vulnerable household member? What if my child is still shielding?**

- If any families have a household member who will continue to shield after the 1st August, please contact the school office before the end of term so that an appropriate risk assessment can be carried out.
- The government guidance states that all children will be expected to attend school from September and we want to work with any parents who are worried to reassure you that we are taking every precaution to keep our community safe.

If any parents/carers have any questions, please contact the school office and we will endeavour to answer your queries. Everyone's health and safety is our priority and we hope that, by reading this document, all parents and families are reassured that the school staff are taking every possible measure to create a happy, healthy and safe learning environment for all our community.



## **Attendance**

### **Government Guidance on Attendance 8<sup>th</sup> August 2020.**

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct