

Cottingham Church of England Primary School

Berryfield Road
Cottingham
Market Harborough
Leicestershire
LE16 8XB

Telephone: 01536 771391
Fax: 01536 772226
Headteacher: Mr Ashley Scott
E-mail: head@cottinghamprimary.co.uk
www: www.cottinghamprimary.co.uk
Twitter: @CottinghamCofE

Dear Parent/Carer,

September Update

Thank you if you have sent back the school report response forms and/or provided feedback using the Ofsted Parentview form. If you have not already done so, please do provide feedback in this way. It will be looked at and will be taken into account. The staff and I have enjoyed reading your comments. I think it is clear to see that the staff and I know the children well and that is certainly one of the benefits of working in a small school.

During the last week, the staff, fellow Headteachers, PDET Central team and I have consulted upon a risk assessed plan in readiness for opening the school to **ALL** children in the Autumn term. The headline for all schools and leaders in particular is to **ENGAGE – CONSULT – DISCUSS**. In planning for an Autumn opening to all of our children, my message to you is that as a school we will not be able to eliminate every risk. What we can do, in working together, is to minimise each and every risk. Any decision that has been made for the Autumn return will be made because we know it is the right thing to do.

More important than anything is that any decision made takes into account the safety and well-being of all children and staff. As with previous correspondence, I have provided you (below) with some headlines that I hope will answer any questions that you have before we break for the summer on Friday. Please do note that any decisions/plans made now are subject to change and as usual, any changes/updates will be made via Parentmail, Twitter and the school website.

New classes

New classes/teachers for September have now been shared with you. As you know, it has not been possible to have our usual transition day/s. On our return, I was hoping that the children could indeed spend time in their old class but I now know that this will not be possible due to our planned 'bubble' arrangement. We will though, ensure that the first few days of the Autumn term allow for a calm, safe return for the children taking into account their well-being. It is a shame that our new starters have not been able to have the usual parent evening or stay and play for example. By the end of the term, Mrs Delo and I will have met all of our new families who will have taken away their PTFA funded book bags etc.

Attendance

Our planning and risk assessing has all taken place to allow the children to return to school in the Autumn term. From Wednesday, September 2nd (with exceptions to EYFS/Y1 see below) it is expected that your child will return unless they have a valid reason for not doing so. If any child (or adult) is displaying the symptoms of Covid-19, they must remain at home and isolate for 7 days (household 14 days) or until a test proves negative. We would also support and encourage full participation in the 'Track and Trace.'

Upon our return to school, we will resume our normal attendance policy that will include daily phone call checks etc. We would ask that you phone into school in the usual way if your child is unable to attend. As always, all holiday requests will be unauthorised. The usual end of term attendance letters will once again be used as these will allow me to provide support and challenge if necessary. Updated attendance figures will be provided throughout the first Autumn term. As per our now usual policy, we will not be awarding individual medals or certificates but will continue with the termly class award. The staff and I will work and support you all to ensure that each and every child is in school where they should be and no doubt want to be.

Well-being/Safeguarding

The current times have been difficult for us all and I have no doubt that we will have a roller coaster journey ahead. We will all have addressed the current situation in our own unique ways that have had our own family's health and safety at the top of the agenda. There will be members of our families who have contracted Covid-19 or will have sadly passed away as a result. We will each have a different tale to tell. Upon our return, the staff and I will have the full support of our trust (PDET) and the Diocese. We will seek any support that you require so please do come to us for support/help if needed. The Cottingham CofE community will again shine and be there for one another. We will be there to **CARE - BUILD - FOLLOW** and **THINK**. During these times, more cases of mental health have been reported as have incidents of domestic violence for example. As always, we must ensure that safeguarding is the responsibility of everyone. From September, I will continue to be the Designated Safeguarding Lead (DSL), supported by Mrs Cranine

Cottingham Church of England Primary School

Berryfield Road
Cottingham
Market Harborough
Leicestershire
LE16 8XB

Telephone: 01536 771391
Fax: 01536 772226
Headteacher: Mr Ashley Scott
E-mail: head@cottinghamprimary.co.uk
www: www.cottinghamprimary.co.uk
Twitter: @CottinghamCofE

and Mrs Wilson as my deputies (DDSL). We should all remember that our children will welcome a return to routine (as will the staff and parents). Please note that the school phone will be unattended throughout the summer holiday. In all cases where you have a safeguarding concern and cannot contact the above staff you can make a referral via:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/Pages/report-a-concern.aspx> ***If it is an emergency and you think that a child may be in immediate danger please contact the emergency services directly by calling 999. If you need to contact urgently during the evening, at night or at the weekend, please phone out-of-hours team on 01604 626 938.***

Hygiene/Cleaning/PPE

We are all now more mindful of our own self-hygiene. We wash our hands at every opportunity and use anti-bacterial gel as an extra precaution. As has been the case at school since March, we will continue to promote and expect consistent, good hygiene practises from the staff and the children. We will also have high expectations of you at home with promoting good hygiene both before and after school. From September, each class will continue to have a hygiene bay consisting of tissues, anti-bac gel and promotional messages/reminders. The staff and I will constantly remind the children of our expectations and will expect all children to adhere to them with no exceptions. Children must wash their hands thoroughly before leaving the house.

A consistent and regular cleaning schedule is now in place and will continue to be so from September. Appropriate stocks of anti-bacterial gel are in use and will be for the Autumn term. Equipment and resources have and will be cleaned after use. This will include the outdoor equipment, maths resources, drum sticks or tennis rackets for example. The staff and children will have access to PPE. The Government guidance is that staff do not need to wear PPE unless they are carrying out intimate care for example. Children do not and will not be expected to wear any form of PPE.

Uniform/PE kit/Resources

From September, we will be following Government guidance and will expect all children to wear school uniform. Children will be expected to wear black school shoes as per our usual policy. PE kit will be required as normal. EYFS/KS1 to have their PE kit in school at all times. Children in KS2 will be expected to bring in their PE kit on the days that PE is timetabled for their class. You will be notified of class timetables upon our return in September. Please, please ensure that every item of uniform is clearly marked. At the end of a term, any un-named clothing of any kind will be bagged for charity. I am looking forward to seeing the usual sea of red return to school in the Autumn.

As I have mentioned before, we do lack space. As a result, children are asked NOT to bring in a large rucksack to school as they are not needed. All of the equipment needed, we will provide. Children needing personal hygiene items for example will be permitted to bring a small bag into school.

Learning/Curriculum

I endorse the Government guidance that all children are to return in September and be taught a broad and balanced curriculum <https://www.gov.uk/government/collections/national-curriculum>. As you know, during the last year, the children have taken part in Quests. Throughout a Quest, the children have unlocked learning that has enabled them to answer a particular question. Mrs Wason and I have worked closely with the trust (PDET) and our colleagues to ensure that our curriculum is well planned and relevant to our children. It is now expected that schools publish their curriculum on the school website. Mrs Wason has worked hard to ensure that our website is beginning to display the necessary information. Please do take a look at www.cottinghamprimry.co.uk where further information will be added. To adhere to the advice to continue with a broad and balanced curriculum, all subjects, will be taught (if safe to do so).

As you well know, the staff have been sending home our very own version of remote learning. From your feedback, our approach has been well received. Staff will not be providing these throughout the summer holiday as we all need a break! As mentioned in some of the report comments, I would encourage all children to read regularly and keep on top of their mental maths as a minimum. This will ensure that their minds are active. As all children will be attending school in September, there will be no need for the learning

Cottingham Church of England Primary School

Berryfield Road
Cottingham
Market Harborough
Leicestershire
LE16 8XB

Telephone: 01536 771391
Fax: 01536 772226
Headteacher: Mr Ashley Scott
E-mail: head@cottinghamprimary.co.uk
www: www.cottinghamprimary.co.uk
Twitter: @CottinghamCofE

planners to be sent home. In a case, where you child is to be absent for a period of time, we would arrange for the learning planners to be sent home. My Maths, TTRS (Times tables), spellings and regular reading will be the expected work that children will complete at home from the start of the Autumn term.

Classroom layout/Bubbles/Staggered timings

You may already have a good understanding of the Government guidance for children to be taught in 'bubbles.' This is the approach that we have successfully adhered to since June 1st. It is also an approach that we will continue with from the start of the Autumn term. As with all areas of our full return, we have assessed the possible risks of a number of 'bubble' scenarios. We are confident that we can welcome children back into two 'bubbles' that will in turn contain their own groupings (Smaller 'bubbles')

EYFS/KS1 - Children in Ash and Willow class will be considered as one 'bubble.' As per our registers, the children will begin and end each day in their own class whether that be Ash or Willow. The children will have a consistent 'bubble' of adults to include Mrs Delo/Mrs McPhee (Willow) and Mrs Wilson/ Mrs Ferguson (Ash). To allow for our plans for continuous provision, children will be able to access learning in both spaces as well as the outdoor environment that is currently undergoing a makeover. The children, upon their staggered return will be made very aware of the expectations in order to keep themselves safe. To allow for smaller phonics groups for example, staff from another 'bubble' will be permitted to teach a regular and consistent group within this 'bubble'. The same approach will be taken for PPA (Staff planning, preparation and assessment), SEND provision for example.

KS2 – Children will be taught mainly in their own class 'bubbles,' as per the normal pattern, and will have a consistent 'bubble' of adults to include Miss Hurn/Mrs Baker (Oak), Mrs Lloyd/Mrs Jones (Beech) and Mrs Wason/Miss Patterson (Hawthorn). Again, other staff (Mrs George, Mrs Crainie and Mr Stafford) can work across 'bubbles', following a consistent and planned timetable.

In planning for these 'bubbles', we have followed the latest (July) Government guidance and are confident that we can provide a quality learning experience with this plan. The 'bubbles,' arranged in this way will also allow the children to enjoy regular breaks/lunchtimes with the appropriate number of staff supporting them for example. It will be important, more than ever, that children are at school and on time for register. **We will confirm timings and entry/exit points before our return in September.** To enable a safe and steady start to the Autumn term, our EYFS new starters will have a staggered start and will attend half days from the 7th – 11th September, a full morning/lunch from the 16th – 18th September and then will attend full time from the 21st September. The year 1 children in both Ash and Willow are to return on Thursday, 3rd September. This will allow Mrs Wilson/Mrs Ferguson the opportunity to welcome the Year 2 children first and familiarise them with regards to the new provision. All KS2 classes are to return on the 2nd September. More information regarding this will be sent out prior to the Autumn term.

There is a lot to take in but I know that you would prefer to have as much information as you can at this point. I again refer you to the opening message that we, 'cannot eliminate every risk but we can minimise them.' Any plan that is put into place at this stage is subject to change before the Autumn return. Any changes made will again be done so in the interests of health and safety. I understand that you may well have a question regarding the information within this update. I would certainly welcome any questions as part of our commitment to **ENGAGE – CONSULT – DISCUSS.**

Please email me, head@cottinghamprimary.co.uk with any questions and include September in the subject field. I will collate all questions and respond with an update during the summer. I would like the staff to make sure that they take a well earned break in the summer and I would not expect them to read/respond to email for example. I will check my email account throughout the holiday so please do contact me if needed. I look forward to seeing you all in September. In the meantime, look out for one final Cottingham News that will be coming to your inboxes by the end of next week. I miss you all and I wish you a very happy holiday. Stay alert and stay safe!

Yours faithfully,

Ashley Scott (Headteacher)