

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

As promised, please read on for a further update regarding our planned return to school for all children in September. As always, any plans are subject to change dependent on the latest Government advice. Any such changes, as always, will be communicated with you. As you know, during the last week of term, the staff, fellow Headteachers, PDET Central team and I 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 continues to be, 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 has been 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 along with FAQ's that I hope will answer any questions that you have before our return to school in September.

New classes

New classes and teachers for September have been communicated with you previously. From September, plans are in place for staggered starts and end of the day for different children. The purpose for this is to observe social distancing at these times and to minimise the number of children/adults entering the school grounds. The plan (below) will remain in place until further notice and will again be dependent upon the latest Government advice. As always, a member of staff will be available at each entrance to meet and greet and to ensure that social distancing is observed.

Class	Drop Off	Pick Up	Entrance	Notes
Willow	8:35 (Register 8:45)	3:00	Car Park Gate	Please note that Children in Year 2,3,4,5,6 to all return on Weds September 2 nd . Year 1 children return on Thursday 3 rd September.
Ash	8:35 (Register 8:45)	3:00	Mill Road Gate	
Oak	8:35 (Register 8:45)	3:00	Playing Field Gate	
Beech	8:50 (Register 9:00)	3:15	Mill Road Gate	
Hawthorn	8:50 (Register 9:00)	3:15	Playing Field Gate	

To allow for a smooth transition, the year 1 children in both Ash and Willow classes are to return on Thursday 3rd September at the above times. A separate transition plan is in place for our new entrants who will be full time from the week beginning Monday 21st September. By this date, all children and staff will have a good understanding of our new rules and routines with any necessary amendments being made.

'What should I do if my child is going to be late/miss register?'

Where possible, we would ask that you bring your child/ren to school at the above drop off times. During the first few days, we would advise allowing yourself sufficient time in the morning to become familiar with drop off routines. Due to the different entry points, parking will no doubt look different and require extra time/thought. All gates will be opened and locked promptly at the above times. Any children who are late (This could be due to a medical appointment) should be brought to the front office. Please wait with your child at all times until a member of staff greets you. We will be adhering to our attendance policy and any lateness will be recorded and monitored. It is important that your child is in school ready for the register. To avoid unnecessary congestion, please do not arrive at the relevant entry point until the allotted drop off/pick up time. If you know that your child will miss register for any reason, you should contact the school office.

'Where should I park?'

If you are able to walk, cycle, scoot to school then this would be ideal and we would certainly recommend it if possible. If you need to travel by car please allow yourself time and take care. You will **NOT** be permitted to use the car park at any time, for parking or turning, due to children attending Willow class via the car park gate. It is really important that you adhere to this request in the interest of health and safety. When parking in the surrounding streets, please be mindful of our neighbours who may require access at all times etc. You would be advised to park away from the school and take a short walk. Please do take care and be mindful that the plans for September are new to everyone during which time patience will be required.

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

'Do I need to accompany my child?'

ALL children will need to be accompanied by **ONE** responsible person, who is known to the child/staff, at both drop off and collection times. This will be a requirement from September until further notice. Please contact the school office when a new person will be collecting. When dropping off/collecting, you will be asked to socially distance yourself from other children/adults. It is hoped that some markings will be placed to remind you of safe distancing. We ask that you are mindful of this at all times. Until further notice, **NO** children will be allowed to leave the school premises without **ONE** responsible person being present. We will review this plan after a few weeks during which time we will have been able to assess the situation. Children/staff are not required to wear any form of PPE before or during the school day. Please feel free to wear PPE yourself at drop off/pick up if you wish to do so. **ALL** children will be required to sanitise their hands on arrival.

'Are ALL children required to hand sanitise upon arrival?'

As we are all now very aware, good hygiene is a very important factor in minimising the spread of Covid-19. We are all now very much accustomed to hand sanitising upon entry to shops and restaurants for example. **ALL** children will be required to use the hand sanitiser provided upon entry to the school grounds/classroom. If your child is exempt due to medical reasons please make this known before our return to school in September. Please email admin@cottinghamprimary.co.uk with the subject '**Exempt.**' Please then give the child's name/class and medical reason. Without this notice, **ALL** children (and adults) will be required to use the sanitiser provided. If you would like your child to use their own product at this time, please ensure a member of staff witnesses your child using the sanitiser that you have provided. We will continue to remind children of hygiene throughout the school day. We ask that **ALL** children wash their hands thoroughly before leaving the house in the morning. We will follow our current behaviour policy in the unlikely event that a child refuses to adhere to good hygiene throughout the day.

'I have children in different classes. What should I do?'

Where possible, please do attempt to drop each child off/collect each child at the appropriate entrance during the assigned times. For example, if you have children in both Ash and Hawthorn, drop off the younger child at 8:40 via the Mill Road gate, then the older child at the field gate before 9:00. In most cases, drop off and collection of a younger child should take place first. We hope that the timings will allow smooth transitions. We appreciate that there will need to be some walking involved between Mill Road and other entrances for example. Again, please allow yourself plenty of time. I am sure you will soon have a routine that works for you. We appreciate your patience and support in supporting the plan for drop off/collection.

'Will I be allowed onto the school premises?'

As communicated previously, parents/carers will **NOT** be allowed to enter the school building, unless pre-arranged by school staff, until further notice. If you are invited into school for a meeting then we will ask that you wear a mask. If for any reason you need to contact a member of staff please do so via email directly to them during school hours. Alternatively, please contact the school office to make a phone/email appointment etc. Where a response is required, please do be patient. If a member of staff needs to contact you, then this will be done via email/phone dependent upon the reason for contact. We will contact parents/carers to check up on non-attendance for example. At drop off/collection time, you will be advised where to stand etc in September. This has not yet been confirmed.

Attendance

Our planning and risk assessing has all taken place to allow the children to return to school in the Autumn term. From Wednesday, 2nd September (Thursday 3rd September), it is expected that your child will return unless they have a valid medical 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 the recommended number of 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. As a change to previous correspondence, there will also be **NO** termly class award. The staff and

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

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. It is our intention to work with you to support any regular non-attendance.

Uniform/PE kit/Resources/medicine

Please be reminded that 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. Children are **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. Named book bags are permitted for all children. PE bags should be small and where possible be draw string bags. We will provide further information in September regarding reading books and the plan for children taking books home and returning them etc.

If your child has an inhaler in school, please make sure that it is in date and usable. Please email admin@cottinghamprimary.co.uk for further information. All inhalers should be named and will be kept in the classroom in a case along with the relevant documentation. It is your responsibility to ensure the correct inhaler is in school. The usual medical policy will also apply from September. If your child requires any medicines during the school day, please complete a medical form that can be accessed via the school website and/or contacting the school office.

Wrap around care

Both breakfast and after school provision will be available from September. For obvious reasons, places will be limited and will need to be booked via communication with Mrs Crainie and/or CSD. Both providers have separate risk assessments and plans in place. No places will be provided without prior communication.

School dinners/free school meals

Until further notice, hot school dinners will **NOT** be available. Kingswood caterers will still be offering a packed lunch alternative for those children in receipt of free school meals (Pupil Premium) or for children in EYFS/KS1 whom would like a Government funded lunch. In all circumstances, you will need to order a packed lunch via the usual channel. Please email admin@cottinghamprimary.co.uk if you require any assistance. All orders must be placed by Wednesday of the previous week. Children are also welcome to bring in their own packed lunch. This should be in a named lunchbox/bag. In KS2 a **'fruit only'** healthy snack may also be provided, to be eaten at break time, and will need to be included within the lunch box. **Please be reminded that Cottingham CofE remains a NUT FREE site.** A drink (not fizzy) should be provided in a named water bottle. Children will have opportunities to refill bottles if required. Please note that **ALL** waste including wrappers, yoghurt lids, uneaten food etc will be returned daily within the child's lunch box. Both water bottles and lunchboxes should be taken home daily and washed/wiped inside and out. We will not be able to provide spare bottles/plastic cups for water during the day. (A small supply of throw away cups will be provided for children that do not have a drink with them) Please note that we will **NOT** be able to provide any spare lunches so it is very important that you have ordered a lunch or provided your child with one.

Again, 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 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 again collate all questions and respond with an update towards the end the summer holiday. 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. I hope that you are all enjoying the summer holiday so far. Stay alert and stay safe!

Yours faithfully,

Ashley Scott (Headteacher)

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
