



September opening of Cottingham CofE Primary School

Parent/Pupil Information

The key DfE guidance documents that should be read alongside the parent information are:

DfE Guidance: Guidance for full opening - schools

<https://www.gov.uk/government/publications/actions-for-schoolsduring-the-coronavirus-outbreak/guidance-for-full-opening-schools>

DfE Guidance: What parents and carers need to know about early years providers, schools and colleges in the autumn term

<https://www.gov.uk/government/publications/what-parents-andcarers-need-to-know-about-early-years-providers-schools-andcolleges-during-the-coronavirus-covid-19-outbreak/what-parents-andcarers-need-to-know-about-early-years-providers-schools-andcolleges-in-the-autumn-term>

COVID-19: guidance for households with possible coronavirus infection

<https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possiblecoronavirus-covid-19-infection>

COVID-19: Guidance on getting tested for coronavirus (COVID-19)

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

The parent information contained within this document refers only to the period of time immediately following 17th August 2020.

General Points

Cottingham CofE Primary School reopens for all pupils in Year 2 – 6 on Wednesday 2nd September 2020 and for pupils in Year 1 on Thursday 3rd September. Pupils joining our Reception begin their staggered induction on Monday 7th September 2020. We are expecting ALL children to return to school and proceed to attend on a regular basis. All information and guidance in this document is subject to change depending upon DfE advice.

Control Measures

DfE guidance states that schools should attempt to reduce Covid-19 transmission by:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good hygiene practices
- regular cleaning of settings
- and minimising contact and mixing

It is the school's expectation that all parents will not only make themselves fully aware of the parent information contained in this document but that they will also adhere to the strict guidance that is clearly laid out within.

Reducing Covid-19 Transmission: at the start and end of the school day

Arrival and pick up times will be staggered to ease congestion and avoid social mixing as much as possible. For the time being and until further notice, we would ask parents/carers to supervise their child/ren until they are welcomed/seen off by a member of staff at one of the three entry/exit points. This can simply be eye contact being made.

Arrival: There should be no need for parent/carer to enter the school site. Please supervise your child/ren as above until greeted by a member of staff at one of three entrance points. Children can use the Giants foot prints, if a queue is required and as a reminder to socially distance before entering their class. If you have children in different classes please do supervise all children until welcomed by a member of staff. This may involve walking around to a different entry/exit for example. *Once we have had time to assess drop off/collection times we will amend as necessary.*

Pick up: Due to the layout/positioning of the classrooms, parents/carers will be permitted to enter the school site at collection time if necessary. Please avoid arriving earlier than the 'pick up' times below to avoid congestion whilst the gates are locked. As above, we ask that all children are collected by a parent/carer/known adult. Staff will only allow a child to leave once eye contact has been made with the adult. If you know that an adult, unknown to the school, will be collecting your child please advise the school office. (You may be required to leave a password). Once your child has been picked up, please leave the school site promptly to allow subsequent pick up to begin. *Once leaving their classroom, children are NOT permitted to use any of the outdoor play equipment.*

Floor markings (Giants foot print) have been provided to remind us all of socially distancing where possible. There is no one way system in place. Where floor markings are not available please be mindful of your own social distancing and that of your children. Arrival/pick up times are once again detailed below.



WILLOW	Car Park Gate	
	Arrival/register	Pick up
	8:35 – 8:45	3:00

ASH	Mill Road Gate	
	Arrival/register	Pick up
	8:35 – 8:45	3:00

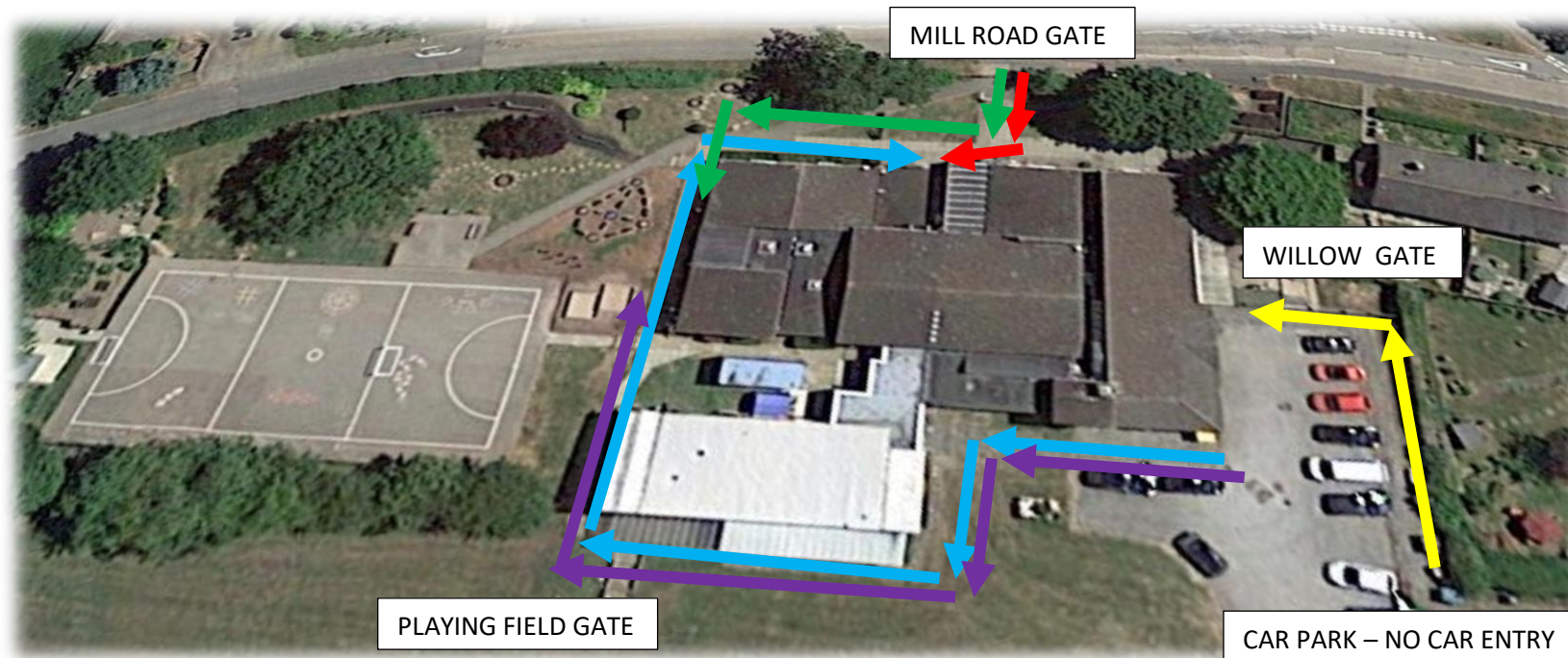
OAK	Field Gate	
	Arrival/register	Pick up
	8:35 – 8:45	3:00

BEECH	Mill Road Gate	
	Arrival/register	Pick up
	8:50 – 9:00	3:15



HAWTHORN	Field Gate	
	Arrival/register	Pick up
	08:50 – 9:00	3:15

Please avoid contact with others and spend minimal time at both arrival and pick up times. Again, the foot markings suggest a 2m distance as a reminder to us all. Your co-operation will help to alleviate congestion and make these times much easier for everyone. Please be mindful of parking and note that the car park will **NOT** be available for parents/carers cars. This is due to children/adults using the car park entrance to Willow class. If you need to speak to someone at the school office, we again ask that you do NOT use the car park at this time. **When parking, please be mindful of our close neighbours.** The map below will help you to navigate the various arrival/pick up points.



Key	Willow	Ash	Oak	Beech	Hawthorn
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Children will be guided to sanitise their hands as they enter the school building. We would ask that they wash/sanitise their hands before leaving home also as should be the norm. Please be reminded to contact the school office admin@cottinghamprimary.co.uk if your child is **NOT** able to use hand sanitiser for medical/allergy reasons. This can be via email or using the form sent previously.

If you need to speak to a class teacher please email them directly or arrange to do so via admin@cottinghamprimary.co.uk or 01536 771391. A member of staff will be present at all entrances/exits to welcome and see off the children. Please feel free to pass on any non-urgent messages to the member of staff but be reminded to keep a safe 2m distance. If you need to speak to a member of staff regarding a safeguarding concern please email the designated safeguarding leads (DSL) head@cottinghamprimary.co.uk, scrainie@cottinghamprimary.co.uk or cawilson@cottinghamprimary.co.uk with the heading 'Safeguarding.' More information is available via the school website.

Reducing Covid-19 Transmission: between home and school

- Any pupil displaying Coronavirus symptoms at home must not to come to school as per government guidance.
- All pupils will sanitise or wash their hands whenever exiting and entering the school building/classroom.
- Children should only bring essentials such as lunch boxes and coats etc.
- We plan to allow children to take home books once assessments have been completed. **In the meantime please send in ALL books that are at home.** These will then be quarantined and re-shelved. (More information to follow)
- Please ensure any bags (including PE bags) are named and of a manageable size to hang on a coat-peg.
- PE kits belonging to children in Willow/Ash should stay in school for the term and only be taken home if they are very dirty (unwearable).
- PE kits belonging to children in Oak/Beech/Hawthorn should only be brought into school on the relevant PE day. (Children requiring PE kit for after school activity to bring when required also)
- PPE will be available in school as an emergency precaution for suspected cases, to administer first aid or provide intimate care.
- Staff will get in close proximity of pupils if their duty of care demands it and will have access to relevant PPE.
- As always, please ensure all items of clothing, bags and lunch boxes etc are named.
- Staff will be expected to **NOT** car share with one another and we would ask that this is the case for all children and parents/carers. Where possible, walking and cycling would be encouraged. Children are more than welcome to bring their bicycles and scooters to school. *It will be the child/parent/carers responsibility to ensure locks are provided.*

Reducing Covid-19 Transmission: at other times of the school day

- All rooms/areas used in school will be thoroughly cleaned every night or morning and regularly used surfaces/items will be cleaned between uses during the school day. A clean of toilets and other commonly used areas will also be undertaken before or after the lunch break.
- Our pupils will be in two main 'bubbles' – EYFS/Key Stage 1 and Key Stage 2.
- Pupils will wash or sanitise their hands upon arrival to and before departing school and before and after activities, including eating. This will also happen when children attend interventions, music lessons, etc.
- Children will be regularly reminded not to touch their face and to 'catch, bin and kill' sneezes and coughs.
- Where possible in KS2, children will be provided with their own resources including stationery and workspace.
- Where possible, learning will be organised to use all available space to reduce child to child contact although it is accepted by the government that social distancing within the primary setting is not possible.
- Windows will be open wherever possible to aid ventilation, and internal doors will remain open wherever possible to minimise repeated contact with door handles.
- Outdoor learning will be promoted at every opportunity, consistent with government guidance with transmission rates of Covid-19 reduced in the open air. PE will take place both in and outdoors as appropriate. (Coats will be required as children will take breaks in all-weather conditions!)

Interventions/Boosters

- Interventions within class groups or bubbles will take place according to specific needs.
- Pupils who attend an intervention or booster session will sanitise their hands as they join/leave the intervention.
- Chairs and workstations will be sanitised after use and before any further children attend.
- Staff members will try to keep socially distanced from children, where possible, and sanitise their hands between groups.

School equipment

- Children will need to sanitise their hands before and after using shared school equipment.
- iPads and Laptops will need to be wiped with antibacterial wipes after use.
- PE Equipment will be allocated to a class to use during the term and will remain for their use only.
- REAL PE units/focuses will be non-contact, wherever possible, and will take place in/outdoors as appropriate.

Breaktimes and Lunchtime

- Breaks/lunchtimes will be separated/staggered for each main bubble.
- All lunch boxes/drink bottles must be clearly named and taken home every day.

- The playground will be split into three zones and children will move into each zone on a daily rota.
- Staff will encourage children to play/work at a safe distance away from each other.
- First aid will be administered to children on the playground wherever possible. (As always, parents/carers will be notified of bumped heads/obvious marks to skin etc)
- Items of outdoor equipment will be routinely cleaned by staff between use and will be divided for use by specific 'bubbles'.
- All children will eat their packed lunches in their own classroom and will be supervised at all times.
- Children will sanitise their hands before and after eating.
- Lunchtime Staff will be designated to the main bubbles.

Music Lessons/Worship

- Children and staff will sanitise their hands at the beginning and end of the session where equipment is used.
- Staff will keep a 2m distance, where possible, from the children.
- Music lessons will take place as per other lessons where there is good ventilation and adequate space.
- Details of private/individual lessons will follow in due course and are expected to resume (Drums/Guitar) in Autumn 2.
- No singing/choir will take place until further notice as per government guidance.
- Daily acts of worship will take place within the classroom rather than whole school.
- Friday special worship will also be class based with children receiving 'Star of the week,' and/or 'Headteacher' awards. Certificates/awards from home are **NOT** to be brought into school in the usual way. (Parents/carers will **NOT** be invited into school)
- Please share home news/awards with head@cottinghamprimary for inclusion in the Cottingham CofE Fortnightly news. We would love to share home achievements.
- Please continue to send pictures/text of children's sporting achievements and efforts to tstafford@cottinghamprimary.co.uk who will include them in the Cottingham CofE Fortnightly news as well and awarding sports stars of the week.
- There will be no attendance awards for the foreseeable future. The children will be rewarded for their attendance with a super learning environment and an exciting curriculum.

Reducing Covid-19 Transmission: for a child becoming unwell at school

- If a pupil displays Coronavirus symptoms, they will be isolated in the 'Space' and sent home as soon as the child can be collected, with parents directed to follow Government and NHS guidance. Please ensure that all contact details are up to date.
- Whilst in the 'Space,' a child will be supervised at all times and will be reassured and looked after whilst awaiting collection.

- A staff member working with the group containing a symptomatic child will use PPE if required (facemask, apron and gloves) and supervise the child in the isolation room at distance of 2m where possible until they can safely leave school.
- Government guidance will be followed to ensure the adequate cleaning of the room by the member of staff involved in the case. This will include disinfecting surfaces, double bagging PPE used and washing hands.
- Unless the member of staff or pupils in that 'bubble,' develop coronavirus symptoms they do not need to go home.
- Parents/carers will be reminded of the need to engage with NHS Test and Trace.
- We will consult with the local health protection team regarding whether other pupils/staff, who have been in 'close contact' with the child/staff member, need to self-isolate at home.
- Staff and pupils will be reminded to avoid/minimise the need for close contact whilst at school. Current guidance as to what counts as 'close contact,' is as follows:
 - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin).
 - Proximity contacts – extended close contact (within one or two metres for more than 15 minutes) with an infected individual.
 - Travelling in a small vehicle, like a car, with an infected person.

Reducing Covid-19 Transmission: Staff and Children – in and out of school

- We will ensure pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and we will ensure that anyone developing those symptoms during the school day is sent home. This action is essential to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).
- If anyone 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 will be sent home and advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', 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.

- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.
- Please refer to the 'What to do if,' guide below regarding attendance. As always school-home communication is important. Working together and being honest and aware will be key.

<i>What to do if...</i>	<i>Action needed</i>	<i>Return to school when...</i>
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for at least 10 days • Book a test https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name • Inform school immediately about test result 	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for at least 10 days • Inform school immediately about test result 	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household, including a sibling, has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days • Household member to get a test • Inform school immediately about test result 	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	...the child has completed 14 days of self-isolation
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	...the child has completed 14 days of self-isolation
...we/my child travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time 	...the quarantine period of 14 days has been completed

	<ul style="list-style-type: none"> • Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	
...we have received medical advice that my child must resume shielding.	<ul style="list-style-type: none"> • Do not come to school • Contact school as agreed with the school • Shield until you are informed that restrictions are lifted and shielding is paused again 	...school inform you that restrictions have been lifted and your child can return to school again.

Reducing Covid-19 Transmission: Visitors Information *(also available as a separate document)*

At Cottingham CofE Primary School we ask for the support and understanding of our visitors in helping us to minimise the risk of Covid-19. Our main focus is for the safety and welfare of our pupils, their families and our staff. We continue to take guidance from the Department for Education and Public Health England. Taking this into account, we are now limiting access to the site to essential visitors only by appointment. If you are unsure as to whether your proposed visit to the school is essential, please email admin@cottinghamprimary.co.uk

If your visit to our school is an essential one, we would nevertheless ask that you refrain from visiting if you:

- Have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- Have symptoms of Covid-19.
- *High temperature*

- *New consistent cough*
- *Loss of/change of taste/smell*
- Anyone in your household is required to self-isolate in accordance with Government guidelines.

Visitors should not enter school if they or a member of their household has symptoms of coronavirus.

The family should all self-isolate at home and arrange for a coronavirus test.



Do not leave home if you or someone you live with has any of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

[Check the NHS website if you have symptoms](#)

Along with all members of the Cottingham CofE community, any visitors to the school should wash their hands with soap and water before leaving home and once they arrive at Cottingham CofE use the hand sanitiser provided.

Once signed in by a member of staff, we would ask and expect that you repeat good hand hygiene during your visit:

- You are requested to visit the nearest handwashing facility once signed in.
- Wash your hands often with soap and water throughout the day, especially prior to eating, for the recommended 20 seconds. Hand sanitiser will also be located around the building for you to use.
- In the event of coughing/sneezing – please use tissues, disposing of them immediately and then washing your hands.
- Avoid touching your eyes, nose and mouth with unwashed hands.

When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.

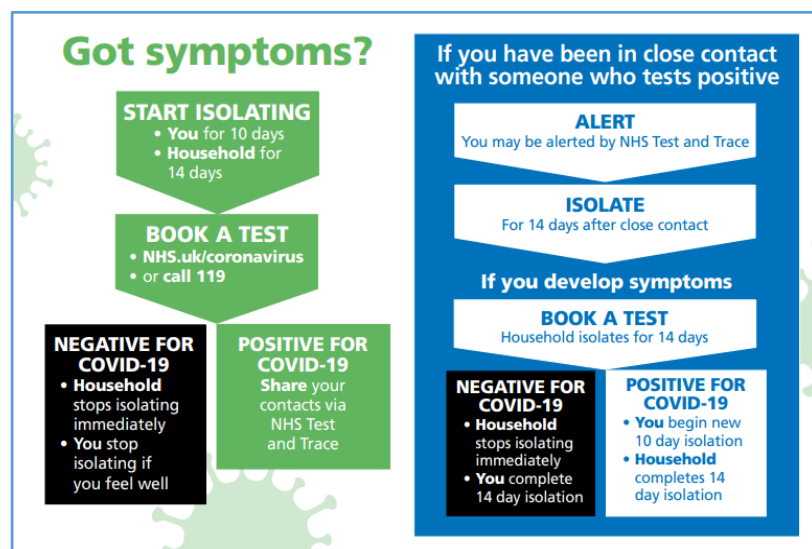
Our Risk Assessment for Covid-19 does not encourage the use of masks or coverings. If you intend to wear a mask or face covering during your visit to the school, please make this known when you arrange your appointment.

Where possible, visitors are to remain 2m apart from all other staff and pupils, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.

During your visit, unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water, snack with you.

If you wish to use the toilet facilities while on site, a member of staff will direct to where you need to go.

If you start to present Covid-19 symptoms or feel unwell on site, please advise the member of staff you are visiting and go home immediately. A member of staff will sign you out at reception. You should seek a test and we ask that you contact the school to let us know, if you have a positive or negative result.



HELP & ADVICE

Online

<http://nhs.uk/coronavirus>

or call 119

‘Living the Cottingham CofE Values each day.’