

Simon A Wood – Executive Headteacher

May 20th, 2020

Dear Parents and Carers

‘OPENING OUR COPPERFIELD DOORS WIDER’

I would like to begin by offering thanks to all of you for supporting the school over recent weeks, and for supporting your child with their home learning.

As you will be aware, the government has announced that so long as they are satisfied that it will be safe enough to do so, schools will reopen **from 1st June 2020** for:

- **Nursery**
- **Reception**
- **Year 1**
- **Year 6**

Schools will also continue to operate a childcare facility for:

- **Children of critical workers**
- **Vulnerable pupils: those with a EHCP, with a Social Worker, or those with vulnerability to whom the school have decided to offer a childcare place.**

We will only know if this is going ahead next Thursday 28th May – so please keep checking your email inbox, Twitter and Facebook.

We are very much looking forward to seeing many of our children once again, but I would like to reassure you that the safety of our school community, and especially your children, is our priority.

I am therefore writing to share with you the arrangements we have implemented to ensure the safety of all staff, pupils, parents and carers. These arrangements have been put into place following a full risk assessment process and are in-line with guidance from the Department for Education.

We will continue to review the arrangements we have implemented and update you with any changes as and when we make them.

We recognise that some of you may have some concerns about your child returning to school and that, for some of our children, another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please – in the first instance – **contact any member of the Leadership or Pastoral Teams.**

If your child has an EHC plan please contact the school SENDCO, **Ally Kiff**, who will support you and your child with his/her return to school.

Simon A Wood – Executive Headteacher

SAFE RETURN - Staggered Start: Copperfield opening dates for different year groups

In order to ensure arrangements are as safe and secure as possible we will, **if you have decided your child/ren will return to school**, be operating a staggered start for different year groups.

The school will open more widely to the different year groups on the following dates:

- **Nursery** **Tuesday 2nd June**
- **Reception** **Thursday 4th June**
- **Year 1** **Wednesday 10th June**
- **Year 6** **Wednesday 17th June**

As with all other arrangements we will keep this under constant review and **we will not open the school to any year group, unless we are satisfied that it is safe to do so.**

This staggered start is to ensure all children and families are welcomed back with a personalised approach to ensure that we meet all of your children's needs – this is most important to us.

In any of our current and 'new' provision, where possible staff will remain with the children to provide stability for pupils. Of course, this does come with the caution that our staffing needs to remain flexible in order to manage any eventuality. The other thing to potentially add is to say if there is any way that we can help those unable to access the virtual learning if they could get in touch and I will see if I can find solutions for them.

Inset Day

In order for us to ensure that we are fully ready for the return of pupils we will be closed for our whole-staff preparation day on **June 1st**. This will provide up-to-date staff training and ensure all arrangements to keep your children safe are properly finalised.

School will be closed to ALL pupils, including our childcare and vulnerable pupils on this day.

School staff

A number of staff, and/or their dependents, fall into the Clinically Extremely Vulnerable Group so will not return to school at this time.

A number of other staff, led by Lindsey Harris (Deputy Head), will run our online/home learning offer.

A number of staff will continue to lead 'Copperfield Cares' – our COVID-19 childcare provision.

I made the decision to allow both Miss Bonnie O'Neill – Year 5, Cedar Class and Miss Ursula Gospic – Year 2, Hazel Class to return to Australia at the start of the pandemic – I am sure you will agree this was right

Simon A Wood – Executive Headteacher

for them both, and their families. I will, of course, confirm who will cover these classes, if and when Year 2 and Year 5 return to education before the summer break.

Maintaining a safe school environment

I would like to take this opportunity to remind you of the preventative measures we have in place in order to minimise the spread of infection, and to keep your children safe.

As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - After breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
 - At regular intervals throughout the day
- Installing alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol throughout the school
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible
- Telling staff to stay at home for seven days if they develop symptoms of coronavirus
- Providing staff training on PPE, rubbish disposal, mental-health and well-being

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home, and keep your child informed about the things they can do to discourage the spread of infection.

In-line with the current NHS and government advice, you should keep your child at home if they develop coronavirus symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If anyone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on 01474 352488 at the earliest opportunity.

Arrangements for the start and end of the school day

The beginning and end of the school day are our busiest times for children and families congregating together in one place and maintaining safe distances within usual arrangements can be a challenge. We have implemented the following measures for when pupils return to school:

- Please can we request that, in most circumstances, **ONLY** one parent/carer brings/collects each child to/from school.
- We are asking all parents/carers to remain **outside** of the school grounds (and buildings) at this transition time – as soon as we can welcome you back, we will!
- If you have more than one child, please use the youngest child's 'drop-off and collection' point – we will welcome all the children in the family to school at the same time.
- If your child has specific needs, and it is better for you as a family to have more than one adult at these times, please contact us in advance, in order that we can support you with this.

- **Nursery** **from Tuesday 2nd June onwards**

Nursery pupils will be admitted to school **through the right-hand side carpark gate**, at 8.30am, where they will be accompanied to class by school adults through the **double playground gates**. They will also be collected at 3.10pm from the same place. As when shopping, please can we ask you to manage the social distance whilst queuing amongst yourselves – thank you!

- **Reception** **from Thursday 4th June onwards**

Reception pupils will be admitted to school through the **left-hand side carpark gate**, at 8.30am, where they will be accompanied to class by school adults through the **field gates**. They will also be collected at 3.10pm from the same place. As when shopping, please can we ask you to manage the social distance whilst queuing amongst yourselves – thank you!

- **Year 1** **from Wednesday 10th June onwards**

Year 1 pupils will be admitted to school through the **Park Avenue gate**, at 8.30am, where they will be accompanied to class by school adults through the **playground**. They will also be collected

at 3.10pm from the same place. As when shopping, please can we ask you to manage the social distance whilst queuing amongst yourselves – thank you!

- **Year 6** from Wednesday 17th June onwards

Year 6 pupils will be admitted to school through the **Dover Road East MAIN gate**, at 8.30am, where they will be accompanied to class by school adults through the **building**. They will also be collected at 3.10pm from the same place. As when shopping, please can we ask you to manage the social distance whilst queuing amongst yourselves – thank you!

- **‘Copperfield Cares’** our ongoing provision, as now

All ‘childcare’ pupils will be admitted to school through the **Dover Road East SINGLE gate**, at 8.30am, where they will be accompanied to class by school adults through the **buildings**, to their respective base. They will also be collected at 3.10pm from the same place. As when shopping, please can we ask you to manage the social distance whilst queuing amongst yourselves – thank you!

Whilst we understand how challenging parking at our school remains, please can we ask you to **#bekind** to other families and residents and maintain all social distancing etiquette – thank you.

Arrangements for break times and lunchtimes

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, but we have made some adjustments to break and lunch times.

Each group will have a designated space and a staggered break and lunchtime – more details will be shared with your children when they return to school.

Our school day

To minimise the number of pupils and staff assembling for periods of time, we have made the following changes to the school day:

- Defined entrances and exits and ‘bases’ within school buildings
- Staggered ‘return to school’ dates
- Clear routines with children – beginning with our youngest who will need more time to become familiar with these
- Outdoor learning for approx. 50% of each day
- Staggered breaks and lunchtimes
- No whole-school, phase, year group or class assemblies
- Use of appropriate child-friendly PPE, **only where necessary**, for our pupils who routinely have intimate care

School events

Please note that, as shared with you before lockdown, **all** planned school events have been cancelled – we will inform you of new dates and arrangements as soon as possible.

School Trips

There will be no school trips taking place in the foreseeable future. This will be reviewed as the situation changes. This includes Y6 (2020-21), current Y5 trip to France. Please do not make any more payments. Refunds will be made as soon as practicable.

Transition from Year 6 to Year 7

We recognise that this is a really important time for our Year 6 pupils as they are preparing for secondary school in September. Whilst we will not be conducting any on-site visits to secondary schools, we will still be doing everything that we can to support these pupils to be ready. This includes:

- Liaising closely with our secondary schools to make sure they know all of the important information about your child.
- Providing bespoke lessons and guidance for year 6 pupils about transferring to secondary school.

We will answer any questions that they have and support them with any anxieties so that they can make the best possible start.

Support for pupils and families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been touched in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school.

- Bespoke pastoral support for every child, through staggered return times – beginning with our youngest children
- We have access to professionals who can provide support for pupils who have experienced bereavement and loss.
- Access to staff in school to support ANY child with additional or new needs – you know they are, and always will be our priority
- **If there is any way that we can help any of you unable to access the virtual learning please get in touch and Mrs Harris and team will see if she find solutions for you.**

Parents/carers may wish to seek support for themselves from the following support agencies:

- Our fabulous Pastoral and Safeguarding Teams - Lorraine Slack, Joy Vickery, Karen Parker and Ally Kiff

Simon A Wood – Executive Headteacher

- Our wonderful ‘Therapeutic’ Team – Mandy Hennessey and Denise Elliott
- Our Leadership Team – you know where we are
- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged). A free webchat is available at https://england.shelter.org.uk/get_help/webchat

I hope that these arrangements provide you with the information you need to support your decisions around when your child/ren return/s to school.

Yours sincerely,

Simon A Wood

Executive Headteacher