

THE RICHARD CLARKE FIRST SCHOOL

Headteacher: Mrs Kay Hanson

Schoolhouse Lane, Abbots Bromley, Staffordshire, WS15 3BT

Telephone: 01283 840206

Email: office@richardclarke.staffs.sch.uk

25th August 2020

Dear Parents and Carers,

You will be thrilled to know that school will be able to fully reopen next week to all pupils and we can't wait to see you all and get learning! We're excited to welcome our new children and families, and our brand new teachers and lunchtime supervisors! I know it's going to be fantastic and we can't wait to get going!

START BACK Y1/2/3/4: WEDNESDAY 2nd September

RECEPTION: See separate letter for your staggered start dates.

NB: School is closed on Tuesday, 1st September for a staff INSET (training) day

Please re-read the below information to ensure you are prepared for coming back (there are a few minor changes):

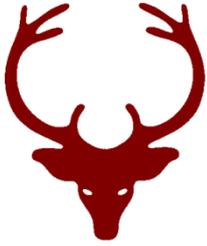
We will be following the Government's guidance and do everything we practicably can to minimise the corona virus risks to pupils, families and staff. We recognise that we cannot eliminate the risks altogether but also know the balance of risk now appears overwhelmingly in favour of returning to school.

For any parents and carers that are worried about their child returning, we **urge** you to please contact school so we can discuss with you a plan of support to enable your child to return to school safely. For any children with vulnerabilities, we will also work with you to provide individual risk assessments.

In line with the guidance, we will be settling the children back into school life and supporting their wellbeing needs after this strange time. We will also assess starting points and are planning to address any gaps in learning that may have arisen. Our curriculum will continue to be broad and balanced but we will have the flexibility to prioritise key content and the areas of reading, vocabulary, writing and maths. We will aim to be back up to speed with a normal timetable and curriculum provision by summer 2021 at the latest. Statutory assessments are still due to take place in summer 2021.

Our full health and safety risk assessment will be updated and continually reviewed to ensure risk are minimised. The key principles are a system of controls for prevention of the virus:

- 1) Minimise contact with individuals who are unwell by trying our best to ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach



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- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often
- 5) Minimise contact between individuals and maintain social distancing wherever possible

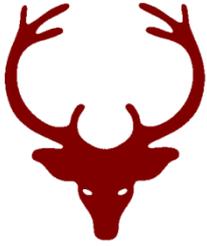
Please read and digest the following information carefully in preparation for starting back in next week.

If you would like support in accessing any aspect of this information please telephone and we will be more than happy to discuss and/or clarify anything for you.

Beginning and end of the day

We request that only **one** parent is responsible for drop off and collection of children and to only bring younger siblings if there is no one at home to look after them. We would ask parents to 'keep left' on paths/entrances and use all space to socially distance from each other, avoiding any large gathering. For older children, you may wish to send your children up onto the yard independently to further reduce congestion. Please try to avoid arriving early so that the staggered times have the desired effect. With exception to reception parents, who will leave the same way that they arrived, to leave the school site, you should exit via the red doors near the school office and not back the way you entered.

	Mon-Thurs	Friday	
REC	9.00 - 3.15	9.00 -3.00	Please enter school via the front entrance gates and go up onto the main playground, socially distancing yourselves using the space on the playground. Mrs Read will welcome the children from the gate to her area in the morning and hand them back to you from the gate at the end of the day. Mrs Read will explain any slightly different arrangements for the first few weeks until the children settle.
Y1	9.00 - 3.15	9.00- 3.00	Please enter school via the ramp to courtyard entrance and send your child straight into the Y1 classroom, where Miss Hartshorne or one of her team will be waiting. At the end of the day, enter school via the courtyard, wait socially distanced for teacher to dismiss your child from the Y1 classroom door.
Y2	9.00 - 3.15	9.00 – 3.00	Please enter school via the steps to courtyard entrance and we will send child straight into Y2 classroom, where Miss Wain or one of her team will be waiting. At the end of the day wait socially distanced for teacher to dismiss your child from the Y2 door.
Y3	9.15 - 3.30	9.15 – 3.15	Please enter school via the ramp to courtyard entrance and send child straight into the Y3 classroom, where Miss Salt or one of her team will be waiting. At the end of the day enter school via the courtyard, wait socially distanced for the teacher to dismiss your child from Y3 classroom door.
Y4	9.15 - 3.30	9.15 – 3.15	Please enter school via the steps to courtyard entrance and send your child straight into Y3 classroom, where Mr Hindhaugh or one of his team will be waiting. At the end of the day wait socially distanced by Y3/4 mobile, for teacher to dismiss child to you from classroom door.



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PLEASE NOTE: SCHOOL WILL CLOSE SLIGHTLY EARLY ON FRIDAYS IN ORDER TO BEGIN A DEEPER CLEAN OF THE SCHOOL ENVIRONMENT (PLEASE NOTE YOUR CHILD'S CURRICULUM TIME IS NOT AFFECTED DUE TO THE SHORTENING OF THE LUNCH BREAK/PLAYTIMES)

We are aiming to create zones on the courtyard for you to wait so you can socially distance - there will be signs and staff on hand to assist.

Daily routines in school

- Children to be taught by their class teacher, supported by teaching assistants
- Statutory planning, preparation and assessment time for teachers will be covered by teaching assistants
- Specialist staff are able to teach across bubbles with appropriate measures in place

Children will remain in these 'class bubble' groups to limit mixing and will stay with these groups for staggered break and lunch times – not mixing for play with any other groups during the day.

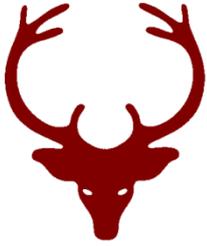
Regular handwashing will be part of the daily routine and built in to the timetable.

The classroom environment has been adapted to help with prevention measures. Rooms will be well ventilated and touch points will be cleaned regularly.

The curriculum will be adapted to re-socialise the children and regain momentum for learning, prioritising well-being and early reading and physical development and exercise. Based on our assessments in September, our curriculum will be adapted, where necessary, to make up for any lost ground. PE will include non-contact games with reduced sharing of and increased cleaning of equipment. We will be using our outside space as much as possible.

Lunches

Cooked meals will be temporarily suspended from our offering. However, our kitchen will offer school packed lunches daily. Alternatively, you can bring a packed lunch. These will be collected from the hall and the children will then eat in classrooms. Once we can establish routines, we will aim to move back to providing hot lunches as soon as is safely possible. If your child requires a school packed lunch these are available for Rec, Year 1 and Year 2 under the universal free school meals. If children from Y3 and 4 require these they are to be paid for on parent pay as normal. The price of a school meal will be £2.35 from September. Strict hygiene will be adhered to over the lunchtime experience.



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Other points for your consideration

We are returning to full uniform in September and uniforms do not need to be cleaned more frequently than normal. If you have fallen under financial hardship please talk to school as we may be able to assist you with uniform.

Teachers will let you know which days are PE so they can come to school in PE kit all day on those days. Smart PE kit in uniform colours is normally required. Clean trainers, preferably white or black.

Please don't let children bring toys/other items into school, just the minimum, eg; coat and water bottle and lunch box. They can bring a bag and school books are allowed to go home and come back. **However, from September, it would be helpful if Y2, 3 and 4 pupils could have their own pencil case** (reasonably sized) containing the following:

- HB pencil
- Ruler
- Eraser
- Sharpener
- Coloured pencils
- Glue stick
- Felts

(functional plain equipment is ideal; as fancy smelly/glittery things cause a lot of distraction for some children)

We can provide equipment, but in order for all the children to have their own regularly used stationery, to avoid sharing, it would be really helpful if some children bring their own.

Other equipment can be shared within the class bubble with more regular cleaning or can be used on rota between bubbles.

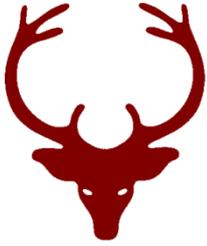
We will be limiting visitors into school as much as possible. Parents should come into the school buildings only when strictly necessary, by appointment, and ideally only one. Otherwise, we would ask you to send messages via email or phone.

If your child is going to be late or absent for any reason, please report to school in the normal way.

What to do if you or a family member or your child has symptoms of Coronavirus:

- **Do not send them into school**
- **If a child or staff member develops symptoms compatible with coronavirus, they will be sent home**

If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when your symptoms started. Do not go to a GP



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surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange.

Consider alerting people who you do not live with and have had close contact within the last 48 hours to let them know you have symptoms of coronavirus COVID-19.

Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. After 10 days, or longer, if you still have symptoms other than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better.

You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

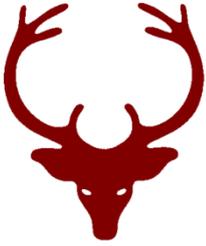
If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 10 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill. See the explanatory diagram. Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community.

If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 10 days, then use the NHS 119 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999. If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you must follow the same guidance on self-isolation again.

How to prepare your children to return to school:

- Go through the details of what changes they might see when they return
 - Reassure them that teachers will help them to understand the new rules and routines and they will not get into trouble for forgetting: we will help each other get used to things!
 - Remind them why social distancing is important in public spaces until the virus goes away, but at home hugging and sharing is normal and ok
 - Talk to your children about saying goodbye to you and going into the school building by themselves as you will not be allowed in with them
 - Reassure the children that although coming back might be a bit different, we will all work together to make sure it is as safe and as fun as before and that we can't wait to see them!
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Please see information sent separately about travelling to school. The LA is concerned about congestion and car sharing leading to further outbreaks. The best way to get fit and help control the virus is to walk to school, or if you live too far to park and stride. Please join the RCFS pledge to never use the Crown car park, ever! Do your bit!

Kindest regards,
Kay Hanson
(Very excited to be back!) Headteacher