



26th August 2020

Dear Parents and Carers,

I am writing to you in preparation for the start of the new term in September. I hope that you and your family have continued to keep well and are looking forward to the start of the new term.

I know some of you will have questions about our new routines and how we will be keeping your family safe. This document lays out our plans in detail but if you have any questions not covered by this document then please get in touch with us.

At Cardinham School we will continue to follow the guidelines from the Department of Education, to keep our pupils and families safe.

These are the measures that are in place for September:

- Staggered start and finish times of the school day for each class bubble. If you have pupils across bubbles please choose your most suitable bubble time, inform your teacher of your choice, use that time and that entrance for all siblings. A reminder of the timings and collection points per class bubble are included at the end of this document.
- Only one parent to attend at drop off and collection times
- Parents are not permitted in the school building without a prior appointment
- Whilst dropping your children and collecting please adhere to the 2 metre social distancing guidelines and be respectful of other family's needs.
- Pupils will be taught in whole class bubbles and will stay in their bubble for the school day.
- Pupils have 15 minutes staggered play times in the playground or on the field and class bubbles have their own equipment
- Pupils will have their own pencils, books and equipment
- Pupils will sit in rows in Y2-Y6, facing forwards, they will sit next to each other within half a meter distance from each other
- Pupils will be encouraged to practise social distancing
- Teachers will assess teaching the curriculum in the safest way and will avoid touching and sharing equipment where possible
- Pupils will wash their hands at the start of the day, at break and lunch times
- Pupils will clean their own desks regularly with soapy water
- Frequently touched areas such as door handles will be cleaned regularly by class teachers
- Pupils will eat their home packed lunch or school dinner in their class rooms, which will be delivered to their classroom, avoiding traffic in the corridors.
- Class bubbles will have access to their own hand washing and toilet facilities and do not have to share these facilities.

- Windows will be opened as much as possible to ensure that rooms are ventilated. Please make sure that your child always has a jumper in school as windows will be opened even on cold days.
- If possible please take your child's temperature daily before arrival at school, if they have a raised temperature please do not attend school premises and follow the guidelines
- Pupils who are showing symptoms such as coughing, sore throat, temperature, loss of smell or taste and headaches will be sent home. We will request that they are tested for COVID-19 as soon as possible.
- Pupils who are showing symptoms in school will have their temperature checked and will be isolated until they are collected
- Staff will use aprons and gloves when applying first aid or intimate care
- There are six fixed sanitising stations across both buildings and water and soap in each class room
- Families that are showing COVID-19 symptoms should keep their children home, get tested and self-isolate, as per guidance.
- PE lessons will only take place outside
- Book bags will only come in on Mondays and then stay at home for the rest of the week
- There will be no whole school assemblies, school trips or swimming until the Spring Term

At Cardinham School we have been open throughout lockdown, this means that we have been able to practise our safety measures extensively. We are aware that many of our children have not experienced the new routines, please take the opportunity to talk to them about the new routines and help them understand the importance in following the advice to keep them safe.

What can parents do to help?

- Please send in outdoor PE uniform; black or navy blue jogging bottoms, white t-shirt and school jumper, dark trainers, thin rain coat.
- Practise clothes fastenings with your children, so all pupils can do up their coats, shoes and trousers and staff do not have to physically help the children.
- Practise personal hygiene with your child, so pupils know how to wipe themselves, the and wash their hands appropriately.
- Practise hands over your mouth when sneezing or coughing, catch it, bin it, kill it.
- Parents send in packed lunches that pupils can unwrap independently. Yoghurt tubes, crisp packets and bananas often causes challenge for our younger pupils. Please practise!
- Make sure pupils have coats every day, we will endeavour to many outdoor lessons and breaks. Please also send in a pair of wellington boots that can stay in school.
- Do not send in your poorly child. We normally favour a 'can-do' attitude, but under these circumstances we all need to err on the side of caution. Our staff normally do not shy away to help with sickness and diarrhoea, but need to be extra cautious now.
- Make sure we have your up-to-date contact details. If we have a positive Covid-19 test in school, we will tell you. Public Health in consultation with the local authority will decide who needs to self-isolate for a fortnight. It is most likely that an entire bubble will be sent home.
- Make sure your family is self-isolating for a fortnight if you have returned from holiday from one of the countries removed from the travel corridor.

We are following the Department of Education guidelines, they have risk assessed these guidelines and are aware that:

- Pupils cross bubbles at Breakfast Club

- Pupils cross bubbles in school transport
- Pupils cross bubbles in after-school clubs
- Pupils cross bubbles in their families
- Primary school pupils are not expected to social distance and especially our young pupils and those with Special Education Needs will not be able to adhere to social distancing.
- Primary pupils and staff do not routinely wear face masks.

Y1-Y6 start on Thursday 3rd of September and we are expecting our Reception pupils on Monday 7th of September. Nursery pupils will start back on Monday 14th September.

In an ideal world all of our pupils would be back at school at the start of term, but we understand that all families have different circumstances. If you believe that is not yet possible for your child to attend school at the start of term, please get in touch and talk to us. We are not intending to have a punitive regime, but will want to work with you to find a safe and workable solution for your family.

We have seen so much kindness and patience and we rely on everybody to continue to be supportive of each other in these unprecedented times.

Please be aware that we will keep reviewing our practise to ensure that we keep everyone as safe as possible, we are following Department of Education guidelines which may change as the situation develops.

If you have read this document and still have unanswered questions, then please get in touch. We also welcome any feedback you might have good ideas are always welcome.

We are looking forward to seeing you soon.

Best wishes,

Ingrid Bennett

Head Teacher

Class Schedule

	Hedgehog Class	Squirrel Class	Fox Class
Year Groups	Nursery Reception Year 1	Year 2 Year 3	Year 4 Year 5 Year 6
Teachers	Mrs Pemberton (Mon & Tues) Mrs Ashley (Wed - Fri)	Mrs Phillips (Mon & Tues) Mr Wilson (Wed - Fri)	Mr Jones
Teaching Assistant	Ms Hooke Mrs Butler Mrs Harding Mrs Tucker	Mrs Stockman	Miss Heartwood Mrs Thomas
Location	Woodside	Squirrel Class	Fox Class
School day	9am – 3pm	9am – 3:10pm	8:50am – 3:00pm