

Cupernham Infant School

Together we care, we learn and we achieve.

Headteacher: Mr Duncan Wells



Friday 28th August 2020

Dear Parents and Carers

RE: Arrangements for 7th September 2020 - Full Re-opening of schools

Firstly, I hope you have all managed to have a restful summer break. I would like to welcome our new Year R children and their families to our school. I am really looking forward to seeing you all and working with you all again this academic year.

As always, teachers and leaders have been planning an exciting curriculum, which will not only excite and engage the children but will also provide opportunities for the children to catch up on any learning they may have missed through lockdown.

Towards the end of the last academic year, we shared with you our plans for fully opening the school to all children on Monday 7th September. Having reviewed these and in line with further government guidance, we are and are now in a position to share these with you.

The main purpose of this letter is to explain the new arrangements. Please could you read through this letter with your child/children. Hopefully, this will reassure those of you who may still have ongoing safety concerns. The plan and the risk assessment will be reviewed regularly, including during the first two weeks and changes made were necessary.

These arrangements are fully aligned with Government guidance and adjusted where necessary according to the specific context of our school. The full advice upon which our decisions have been taken can be found here.

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

We look forward to seeing you all on Monday the 7th September.

Yours sincerely

Mr. Duncan Wells
Headteacher



Bransley Close, Romsey, Hampshire, SO51 7JT

Tel & fax: 01794 514494 Email: adminoffice@cupernham-inf.hants.sch.uk

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Who can now attend school and from when?

All children who are on the school roll must attend school from Monday 7th September.

Children cannot attend if they, or a family member they live with, have symptoms of Covid-19 or where a positive test has been confirmed. You should follow the advice for self-isolation and only send your child back to school at the end of this period. You must inform the school via email adminoffice@cupernham-inf.hants.sch.uk if this is the case. It is essential that you inform us of any positive confirmation of Covid-19.

If you are concerned about your child's health and the implications for their return, then please discuss this with both the school and your child's healthcare professionals.

Attendance

As a result of the significantly reduced risk of community transmission of the virus, the Government guidance makes it clear that **attendance at school from September will be mandatory** and parents/carers will have a legal duty to ensure their child attends. We will follow our normal protocol for following up on non-attendance. We understand that there may inevitably be increased anxiety and that some parents may have some particular concerns relating to their own circumstances. In such a case, please contact the school to discuss these worries with a member of staff.

The start/end of the day

In order to reduce the number of people at the school gates, we have staggered start times and finish times. It is essential that we have a steady flow of pedestrians on and off of the school site to avoid overcrowding and large gatherings. Please can we ensure that these times are adhered to at all times.

Also, if children are queuing on the pathway, please do not overtake, even if you are entering the building via an alternate gate / doorway.

Our school has been split in three groups, classes from each year group (Yr. R to 2) in each of group: Group A, Group B and Group C. See the staggered start and drop off table below to match the group with your class.

The new Yr. R children, for the first two weeks, have been given their specific drop off and collection times, as their start to the term is half days for the first two weeks.

Car Parking

Due to the staggered start to the school day and ensuring the children's safety as they enter the site, the junior school car park immediately outside the main school gates will not be available for parents and carers. Staff who do not start their school day until 8.30 will be parking in the car park outside of the school gates. These spaces will be needed by staff and we ask that you make arrangements so that you do not need to access this car park in the morning.

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Staggered Start / Finish Times

Yr. R

As you will be sharing the main gate entrance with the junior school children and parents, we ask that for the first two weeks you bring your children to school for 8.55am. Maps and directions for entering and leaving the site can be found at the end of this letter.

Week Beginning 7th September – 8.55am – 12.00pm

Week Beginning 14th September – 8.55am – 1.00pm

Week Beginning 21st September (and from this date onwards) – 8.50am – 3.20pm

Yr. 1 & 2

Group A - 8:40am - 3:10pm Group B - 8.50am - 3:20pm Group C - 8.55am - 3:25pm

| Group | B | B | B | A | B | C | A | B | Wraparound Care |
|-----------------|----------------|-------------------|-------------------|-----------------------|----------------|------------------------|----------------------|-----------------------|-----------------|
| Class Pod | Wrens Yr. R | Penguins Yr. R | Sparrows Yr. R | Hummingbirds Yr. 1 | Robins Yr.1 | Woodpeckers Yr. 1&2 | Kingfishers Yr. 2 | Nightingales Yr. 2 | Hall Yr. R-2 |
| Drop Off | 8.50am | 8.50am | 8.50am | 8.40am | 8.50pm | 8.55am | 8.40am | 8.50am | 7.45am-8.45am |
| Collection Time | 3.20pm | 3.20pm | 3.20pm | 3.10pm | 3.20pm | 3.25pm | 3.10pm | 3.20pm | 3.10pm – 6.00pm |

Year 1 and 2 will be using the small gate which you can access from the park for drop off and collection and then exiting using the small gate on the main playground. Maps and directions for entering and leaving the site can be found at the end of this letter.

As we share the site with the Junior School, we have agreed specific entrances and exits which can be used by each school. It is important that we ask that only one adult accompanies your child at drop off and collection times. You will need to follow the one-way system into the playground and exit through the small gate on the playground. This will ensure a one-way system and will minimise contact between children and parents of the different schools. Where parents have children in both schools, they should adopt a common-sense approach to movement around the site, observing strict social distancing.

It is also really important that parents leave the site promptly and do not unnecessarily hang around at the start or end of the school day.

Where families are travelling to school using public transport, please contact school to discuss any issues with start and end times if these pose a problem.

Class Organisation

Your child's new class and class teacher has already been communicated to you in a previous letter.

From September, children will be working in class sized 'learning pods'. They will spend the majority of the time working solely with this group in their classroom. The only exception to this will be during phonics sessions when some children may be drawn from other pods, but socially distanced using designated areas.

Due to the layout of our Yr. R building and the focus on outdoor and free flow learning, Yr. R children will be based in their class as much as possible, however a **year group learning pod** approach will be adopted.

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We will continue to adopt the learning pod approach. Social distancing will not be enforced in the same way as it is in wider public circulation, but a sense of distancing and awareness of personal space will be promoted wherever possible.

During outdoor breaktimes and lunchtimes, children will be able to play across their year groups/key stage but will be taught about the importance of no physical contact. Children will have staggered breaks throughout the day and the outdoor learning environment will be used as much as possible.

We will be working with the children to positively reinforce the essential safety and hygiene measures, such as, regular handwashing, no physical touching and social distancing. We will always try to maintain safe distancing in school but please be aware this will be challenging, especially with our younger children and this is recognised in the government guidance to schools.

Lunchtime

Universal free school meals will continue to be provided for children in Reception, Yr. 1 and Year 2. For the first half term, we will only be providing a healthy hot packed lunch option and vegetarian and special diets will be accommodated. If you do not wish for your child to have a school meal, they will need to be provided with their own healthy balanced packed lunch, ensuring that all items can be disposed of, including the lunch bag itself. Please remember we are a NUT FREE school.

We understand that family circumstances may have changed since we went into lockdown back in March, so if you feel that you now qualify for pupil premium and free school meals, please visit <https://www.hants.gov.uk/educationandlearning/freeschoolmeals/juniorsecondary> to check your eligibility.

What will children need to bring/wear?

Your child should wear school uniform as normal. Full school uniform expectations remain, including black school shoes. Trainers are not part of our uniform. Your child will need to bring a book bag, a coat and (where necessary) sunhat/cap. On particularly sunny days, please apply sun cream to your child's skin before they come to school.

PE kit will be required on Mondays, this will stay in school all week and will then be sent home on Fridays to be washed and returned the following Monday. Your class teacher will communicate the arrangements at the start of the new term. Also, please provide your child with a named water bottle that they can use for water throughout the day. This will need to be taken home and brought back each day.

Wraparound Care Provision

From Monday 7th September, we will be operating our breakfast and afterschool club provision. The DfE states that ideally schools should keep to the learning pods as during the school day but recognise that this may not be possible. Therefore, the children will be grouped in **small consistent year group pods** for both sessions.

If you have not already sent through your requests for wraparound care to the office, please can you do so as soon as you can. The office will contact you, from 3rd September with, booking arrangements.

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For your information, **Earlybirds** operate from 7.45am - 8.50am. Please use the main gate and drop off child at the door next to the pre-school building. You will need to ring the bell and wait for an adult to collect your child.

Cuckoos runs from 3.20pm -5.00pm with an additional cost for 5.00pm– 6.00pm. When collecting, please use the main gate, collect at the same door used for dropping off. You will need to ring the bell, wait for an adult to bring your child to the door and then sign them out. You will then leave via the main gates.

Our **Larks** 8.30am drop off provision will not be available at the beginning of term, but will be reviewed later in the term.

Health and Safety

When reading the following plans for re-opening, you will notice that some elements of the current approach will remain as they are (e.g. hygiene measures / deep cleaning protocols etc), whilst other measures will have become less critical (e.g. a reduced emphasis on social distancing). The school continue to follow any guidance or measures should they be introduced.

The government guidance has two broad themes to keep children and staff safe:

1. Prevention.
2. Response to Infection.

Prevention

The control measures being put in place around **prevention** include (*in order of priority*):

- a. **Minimising contact with anyone with COVID-19 by ensuring that no-one with symptoms (or living with someone who has symptoms) attends school.**
 - b. **Ensuring good hygiene practices for all in the school environment.**
 - c. **Enhanced cleaning practices.**
 - d. **Minimising contact between individuals and maintaining social distancing where possible.**
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- a. **Minimising contact with anyone with COVID-19 by ensuring that no-one with symptoms (or living with someone who has symptoms) attends school.**

If your child or a family member has coronavirus symptoms:

- New persistent cough
- Temperature above 37.7 degrees
- Any loss of taste or smell

Please do not bring your child to school. Email the office to let us know and immediately arrange to get a test for your child or family member. Tests can be booked online through the NHS testing and tracing for coronavirus website. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

For those without internet access, ring 119 and ask for a test for your child or the person in your family. Your child will then need to have the test and self-isolate with the whole family at home until the result arrives.

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If your child develops Coronavirus (Covid-19) symptoms at school:

Your child will be taken to the medical room where they will isolate with a member of the office staff until you arrive to collect them. Office staff at this point will be required to wear PPE. You should then follow the same guidance as above.

If a member of staff develops Coronavirus (Covid-19) symptoms at school:

They be expected to leave school immediately and apply for key worker testing immediately. They and their fellow household members will follow the guidance set out by the government.

b. Ensuring good hygiene practices for all in the school environment.**Hand cleanliness.**

We continue to ensure that we have a number of hygiene controls in place across the school to ensure the safety of children. Our cleaning schedule has increased to ensure more regular and deeper cleaning throughout the school day. Children will immediately wash their hands on arrival and be asked to do so (and checked) regularly across the course of the school day.

Please continue to remind your child of the importance of hand cleanliness and remind them of how to wash their hands thoroughly. will wash their hands as they enter school in the morning and at break / lunchtimes. As always, they will be required to wash their hands after visiting the toilet and before eating their lunch.

We have had to review our classroom environments and resources and remove many items. As these are tricky to clean, all soft furnishings and cushions will be removed from the classrooms.

Please also note that, especially with our younger children, it is possible that a member of our staff may have to comfort your child if they become distressed

Good respiratory hygiene will be encouraged for the children in school using the 'Catch it, bin it, kill it' approach. Again, it would be helpful prior to returning to school that you practice this with your child.

c. Enhanced cleaning practices in school

Deep cleaning of all classrooms, especially hard surfaces will take place at the end of each day. Staff will carry out additional cleaning during the day of those surfaces regularly used (e.g. children's tables).

Resources will be cleaned more thoroughly, especially before being used by children from a different group. This includes computer and sport / play equipment.

Regular cleaning of communal areas (doors & toilets etc) during the course of the school day.

d. Minimising contact between individuals and maintaining social distancing where possible.

Since schools began to re-open at the start of June, children have been grouped in self-contained 'learning pods' which do not mix with other bubbles. Up until now, these bubbles have consisted of no more than 15 children. The government guidance now assures us that, as a result of much lower community transmission, the pods can be larger in number. Therefore, in school, we are increasing this number to 30.

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Who will be in the learning pod?

Each learning pod will consist of the class of up to 30 children, the class teacher and a teaching assistant. The government guidance states that it is not possible to fully social distance with young children which is why they have chosen the pod approach as the main strategy for keeping everybody safe. That said, we will be keeping children as socially distanced from one another as reasonably possible. There will be strict 'no physical contact' policy applied to all people using the school building. This will include at playtimes. Any mixing outside these bubbles will be kept to a minimum.

Response to Infection

Should there be any outbreak linked to the school or any members of the school community, we will be engaging fully with our local Public Health England or the new equivalent protection team and in particular, the NHS Test Track and Trace process. Please see the advice above about what to do in the event of your child or a member of your family displaying symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/>

In the context of school, should a child or other member of the school community test positive for COVID-19, we would send home all others with whom they had been in close contact with, asking them to self-isolate for 14 days. Household members of those contacts who are sent home would not be required to self-isolate unless that person subsequently developed symptoms themselves. We would be fully guided by our local health protection team to determine which people would need to self-isolate. In practice, this would mean that if anyone within the school community tested positive, their whole learning pod would then be asked to self-isolate.

PPE

COVID 19: Implementing protective measures in education and childcare settings states that:

*Wearing a face covering or face mask in schools or other education settings is **not recommended**. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases.*

Parents are therefore asked NOT to provide their child with a face mask as the correct viral control management of these is too complex to operate in a school. If your child has a medical condition that makes it necessary to wear a mask in September - please contact the school directly. We have the relevant PPE should we need to use it if a child becomes unwell with suspected symptoms of coronavirus.

Visiting the school

At the start of the school year, we will only be accepting visitors by prearrangement. This includes parents and carers. You should not come to the school office in the first instance but should make contact by phone or email. If you do need to visit the school, it is essential that you let us know in advance and gain agreement of the school. We will review this position throughout the term as social distancing guidance is reviewed.

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Cashless School Office

From September our school will be cashless. This means that all payments will need to be made via SCOPay. Our new Yr. R parents will receive a unique code in the first week of term. Any questions please contact the school office.

How will I get a message to the class teacher in my child's class?

As of Monday the 7th September the cisteachers@cupernhaminfant.com will cease, therefore please email adminoffice@cupernham-inf.hants.sch.uk either before school, during the day or after school if you want to leave a message about anything. Office staff will pass these on to the relevant staff as quickly as possible. Please avoid catching teachers at the start and end of the day except in emergencies.

Next Steps

Before your child returns to school, we need to ensure that all of your contact details are up to date. If they have changed, please contact the school office so these can be updated ready for the start of term. We will continue to update our website accordingly with information related to COVID-19 and we will signpost you to relevant information as these are added.

Thank you for your continued support.

Get back to school safely.

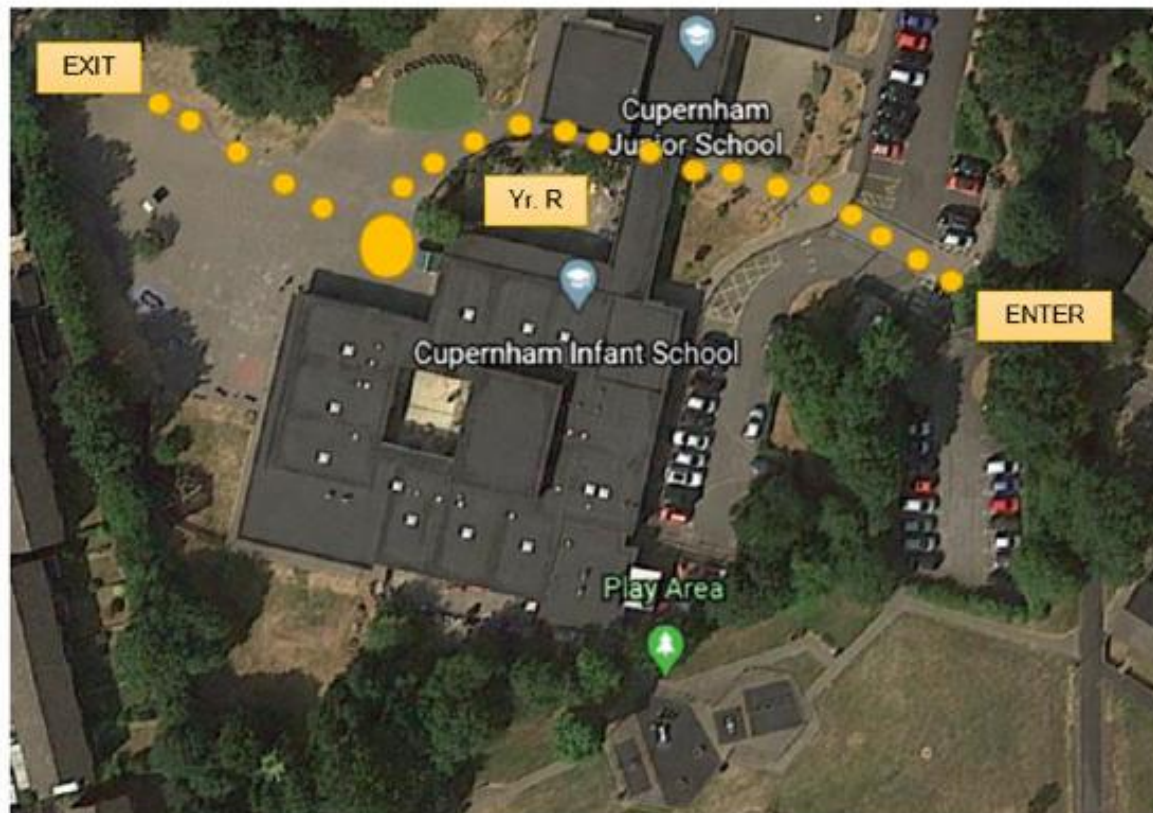
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Maps and directions for dropping off and collections.

Yr. R - Social Distancing / One-way System for drop off and pick up



Yr. R families will enter the school using the right-hand side gate to the main carpark.

You will then need to follow the path to the Yr. R area and exit using the small gate on the other side of the playground.

This is shown using the yellow dots.

The arrangements will be the same when collecting your child.

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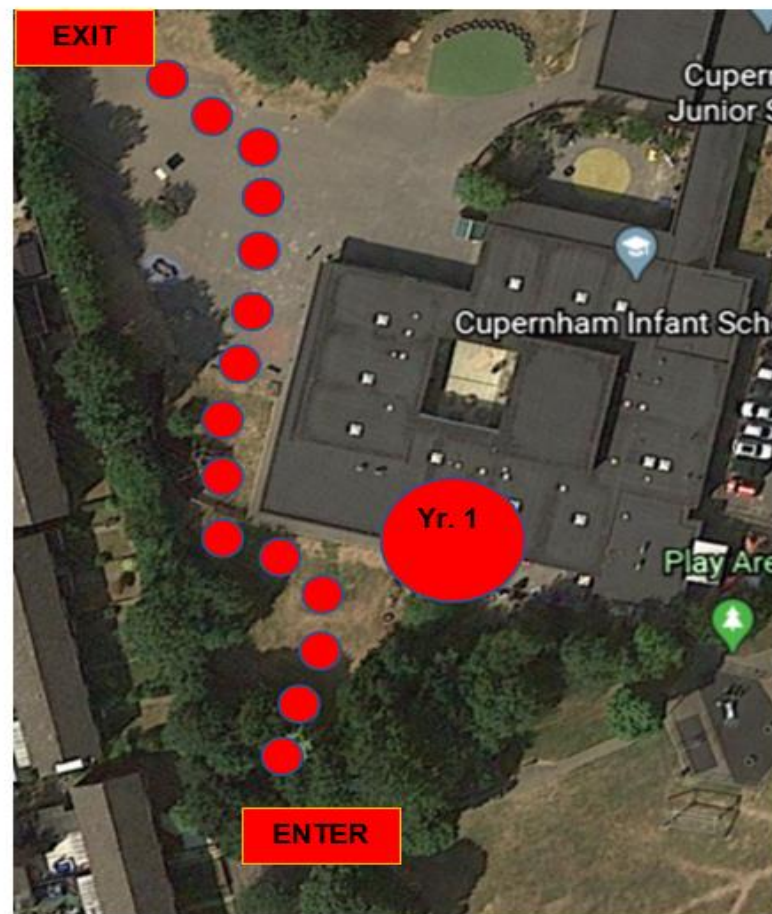
Yr. 1 - Social Distancing / One-way System for drop off and pick up

Yr. 1 families will enter the school using the small side gate next from the park side of the field.

You will then need to follow the path to the Yr. 1 classrooms. This is shown using the red dots.

After dropping off your child you will then exit using the small gate on the other side of the playground. This is also shown using the red dots.

The arrangements will be the same when collecting your child.



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Yr. 2 - Social Distancing / One-way System for drop off and pick up

Year 2 families will enter the school using the small side gate next from the park side of the field.

You will then need to follow the path to the Yr. 2 classrooms. This is shown using the green dots.

After dropping off your child you will then exit using the small gate on the other side of the playground. This is also shown using the green dots.

The arrangements will be the same when collecting your child.

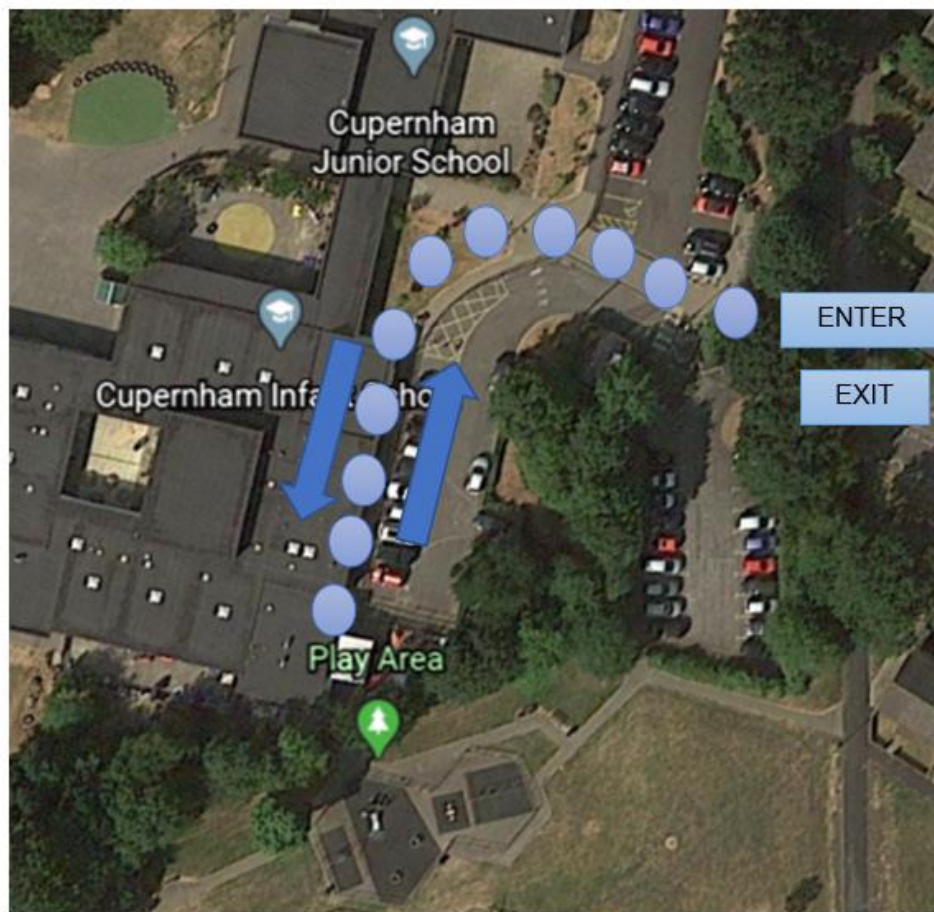


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Wraparound Care - Social Distancing / One-way System for drop off and pick up



For those parents using our wraparound care provision, we have new arrangements for dropping off and collection.

For Early Birds and Larks, you will enter the school using the right-hand side gate to the main carpark. You will then need to follow the path to the drop off door as usual. You will not be allowed to enter the school due to social distancing, but you will need to ring the bell and your child will be collected from the door by an adult and taken to the hall.

Once dropped off, you will then need to follow the path back towards the main gate and exit to the right. This is shown using the blue dots. The arrangements will be the same for afterschool collection for Cuckoos Club

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