

Cassop Primary School and Nursery



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 Headteacher: Ms V Hewison

25th February 2020

Dear Parents/Carers

Updated (February 2021) : Whole school reopening – 8th March

We are looking forward to welcoming everyone back to school on **Monday 8th March**.

Having read the latest operational guidance from the DfE we will be implementing systems very similar to the autumn term with each class remaining in their own 'bubble' to reduce mixing within school. This will allow us to provide a full curriculum whilst also ensuring interaction with other classes will be minimal. Therefore, at this time, we will not be able to offer either breakfast club or after school provision – we will review this at Easter and hopefully re-instate both as soon as restrictions on mixing are further lifted.

We have reviewed the drop off / collection systems in place and taken into consideration the comments around sibling drop off and collection therefore we will trial a 15 minute drop off and collection time slot. As we are allowing children to arrive between **8:45am – 9:00am** we would ask that there is absolutely **no queuing** outside school. This time slot will allow everyone to safely drop off and collect without the need for any congregating or queuing outside school, thank you. The collection window will be between **3:00pm - 3:15pm** for Early Years and Key Stage 1 and **3:15pm – 3:30pm** for Key Stage 2. If you have siblings across the two key stages this will allow for the overlap and will mean that no children will need to be collected early from their class.

We hope these changes assist the start and end of the day arrangements however if we feel there is an influx of traffic / people at certain times we will revert to allocated drop off/collection times for each class. Children will still use their separate entrances and go straight to class with the usual hand washing arrangements in place.

Class	Drop off time	Location	Collection time	Location
Class 1 (Mrs Stott) : Nursery / Reception	8:45am – 9:00am	Nursery / KS 1 gate	3:00pm – 3:15pm	Classroom door
Class 2 (Mrs Robson) : Year 1	8:45am – 9:00am	Nursery / KS 1 gate	3:00pm – 3:15pm	Front of school middle gate (as previously)
Class 3 (Mrs Metcalfe) : Year 2	8:45am – 9:00am	Pedestrian gate by the car park (children to walk around to classroom door)	3:00pm – 3:15pm	Pedestrian gate by the car park



Class 4 (Mrs Fawcett) : Year 3 / 4	8:45am – 9:00am	Pedestrian gate by the car park (children to walk around to the main entrance)	3:15pm – 3:30pm	Front of school middle gate (as previously)
Class 5 (Ms Scott) : Year 4 / 5	8:45am – 9:00am	Front middle gate then turn right to the classroom door	3:15pm – 3:30pm	Classroom door then out of school via the front middle gate (as previously)
Class 6 (Mrs Jackson): Year 5 / 6	8:45am – 9:00am	Pedestrian gate by the car park (children to walk around to classroom door)	3:15pm – 3:30pm	Pedestrian gate by the car park

PE days

Class	PE days (please come to school in PE kit)
Class 1 (Mrs Stott)	Monday Thursday
Class 2 (Mrs Robson)	Tuesday Wednesday
Class 3 (Mrs Metcalfe)	Tuesday Wednesday
Class 4 (Mrs Fawcett)	Tuesday Thursday
Class 5 (Miss Scott)	Monday Tuesday
Class 6 (Mrs Jackson)	Thursday Friday

Here are a few important points for you to familiarise yourself with in preparation for returning to school:

- Only 1 adult should drop off/pick, up to reduce the number of people around school.
- We want to promote independence, as we have previously done, therefore our **Year 6 children (only)** will be allowed to walk to and from school by themselves, if we have consent from a parent - please note they will not be allowed to bring or take home a younger sibling.
- Please walk, or cycle, to school whenever possible – to ease traffic congestion
- Please disperse as soon as you have dropped off / collected your child – to avoid unnecessary larger gatherings
- Parents will not be admitted onto the school grounds (the school office will be available via telephone) and visitors will be by appointment only.
- Children should be in full school uniform.
- On days when your child has PE, they are to come to school in their PE kit and trainers. No change of clothes is required. This is to help with the logistics as changing rooms will not be needed. It will also minimise the items that children are bringing into school as per the Government advice.



- Following government guidance cloakrooms will not be used - to avoid bubbles mixing and to maintain social distancing. As the children will be storing their belongings at their desks, please do not send your child in with a bulky rucksack. All they will need is their school water bottle, lunch (if having packed lunch from home) and their reading book. No pencil cases please as all equipment is provided and cleaned in school.
- Public Health England has advised schools to ensure that children **under 12** do not wear face coverings in school. Please do not send your child into school with a facemask. If staff need to come into close contact with a child e.g. when administering First Aid or if a child shows symptoms of Covid-19 they will wear the appropriate PPE.
- If your child develops symptoms, whilst at school, they will be sent home immediately and you will be supported to have them tested for Covid-19 and given instructions of how the family should isolate to reduce the risk of spreading the infection.
- If your child or a household member develops symptoms at home, please do not send your child to school. Please contact us and we will support you with what to do next.

We are really looking forward to welcoming you back. I know we can rely on your continued support to enable us to do this safely by following the points detailed above. Your support is a constant reassurance for us.

Staffing Update

Miss Scott (Class 5) will be with us until Easter and then we will be welcoming Miss Richardson to the team. Miss Richardson is an experienced teacher and keen to meet everyone at Cassop. She is currently working with the school on our plans and Miss Scott on the handover – she will also be in class meeting the children in the week before we break up for Easter.

We send our warmest wishes to Miss Scott for her maternity leave and hope she keeps us updated with news!

FAQs:

PE

PE days are in the table above. On PE days please can children come to school in their PE kit: dark joggers (black, grey, navy) ideally with their school PE shorts underneath along with their plain white PE T shirt and school jumper. The children also need to be wearing trainers. By layering clothes in this way it will cover all eventualities for the weather, thank you.

School meals and packed lunches

School meals will cost £2.10 / day (£10.50 / week) and should be paid via ParentPay. If your circumstances have changed and you think you may be eligible for free school meals please contact the school office as soon as possible.

If your child is having a packed lunch please could they bring their packed lunch in with them as usual ideally in a hard plastic lunchbox that can be easily wiped down.

Water bottles

Communal water stations will be out of action in school therefore please can your child bring their school water bottle to school **each day filled and ready for use**. Water will be available at lunchtime as usual.



Book bags

Children do not need their Cassop reading book bags at this point in time.

Class	Reading book arrangement
Class 1	Please bring reading book on Monday with phonics book, tricky word book and blending book - these will be returned on Friday.
Class 2	Please bring your reading book on Monday and this will be returned on Friday.
Class 3	Please bring your reading book on Monday and this will be returned on Friday.
Class 4	Please bring your reading book on Monday and this will be returned on Friday.
Class 5	Please bring your reading book on Monday and this will be returned on Friday.
Class 6	Please bring your reading book on Monday and this will be returned on Friday.

Stationery

There is no need for any pens, pencils, pencil cases or stationery from home - this will not be allowed in school.

Spare clothes

We understand some children may need a spare set of clothes – please could these be handed in on the first day. They will be kept in the teacher’s cupboard unless needed.

Hand sanitiser

We will be actively encouraging handwashing throughout the day and every room has hand sanitiser provided therefore there is no need for children to bring their own hand sanitiser.

We know there is a lot of information for you to read and digest in this letter - if you need to contact school please either telephone us on 01913770293 or email p2362.admin@durhamlearning.net and your response will be dealt with either that day or on the next working day – please can we ask that you do not contact staff via social media, thank you.

Once again, we are all looking forward to seeing everyone again.

Yours faithfully,



Ms V Hewison
Headteacher

