



Cawston Church of England Primary Academy

Diocese of Norwich
Education and
Academies Trust

Headteacher: Mrs Kay Swann

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22nd May 2020

Phased re-opening of primary school

Dear Parents

On May 28th the government will review the science and inform the public on whether they can go ahead with easing lockdown. This involves the phased re-opening of primary schools, when it is safe to do so, based on thorough risk assessments and each school's capacity of classrooms and staff.

Thank you for your response to our survey questions, which has enabled us to plan our provision. Please be aware that any changes to your response will need to be discussed with me before we can admit additional pupils.

For Cawston Primary we intend to open following the government's permission and priorities.

Start Date	Groups in school	Enter /Exit school	Class /base	Pupils	Staff
1st June	Childcare continues for children of key workers and vulnerable children	Hall side door	Hall	Up to 15	tbc
From 8 th June tbc	Childcare for key workers Y2/3 Bubble	Hall side door	Hall	12	Mrs McCann Miss Dungey
From 8 th June tbc	Childcare for key workers Y4/5 Bubble	Playground gate to Middle door	Hazel Class	10	Ms Adams Mrs Latham
8 th June	Reception Year R/1 Bubble	Sycamore patio door	Sycamore Classroom	9	Mrs Ward Ms Goode
15 th June	Year 6 Bubble	Playground gate to class	Alder Class	12	Mrs Dafforn Mrs Smith

On Wednesday afternoons the school will be closed for YR, Y1 and Y6 groups, to allow for teachers' planning/assessment time and essential deep cleaning. It will remain open for childcare for key workers in any year group. If at any point a member of staff in one of the groups is absent for any reason school will be closed for that group as temporary staff cannot be allocated to a group.



Our risk assessments are being checked by governors and DNEAT.

Our staff training will be completed before all groups return.

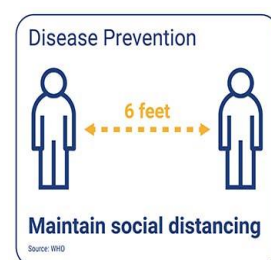
There will be a staggered start and end to the school day by family surname to reduce numbers arriving into each gate and space. Please observe the 2m rule.

Surname Initial	Drop off Time	Collection Time
N - Z	8.45	2.45
H - M	9.00	3.00
A - I	9.15	3.15

- Mrs Brett and I will monitor movements on the site to ensure 2m distancing.
- Each group will spend the day in a 'Bubble' with the same staff and children.
- Packed lunches will be eaten in the classrooms and each 'Bubble' will have staggered play/lunchtimes in designated areas.
- Phone the school office to arrange a telephone appointment with a teacher
- Only one person allowed in the entrance area – one-in-one-out

To reduce risk

- ✓ Tables are arranged 2m apart.
- ✓ Children will be given their own equipment and packs to use.
- ✓ Touch points and surfaces will be cleaned throughout the day
- ✓ Each 'Bubble' will have own toilet areas
- ✓ No mixing of groups or sharing of school areas
- ✓ Each 'Bubble' will have its own First Aid kit /trained First Aider
- ✓ Any wilful breaking of 2m rules or deliberate spitting/coughing will not be tolerated



There will be a maximum of 9-12 children in a room

We will ensure that all adults and children:

- ✓ frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- ✓ clean their hands when they arrive at the setting, before and after eating, before and after playtimes, and after sneezing or coughing.
- ✓ are encouraged not to touch their mouth, eyes and nose.
- ✓ use a tissue or elbow to cough or sneeze and use pedal bins for tissue waste ('catch it, bin it, kill it').

If someone shows signs of COVID -19

- ✓ We have a separate room for isolation
- ✓ We will call all listed adults until contact is made – please ensure your phone number is up to date and available.
- ✓ We will use PPE if we need to be within 2m to help your child.
- ✓ There will be separate toilet facilities for a child who is showing symptoms.
- ✓ Anyone with symptoms will access NHS testing system



HOME/SCHOOL LEARNING

Learning content will be the same for children at home and at school. From 8th June the teachers will have school-based duties so they will be planning for their classes using 'Home Learning Projects' which will include English, Maths, topics and well-being activities. They will use 'Class Dojo'/Tapestry (YR) and website links to support children's learning at school and at home. It will, again, be a new way of working for them but we will aim to keep everyone on track for summer learning.

Your child will need:

School uniform - clean clothes daily.

PE kit to be worn on one day a week – to be timetabled in June

Named water bottle- filled.

Inhalers should be kept with children. School is not able to administer any medication at this time.

Sunhat

Waterproof jacket

Please put sun cream on your child before school.

Named Packed Lunch- (school packed lunches can be ordered but *choices* will have to be made on Monday *for the week*)

Your child should NOT bring:

Book bag

Equipment- pencil case etc

Football or toys

PE bags

Face covering (not advised by government for young children in school)

Travel and arrive safely in school – No parent vehicles allowed on site

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

I know this is a confusing time for everyone. I hope you understand that we have the best interests of your child in mind when making any decisions or plans.

Kind regards

Kay Swann

Headteacher