



17th August 2020

Dear Parents and Carers,

We have been working hard on our risk assessment and plans for fully reopening, and these have now been approved by our governing body and the Local Authority. I am sharing them with you now so that you are able to read and digest as September 7th approaches. If you have any queries or questions, please do feel free to make contact through Mrs Baxter-Edwards (secretary@castor.peterborough.sch.uk).

Many of the procedures outlined below are based upon the successful organisation and management of school during the first phase of reopening in June. As such, these are tried and tested arrangements, and I hope this gives you some reassurance. The first phase of reopening went very well, and we couldn't have asked any more of the children, parents and staff. The guidance from the DfE that these procedures are based upon can be found [here](#)

Overview

This document outlines the procedures and measures that will be put in place ready for the full reopening of school on 7th September 2020. This will be for all children in Years 1 - 6, with our new Reception children joining us on a phased start.

These procedures outline the logistics for having greater numbers of children in school, and the protective measures that will be put in place. The safety and welfare of the children, parents and staff is central to the decisions we have made and of paramount importance - they must not be compromised at any point.

Arrival and Departure from School

- Children must be brought to school and collected by one parent only. We ask that wherever possible, and to keep the number of people on site as low as possible, siblings are not brought onto the school site.
- Parents and children will enter the school grounds through either the Stocks Hill entrance or the Church Walk entrance. This will be the case for both 'drop-off' and collection. Parents must not arrive too early in order to ensure that they are not in the queue with the year group before them. This will be monitored by the Senior Leadership Team. Timings will be staggered to allow a social distance of 2 metres to be maintained between families. Entry points and timings of the school day will be as follows:

"We have faith in God, ourselves and everyone around us"

Year group	Entrance	Exit	Start of school day	End of school day
Year 6	Stocks Hill	Field gate directly on to Peterborough Road	8:30am	3:00pm
Year 3	Church Walk		8:35am	3:05pm
Year 2	Stocks Hill		8:40am	3:10pm
Year 5	Church Walk		8:45am	3:15pm
Year 1	Stocks Hill		8:50am	3:20pm
Year 4	Church Walk		8:55am	3:25pm
Reception	Stocks Hill		9:00am	2:50pm

- The exit for all parents and children will be the field exit that leads directly onto Peterborough Road. Because we will have a fully operating site again, it is even more important that people do not congregate at these gates.
- Church Walk entrance - Parents will walk down the astro-turf path, along the wooden fence and stone wall and drop their children off at the marked 'drop off point' in front of the playground gate. A senior member of staff will be here to greet the children on their arrival to school. They will then walk into the mobile classroom or up the path and into school. Parents will then promptly depart by crossing the school field and exiting through the field gate. This is strictly a one-way route.
- Stocks Hill entrance – Parents will walk up the path and past the bike shed and into the school playground. The drop off zone for Year 6 and Year 2 will be the steps that lead up to the entrance by the hall. The drop off zone for Year 1 parents will be the step area of the external classroom door. Parents will then promptly depart by crossing the playground, walking across the astro-turf and onto the school field and exiting through the field gate. This is strictly a one-way route.
- Children attending Castor Crew will use the normal entrance / exit at the back of the hall.
- Teachers will greet and dismiss their class from the drop off point that is designated to each class. For example, for Year 1 the teacher will stand at the outside classroom door for the parents to drop off at the bottom of the steps. This way some day to day contact with parents can be maintained, but longer conversations should be outside at a distance of 2m after school or a telephone conversation.
- At the end of the school day, parents should wait at 2m distances along the pathway at their designated entrance, at their year group's allocated time. The children will be brought to their drop-off zone and the member of staff will identify the parent at the front of the line and send the child to the parent. Parents will then promptly depart by crossing the school field and exiting through the field gate.
- In terms of the number of people and different 'social bubbles' on site, drop-off and collection times are very high risk. It is therefore essential that parents arrive on time, depart promptly and do not congregate or gather in groups anywhere on or outside the school premises.
- Children accessing Castor Crew provision will enter and depart school via the hall door, as has always been the case. **Sensory circuits will not be running.**

- All children will wash their hands on their immediate arrival to their classroom before being seated and before departing, as well as at regular intervals throughout the school day, including before and after lunchtime.
- Parents must communicate with the office by telephone and by email wherever possible. Parents will be able to use the post box next to the front door for anything that needs to be dropped off.

Classroom Organisation

- Children will have their own (named) equipment provided by school e.g. pencil, ruler, and this should be maintained and looked after by them, and should stay with them for their use only. This will be left in school at the end of each day. All coats, bags and bookbags will be stored in cloakrooms or lockers, and these will be accessed by individual bubbles only.
- Classrooms will be organised in line with DfE guidance of '*seating pupils side by side and facing forwards, rather than face to face or side on*'.
- Staff and children are also able to move freely around the classroom.
- Classrooms will be kept well ventilated and all classroom doors should remain open at all times.
- The library remains closed to children and classes. Teachers will take a selection of reading books into their classrooms of the appropriate reading band for children to borrow and return. Books returning from children will need to be left in a separate box for a week before being put back into circulation.

Social Distancing

- Arrival and departure times will be staggered to minimise the number of people on and around the school premises.
- Travel through the main school building will be through a one-way system that will be clearly signposted throughout the school. This will start at the entrance to the glass corridor and finish at the exit by the hall doors. This one way system is for use when groups of two or more children or staff are travelling through school. The transitory risk of transmission through individuals passing in a corridor is low.
- It is an expectation that all children will conform to the rules and routines set in place. The COVID-19 addendum to the behaviour policy will be shared with children and parents prior to them returning.
- Markings will be placed on the floor of any area that is regularly used (e.g. corridors, ramps) at a distance of 2m apart. There must not be more than one person at a time within a two metre zone. Markings will also be used on the entrance paths from Church Walk and Stocks Hill to support parents in maintaining social distance on the way into school.
- In the event of fire, the need to exit the building as quickly as possible in a safe, calm and orderly manner **supersedes** the requirement to maintain social distance. Once at the fire assembly point, the need to account for every child again **supersedes** the need to maintain social distancing. Once the building is empty, and the children have been accounted for, social distancing must then become the priority.
- Collective Worship will take place daily at 11am following our usual schedule. A different class will attend Collective Worship in the hall each day, and they will be the only class in attendance. A laptop will be set up at the front of the hall and the remaining classes in school will participate in the Worship through Microsoft Teams.

- Children will have staggered playtimes and lunchtimes and will be in an area that is allocated for their bubble only. Playtimes will be staggered as follows:

Morning

- Y6 & Y3 – 10:00am – 10:15am
 - Y5 & Y2 – 10:20am – 10:35am
 - Y4 & Y1 – 10:40am – 10:55am
 - Reception will be self-contained in their own area initially
- Children will have lunch in classrooms rather than the school hall. To facilitate this, The Farm Kitchen will be providing packed lunches to Reception, Year 1 and Year 2 children, as well as those in Key Stage 2 who have ordered a meal or are eligible for Free School Meals. However, these children will also have the option to bring their own packed lunch if that is preferable. All other children and staff will be required to bring in their own packed lunch. All children will need to bring their own clearly labelled water bottles. Cups will not be provided by school to avoid cross-contamination.

Lunch

- Year 1, Year 2 & Year 3 will eat first in their classrooms 12:15-12:45
- Year 4, Year 5 & Year 6 will play outside 12:15-12:45 (one class on castle playground, 2 classes on astroturf but kept separately in their bubbles. Field to be utilised as well if possible)
- Year groups will then swap and Year 1, Year 2 & Year 3 will go outside 12:45-1:15, whilst Year 4, Year 5 & Year 6 eat in their classrooms.

Castor Crew

- Castor Crew provision will resume. In line with DfE guidance, this will be for a 'small, consistent bubble of children'. The maximum capacity has been set at 20 children. Priority has been given based upon the demand for places e.g. those requesting 10 sessions per week will have priority, then those requesting 9 sessions per week, and so on. This is to ensure that it is the same group of children within the bubble. Unfortunately, this does mean that those who only book the provision occasionally or on an 'ad hoc' basis may not be able to use it.
- All children will wash their hands on arrival at Castor Crew and before they leave to go to the classroom in the morning, or to go home at night.
- When sitting and eating, children must be seated next to each other alongside one table using the seats provided, not facing each other. The table and seats must be cleaned thoroughly before and after use. The same children should be sat next to each other each day to avoid as much cross-contamination as possible.

Home learning (Remote)

- There may be children working from home in all year groups at any given point, either through individual or bubble isolation. Work information will continue to be sent home by 8:45am. This will match the learning that will be taking place within school as closely as possible. Use will be made of the resources released by the government to support with a child's education at **home** (The Oak National Academy and BBC resources).

- In the event of a whole bubble or school closure, daily ‘tutorials’ will be held by the class teacher for the children to attend through Microsoft Teams. These will explain the work that is set and how it should be completed, before giving the children a period of time to complete the work. These will be for 15-20 minutes at approximately 9am, 11am and 1pm, although timings are flexible according to the age of the children and the tasks that have been set. Children will be able to take photos of their learning and upload to Teams so that teachers can monitor progress and offer supportive feedback where appropriate. The option of returning work by email to the class email account, as previously used, will also remain.

Curriculum

- It is inevitable that there will be gaps in children’s learning, with some children accessing and completing home learning activities far more than others. This will often be through no fault of the child or the family, just due to the difficulties we have all faced. Our provision must therefore reflect this.
- Pastoral care and well-being must take precedence and becomes the immediate priority over educational gaps, especially for those children who have yet to return. We should continue to support children as much as we can with their well-being e.g. PSHE sessions. As children settle back into school routines and become more secure, the priority can then become learning.
- In terms of curriculum content, it is important to identify and target gaps in knowledge to avoid widening gaps that may have developed. It is also important to teach curriculum content pertinent to the year group to ensure new gaps in age related content do not develop. It may be that if home learning has been successful for some, aspects of the curriculum can be completed at quicker pace.
- Early time will be spent revisiting previously taught content both prior to closure and during closure, with a focus on basic skills e.g. , knowledge of sounds, presenting work neatly and writing on a line, holding a pencil correctly, concentrating for longer periods (this will be a challenge for many!). We will not be able to catch up all of the lost time in just one term.
- Equipment such as book bags, coats, lunch boxes and PE kits can be brought into school by children as they would normally.

Cleaning

- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms.
- Our cleaning contractors will be completing a cleaning schedule in line with the government guidance on [COVID-19 cleaning in non-healthcare settings](#). This will include a thorough clean and disinfect of regularly used areas.
- It will still be necessary for school staff to maintain hygiene standards during the day, with the staff in each room ensuring that all surfaces children and staff are touching are cleaned more regularly than normal e.g. desks, chairs, doors, sinks, light switches, door handles
- School staff will also undertake enhanced cleaning of frequently touched surfaces in toilets after times of main use – after break time, lunch time (taps, dryers, handles, soap dispensers)
- Hand sanitiser will be provided by school. However, government advice remains that the most effective hand hygiene is regular washing with soap and warm water.

I appreciate these procedures will be completely new to the children who have not yet been in school, and will also be slightly different for those that have already been in. I will be recording a further video for you to share with them, if you think it might help. This video will explain things in their language and show them how their classrooms, corridors and playground will look. We are currently having some building work completed in school, so this will be recorded and sent one this has been completed, some time towards the end of August.

I know there is quite some level of detail here, but I feel it is important that you are fully aware of the measures we have taken to try and keep you and your children as safe as we can. Please take the time to read and digest, and if you have any questions we are more than happy to answer them.

I hope you enjoy the rest of the summer holiday and we very much look forward to seeing you on Monday 7th September.

Yours sincerely



Mr Nick Brompton
Headteacher

