



Collingwood Primary School

Wednesday 2nd September 2020

Dear Collingwood Family member,

I very much hope that you have managed to make the most of the ever changing weather during the summer. Teachers have been in school today putting the final preparations in place for all pupils to return tomorrow (apart from EYFS who have a phased start to the term).

The changes announced by the Government over the summer have not had much impact on what we were already planning but I thought it might be worth sending you a few reminders and clarifications.

We very much look forward to seeing the children and getting back to some kind of "new normal".

Mrs Buckland-Garnett

Drop off and collection from Thursday 3rd September:

E.Y.F.S. Use the main entrance and turn left through the metal gate. Entrance via classroom door. Arrive 8:50am Collected 3:05pm (from Monday 14th September).

Year 1P: Use the Collingwood Road gate in the hedge, (not the main gate) Arrive 9.00. Collected 3.15 (15 mins shorter lunch break)

Year 2HB: Use the side gate at the top of Benbow Drive, onto the playground. Arrive 9.00. Collected 3.15 (15 mins shorter lunch break)

Year 3CD: Use the Collingwood Road gate in the hedge, (not the main gate) Arrive 8:50am Collected 3:05pm (15 mins shorter lunch break)

Year 4OK: Use the car park gate. Arrive 9.00. Collected 3.15 (15 mins shorter lunch break)

Year 4MD: Use the side gate at the top of Benbow Drive, onto the playground. Arrive 9.10. Collected 3.25 (15 mins shorter lunch break)

Year 5H: Use the side gate at the top of Benbow Drive, onto the playground. Arrive 8:50am Collected 3:05pm (15 mins shorter lunch break)

Year 6O: Use the car park gate. Arrive 8:50am Collected 3.05pm (15 mins shorter lunch break)

Please be prompt. If late, please wait at the gate and telephone 01245 322258 and our office staff will contact the teacher and a member of staff will meet you at your allocated gate as soon as they are able to. Children will not be able to enter via the main office and walk through the building.

What to bring/not bring to school in September

- Uniform but no ties (as we cannot help tie them) and trainers (plain if possible) or non slip shoes should be worn (as children will take part in physical adult led activities without getting changed.).

- **On PE Day only**, (EYFS and Yrs 1 and 2: Wednesdays, Yrs 3 and 4: Thursdays and Yrs 5 and 6 Tuesdays), pupils should wear their school PE Kit to school and stay in this all day. (white round necked t-shirt with black shorts/joggers/leggings/school jumper or black zip up or hoodie/plimsolls or trainers). This will keep cloakrooms free of clutter and avoid crowds.
- A named, navy, rectangular book bag/draw string sports bag (as it fits in a tray) **only** allowed in school containing a school reading book only. (with any keyrings etc removed) No rucksacks No PE kits No pencil cases. (These will be left outside the building, unattended, if children bring them.)
- Named water bottle and a named lunchbox is allowed but make sure your child can undo their own food packaging and remember an ice pack. All belongings to be kept on/under desk or in tray with coats on chairs so make sure that they are not too big.
- Children should not wear masks in school as they can be frightening to younger children and all pupils will remain with their own bubble to limit transmission - masks should be removed by parents before entering the playground and be taken home. Staff will only wear PPE if someone is unwell or, in the case of our 7 'til 7 club staff, may decide to wear them as they are working in more than one bubble.
- We would rather children did not bring birthday sweets into school due to allergies; Much better to do this at parties! If you do need to bring anything into school, eg party invites etc you will need to be very prepared as teachers will place these on a shelf untouched for a week before they are given out.

The school day

- Lunchtime will be 45 minutes long. School Lunches can be ordered during registration and will be eaten at the same time as packed lunches. Children will eat in a hall or in class. Lunchtimes will start at 11:45 for pupils in EYFS and the eldest children should be able to eat by 12:35 but we will not know exactly until we try as bubbles cannot eat together and cleaning needs to take place in between each sitting. Free play will not be possible. Bubbles will have playground time each day supervised by adults and using sports equipment.
- There will be several additional 15-20 minute slots for adult led outside physical activity every day in addition to lunchtime.
- Children will not leave their classroom other than to go outside with an adult and for lunch if in a hall.
- There will be no gatherings of more than one bubble ie no playtime, no assemblies, no performances, no Christmas Fayre. We will attempt some of this virtually.

Communication between home and school

- We plan to teach your child how to use Google Classroom during September and homework will be set using this once we know that everyone has access.
- We are planning to offer a Virtual Meet the Teacher evening when parents will be able to ask questions. This is likely to be on Thursday 17th September but we will let you know more as soon as we can.
- Please continue to communicate with your child's class teacher (all teacher emails are first initalsurname@collingwood.essex.sch.uk)

- Staff keep mobile phones with them during the school day and use them to communicate with each other as we are not able to walk from one classroom to another.

Adapting the curriculum in response to Covid closure

As a result of necessary school closure the children have missed a significant period of time in their education in 2020. We intend to adapt our curriculum coverage during 2020-21, and possibly beyond, to ensure that:

- In each unit of study, children first secure the learning they have missed to provide a good foundation for their new, age related progress.
- Over time, pupils recover to their full, age related attainment levels.

We will achieve this by:

- Ensuring continuing engagement and enjoyment in children's learning leading to high quality learning.
- Continuing to support children's personal, social and emotional development for the stage they are at, to help them grow good learning behaviours.
- Providing extra focus on core knowledge, skills and understanding in each subject and reducing the frequency of some wider coverage.
- Extending the length of study in some units to allow children time to secure missed steps before moving.

Children's wellbeing and mental health will be our priority during September. **We will be using the film "Inside Out" to do this during the first 3 weeks. The plan for this will be published on your child's class webpage on our website.**

Attendance in September:

The Government expects **all** pupils to return to school full time, therefore it is important for you to know that attendance will become mandatory again

Who should not attend school:

- Anyone displaying symptoms or living with another person showing symptoms.
- Anyone who has been contacted by Track and Trace and told to isolate.
- Anyone awaiting test results. (You need to inform us of any results immediately.)
- Ideally, staff will be the only adults allowed inside the building but any parents or visiting professionals who are required on site, will only be admitted via the main entrance.

Social Distancing at School:

- Whilst waiting, to drop off or collect, please ensure that you socially distance the 2M rule still stands.
- Each bubble consists of a whole year group (25-34 pupils).
- We have reduced the number of bubbles each staff member is part of but some will have to work in more than one in order to deliver the curriculum for pupils with SEN. The government recognises that *"It will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal."*

- Staff attempt to maintain social distancing but may get closer to comfort children if they become distressed or if someone is at risk of harm.
- Although it will be discouraged, pupils automatically touch someone to try to get their attention.
- Each class, other than new EYFS and Year 1, will sit in rows, facing the same way but will not be 2m apart as all pupils are now in school.
- Staff will attempt to talk to individuals from behind where possible.
- Staff are more at risk from transmission of infection than pupils and some may choose to mark out 2m distance floor markings from where they stand to teach.

Equipment and Resources:

- Pupils other than EYFS and Year 1 have their own set of frequently used equipment which stays on their desk eg pens, pencils, water bottle, own books, etc but will share equipment with children in their own bubble eg reading books, maths equipment and toys.
- Large outside play equipment and PE equipment will be used for one whole week by each bubble during their outside times and left untouched over the weekend or be cleaned ready for the next bubble to use, the following week.

PPE and Cleaning:

- Regular hand washing and "catch it, bin it, kill it," is encouraged throughout the day.
- **Children are not encouraged to use sanitiser in school but will be allowed to use this if it is supplied from home and kept on their desk.**
- Staff wipe surfaces, handles, light switches etc regularly and cleaners clean classrooms each evening. Children are encouraged to clean some of their own belongings and are taught why this is important.

7 'til 7 Club News!

7 til 7 club is opening for a limited number of pupils due to space. As pupils will attend from different bubbles, we have no option but to seat children, in rows, 2m apart which means we will only be able to accommodate a maximum of 10 pupils (plus siblings). **Any child who is unable to sit in their allocated place will have their place withdrawn for the safety of other pupils and staff.** Places are allocated on a first come, first served basis. Mrs Chettur and Mrs Budd can be phoned or texted on 07407449408 to book a place. They will confirm if you have a place directly with you. Please remember that our cancellation policy, if you no longer require your child/dren to attend 7 til 7 club is one month's written notice. If cancelling the child/dren's place on the day they are due to attend due to illness or any other reason, then fees will still have to be paid.

Diary Dates 2020-2021

Thursday 3rd September

First Day for Pupils

Monday 14th September

First full day for EYFS pupils

Tuesday 15th September

Photographs (Social distancing, Bubbles and hygiene as school.)

Tues 20th - Thursday 22nd Oct

Virtual Termly Learning Conferences

Mon 26 th - Fri 30 th October	Half Term
Mon 21 st Dec-Fri 1 st Jan	Christmas Holidays
Mon 15 th -Fri 19 th Feb	Half Term
Mon 29 th Mar - Fri 9 th Apr	Easter Break
Mon 3 rd May	May Day
Thursday 6 th May	School Closed for Polling
Mon 31 st May-Fri 4 th June	Half Term
Friday 16 th July	Last Day for pupils
Mon 19 th -21 st July	Non Pupil Days - school closed