

## Return to school information for parents

September 2020



**William Cobbett**  
PRIMARY SCHOOL

Please read the information in this leaflet carefully. It outlines the steps and measures we are taking to keep everyone at William Cobbett Primary School as safe as possible when school re-opens to all pupils in September 2020. All schools have been asked by the Government to put in place staggered starts and ends to the school day to reduce the number of parents congregating at the school at any one time. We have consulted with our two main feeder infant schools, Folly Hill and Badshot Lea, to ensure it is possible to drop off and collect children from different schools. We also sought advice from the parent forum and the arrangements were agreed by the Governing Board at a meeting on 15<sup>th</sup> July 2020. All the measures included in this booklet are subject to change.

### **Drop Off Infant Site (Knights Road)**

Your child will be allocated a drop off time slot. It is vital that only **one parent/carer does the drop off** and that you arrive within the slot allocated to ensure that we reduce the number of people outside of school, this in turn will allow other adults and children to maintain social distancing during drop off. If you have children at both sites, the older sibling may walk through to the junior site and go straight to their classroom. Siblings at the infant site can also be dropped at the same time.

1. Please do not arrive early or late for drop off and pick up. We have very limited space for you to wait at a social distance.
2. Signage will show you where to drop off your child and staff will be on hand to direct you. There is a one-way system in operation to help space people safely out.
3. We understand that some children may be emotional at the return to school, but our adults will not be able to come to you to remove children, they will need to come of their own accord.
4. Once you have dropped off your child, please leave rather than wait to wave them off as this will be adding to the number of people on the school site.

### **Drop Off Junior Site (Weybourne Road)**

Your child will be allocated a drop off time slot. It is vital that only **one parent/carer does the drop off** and that you arrive within the slot allocated to ensure that we reduce the number of people outside of school, this in turn will allow other adults and children to maintain social distancing during drop off. classroom.

1. Please do not arrive early or late for drop off and pick up. We have a large number of pupils to get safely onto the site.
2. Children walking into school may enter by either the pedestrian gate A (nearest the school office) or pedestrian gate B (nearest Nuffield gym). Adults should not enter the site in the mornings! Children should go straight to their classroom when they arrive.
3. Children can be dropped off at the drive through and should walk into the playground and straight to their classroom.
4. We understand that some children may be emotional at the return to school, but our adults will not be able to come to you to remove children, they will need to come of their own accord.

## **Pick Up**

Pick up is rather more complicated, particularly for parents with more than one child at the school. You will see from the timings that some parents have over half an hour to wait between pick-ups. I realise this is far from convenient for some families, but I hope we can work together to find solutions. If you have an older child in Y5 or Y6 then maybe they could be trusted to walk home or to meet you at an agreed place.

## **Pick-up Infant Site**

1. Your pick -up point will be the same as your drop off point. Please arrive within the time slot allocated to you.
2. Once your child has been returned to you please leave the site swiftly as this will reduce the number of people on the school site.
3. KS2 siblings will not be able to walk through the site to be collected with their younger siblings except in exceptional, agreed circumstances.

It will be much harder for adults to come and collect children who have missed their slot, as the volume of pupils waiting in the next slot will be greater and could result in you having to wait for a substantial amount of time for these groups to leave before you are able to collect your child.

## **Pick-up from the Junior Site**

1. At the end of the school day we will operate a “walk-through” to help parents walk safely onto the junior playground to collect children. This will be one way and children will be sent over to their parent/carer. If the class is not yet on the playground for the end of the day pick-up, parents/carers will have to walk round again (much like the drive-through). Please walk in through the cordoned off pathway at the entrance to the drive through and enter by gate C. You will then walk through a one-way system and leave at gate B.
2. Children can be collected from the drive-through at their given time. If the child is not yet waiting to be collected, then parents will be asked to drive round again. Please do not turn right into the drive-through as this causes congestion. It is safer to drive up to the roundabout and come back again.

We will ask all families to complete an information sheet detailing how your children will go home, whether it is the drive through, walking home, going to Allsorts or being collected. In this way every teacher will ensure the children in their class are being sent off safely.

## **Drop off and pick up arrangements for children in the Woodland Centre**

Children who are brought to school by taxi will continue to use the timings agreed. If you bring your own child to school, then please use the following timings.

<b>Infant Site</b>	
<b>Drop off</b>	<b>Pick up</b>
9:00	3:00
<b>Junior site</b>	
<b>Drop off</b>	<b>Pick up</b>
8:40	3:00

## **Uniform**

We expect pupils to come to school in their normal school uniform from September 2020. Uniform is available from Edgar Jerome’s and we do keep a small stock of secondhand uniform in school. Please

email the school office if there are any particular items you would like, and we'll do our best to source them.

### **PE Kits**

Children will not be required to bring their PE kit to school initially. When PE does take place, we ask you to send your child to school in their PE kit, school shorts and t-shirt (and navy-blue jogging bottoms and sweatshirt as the weather gets colder). Teachers will communicate PE days with you via Seesaw.

### **Hand washing**

On arrival to their classroom each child will be instructed to wash their hands. Each classroom will also have their own hand sanitizer supply. Hand washing will be encouraged throughout the day, and all children will wash their hands before and after breaks and lunch.

### **Class bubbles**

Classes or 'bubbles' cannot mix when on the school site and we would appreciate parental support to reduce mixing off site, as we are still being asked to keep social distancing rules outside of school. Children from different groups will not be able to play together on the playground, eat lunch together or join together for assemblies and other events.

Please consider not only your child's and family's safety but also the impact across the whole school community – if a pupil tests positive the whole class will be impacted as they potentially will need to isolate for 14 days. Many families cannot afford this time away from work so please be considerate.

### **Moving around school**

We will be keeping the movement of classes around the school to a minimum. Where possible all entry and exits will be made from classrooms through the outside doors. Each class will have their own entry and exit door. We will be limiting the use of internal corridors as much as possible. Teachers will continue to explore learning opportunities outside and in particular, areas such as PE will be mainly outside (weather permitting of course!).

### **Breaks**

We are so lucky to have such generous school grounds. This means that we are able to section off areas of the playground / field for each class to use. Pupils will have reduced access to outside resources and will be supervised by their adults. There may be other groups outside at the same time, but the playground will be sectioned off to ensure classes do not mix.

### **Lunches**

All of our children in YR, Y1 and Y2 will have their lunches provided by our school caterers, Twelve15. A menu of options will be sent home soon or can be found on our website. We would like to keep the number of children bringing packed lunches from home to a minimum but appreciate this is the only option for some children.

In KS2 the children will have to eat their lunch in the classroom until the junior hall has been handed back to the school. During the Autumn term we will ask all children to bring a packed lunch or to order a packed lunch through ScoPay. We will review how we manage school meals once the building works are completed.

### **Resources**

Children will be allowed to share classroom resources with their classmates but must have their own stationary, such as pens and pencils. In EYFS and KS1 these will be provided by the school. In KS2 we ask that every child brings in a **small** named pencil case with a basic stationary kit. These will stay in school.

(Please no big pencil cases that are hard to clean!) Children should only bring the minimum amount of equipment to school each day.

### **Medication**

If your child requires medication to be administered during the school day this needs to be communicated to the office via email ([welfare@william-cobbett.surrey.sch.uk](mailto:welfare@william-cobbett.surrey.sch.uk)) and the medication will need to be given to the child to give to their class teacher in a clearly labelled container. Our normal procedures will be in place with requiring permissions, but to keep movement to a minimum medication will need to be administered in the classroom where appropriate. Mrs Hutson, our welfare assistant, will oversee this process. If you have any concerns or questions about medication, please email Mrs Hutson directly on the email above.

### **Contacting School**

Should you need to contact school for any reason then please phone the school: 01252 312772 or send us an email: [infants@william-cobbett.surrey.sch.uk](mailto:infants@william-cobbett.surrey.sch.uk) or [juniors@william-cobbett.surrey.sch.uk](mailto:juniors@william-cobbett.surrey.sch.uk). No parents should enter the school building without a pre-arranged appointment.

### **School contacting you**

It is vital that we are able to contact you during the school day. If there is any sickness or suspicion of Coronavirus symptoms, we need to be able to contact parents ASAP and ask them to collect. Please make sure we have the most up to date contact details for you.

### **Water Bottles**

Children will need to bring a water bottle to school each day. They will need to be able to re-fill these water bottles themselves if needed.

### **Reading Books**

We are looking at how we can reintroduce home reading books and other learning materials to support the teaching in school. The government guidance now says sending reading books home is acceptable so we will implement a system in school to ensure they do not go from one child to another without the appropriate time in between to reduce the chances of contamination. We will communicate further about this once we have returned in September.

### **Toilets**

We will be limiting the number of children who access the toilets at one time. It is essential that they flush the loo and wash their hands so it would be great if you could remind them and get practicing at home!

### **COVID-19 Symptoms and Actions**

You MUST NOT send your child to school if they are displaying ANY of the symptoms of Coronavirus. You should contact the school office immediately as we will have to notify the parents of the other children in their bubble.

If a pupil shows any of the symptoms of Coronavirus at school they will be isolated in an isolation room. They will have access to their own toilet and we will contact parents immediately.

**Without a test:** The pupil will need to isolate for 7 days (if they do not take a test) and the whole family will need to isolate for 14 days. Without a test, the child can return to school after the 7 day isolation period, once they are feeling better.

**With a test:** We will encourage parents to have their child tested. If the test is **negative** they can return to school once the test results are received.

If the test is **positive**, all children and adults in their class group would need to isolate for 14 days. There is no test to be taken in this situation for the rest of the class as the incubation period is 14 days. If a child in the bubble is isolating and develops symptoms, they should be tested and then the whole family must isolate. Siblings of other children in the same group will NOT need to isolate unless they develop symptoms.

**This is the government guidance we must follow and it is not possible to return to school before the 14 days because you have taken a test.** We understand that this is very confusing so please contact us if needed to discuss any of the scenarios and we can work through them together.

### **Cleaning**

We will be increasing the cleaning within school, with more focus on surfaces and handles. As part of the mission to keep the school clean and safe we will be having a deeper clean when pupils have gone home. Alongside this, adults in class will have access to hand sanitiser and surface cleaner and we will be changing bins throughout the day.

### **Sun cream**

Please apply sun cream to your child if it is sunny and you know they need it before they come to school. Sun cream applied in the morning should last all day (please check that you have bought one that does) We would prefer that children do not bring their own sun cream to school.

### **Social Distancing**

We are not enforcing social distancing in school. Government guidance states that this is not possible within primary schools and that the implementation of class bubbles that stay separate from others during the day is a better precaution. We will be encouraging children to keep their distance where possible, but we are not requiring children to nor setting the school up for 2m apart distancing. Children WILL come into close contact with other children and adults in their bubble.

### **Bereavement and Illness**

Please contact the school office if you have had a particularly traumatic time during the school closure; we are aware that some children will have experienced parents, grandparents and other close family members be admitted to hospital and in the worst case even suffered a bereavement. It is vital that we are made aware of this so that we can support you and your children.

### **Face coverings and masks**

We will not be asking adults within school to wear face masks; the government guidance states that these are only suitable for small periods of time within confined spaces and we feel that they will cause more distress for children to not be able to see the faces of their teachers. In the same way we will not be allowing pupils to wear face masks. If you choose for your child to wear a face mask on the way to school, please take it off them before they enter the site and keep hold of it yourself.

### **First Aid**

If pupils have any bumps or bruises during their school day they will be treated in their classrooms - you will still receive a notification that they have visited first aid. If it is more serious than the usual school knocks and bumps, then the children will go to the first aid station at the office where we will assess the situation and contact you if necessary, following the usual procedures.