



# Coates Primary School



Coates Primary School  
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Dear Parents and Carers

We are very much looking forward to September and all of the children being able to return to school. We have been working incredibly hard to ensure that the plans for opening follow the Government guidance to ensure the safety of all pupils, parents and staff. There will be quite a few changes to the normal routines which I am sure you will understand are essential to ensuring the safety of everyone at all times, and we appreciate your cooperation with these. I have set out the main changes in this letter but please be aware that as we continue to assess the different aspects, elements may change.

A full risk assessment has been completed and has been agreed by both our governing body and the Local Authority.

## **Class structure**

Year group	Classroom location	Class teacher
Preschool	Preschool room	Julia, Abbie and Kez
Reception	Reception classroom	Mrs Lilley
Year 1	Outside classroom mobile	Mrs Saberton-Kitch and Mrs Baxter
Year 2	Year 2 classroom	Mr Bradshaw
Year 3	Previous year 4 classroom	Mrs Benson
Year 4	Previous year 3 classroom	Miss Blyth
Year 5	Year 5 classroom	Mrs Kitchener
Year 6	Year 6 classroom	Mrs Walker.

### **Entrance and exit points for each classroom**

Year group	Entrance	Exit
Preschool	Through the side car park gate to the outside area	Through the side car park gate to the outside area
Reception	Through the reception outside area gate	Through the reception outside area gate
Year 1	Through the mobile main entrance door.	Through the mobile main entrance door.
Year 2	Through the library doors from the playground	Through the library doors from the playground
Year 3	Through the outer classroom door onto the playground	Through the outer classroom door onto the playground
Year 4	Through the outer classroom door onto the playground	Through the outer classroom door onto the playground
Year 5	Through the main hall doors	Through the main hall doors
Year 6	Through the outer Enrichment room door at the front of school	Through the outer Enrichment room door at the front of school

### **Access to school site**

To ensure a minimum amount of people accessing the school site at any one time, we have planned staggered start and finish times. These have been allocated using family names to ensure parents can drop off and leave swiftly. We continue to ask that only one parent comes onto the school site please. There will be a one way system for pupils and parents to access the school, this is especially important in the playground area to reduce the crossover of parents. Entrance to the playground will be via the side gate near the office and all parents will need to exit through the double gates near the Little Ducklings mobile. Please ensure you follow the one way system at all times.

Parents dropping their children off in years 5 and 6 do not need to enter the playground and the one way system. Where possible please drop years 5 and 6 pupils off at the front of school to avoid congestion.

Following government guidance, parents of pupils (Reception – year 6) are not permitted to enter the school building.

Please ensure you do not arrive too early for your child's allocated drop off time to avoid congestion. It is essential that all children are dropped off on time and not entering school late through the office.

### **Beginning and end of the day**

All pupils will start on Monday 7<sup>th</sup> September. The school will have two start and finish times.

	Start time	Finish time
Group A – Family surnames starting with A - G	8:40am	3:10pm
Group B – Family surnames starting with H - Z	8:55am	3:25pm

### **Class structure and learning**

The children will be taught in class bubbles and will remain within these bubbles at playtimes and lunchtimes. The children will be taught the broad curriculum subjects but there will be allocated times for specific focus on the key skills of phonics, grammar, number etc.

The classroom tables in years 1 - 6 will be set in rows facing the front (Government guidance) and distanced from the classroom adults.

They will be provided with all the equipment they require and they are not allowed to bring in any personal items from home e.g. pencil cases, toys etc.

Pupils will be required to wear their PE kit all day on allocated PE days. Further information regarding specific days will be emailed to parents prior to the pupils returning.

### **Google Classroom**

Following the successful introduction of Google Classroom for the home learning, we will be developing this further in September to support teaching and learning across years 1 – 6. If you have not already accessed your child's account, this will be activated on your behalf in September and will be used for some aspects of the planned teaching, and will also be used for school homework and spellings etc.

To allow us to follow the government guidelines, homework will not be able to be brought into school. Pupils who do not have access to ICT to complete online homework will be able to access this within school time. Please ensure you inform your child's class teacher if this is the case. Due to how this is going to be used for teaching and learning consent is not required as we are complying with GDPR Legislation. Log in details will be sent to parents in September.

### **Prevention and Hygiene**

Face masks are not required in schools and children and adults will be required to remove these once they have entered the school building.

There will be regular opportunities for the children to wash their hands throughout the day. All children will be required to use the hand sanitiser before they enter and exit the classrooms.

Children are all encouraged to follow the guidance from the Government to 'catch it, bin it, kill it'

There is a full cleaning schedule which will be followed by staff throughout the day to ensure regular cleaning of all areas used in school.

All members of the school community will need to engage in the Test and Trace system. We will inform you if a member of your child's bubble becomes unwell with COVID-19 symptoms. If a member of that bubble tests positive then that bubble and any other bubble that person has been in contact with will need to close following public health guidance.

### **School uniform**

All children will be required to be in full school uniform in September, with the exception of PE days. All children wearing PE kits on those days reduces the risk of transmission whilst changing. The school's uniform is comprised of:

Boys	Bottle green jumper or sweatshirt School blazer with the school logo White collared shirt/polo shirt Black/grey trousers or shorts
Girls	Bottle green cardigan, jumper or sweatshirt Black/grey skirt, pinafore dress or trousers White polo shirt/blouse Green gingham dress
PE Kit	Green/black shorts and a white round necked t-shirt. Plimsolls/trainers Winter tracksuit including warm top/fleece

NB. No fashionable baggy shorts, leggings etc. please. T-shirts to be of a normal fitting.

### **Lunchtimes**

School meals will be available from the 1<sup>st</sup> day back to school for each year group. For the first two weeks the school lunches will be the pick a mix option only, week three is a special hot menu (alongside the pick and mix option) and then the regular hot menu commences in week four. Copies of menus are included with this letter. Years 2 – 6 will eat lunch in their classroom.

Reception and Year 1 pupils will eat their lunch in the school hall. The school hall will be split to ensure these pupils remain in their bubbles. A copy of the menu is included with this letter.

### **Out of School Club.**

OSC provision will be available from the 7<sup>th</sup> September following the government guidance.

Places can be booked using the booking form on the school website and emailed to the school office. If you would prefer a word document booking form please email the school office. It is essential the spaces are booked in advance. There will be no refunds given for missed sessions. The children will have the opportunity to complete activities both outside and inside, socially distanced where possible.

Additional cleaning will take place throughout the sessions including expectations of pupils washing their hands. Entrance to the provision will continue to be at the side gate near the office and we will continue to use the telephone system when parents wish to collect their child.

### **After School Clubs**

We will not be running any after school clubs for at least the first half of the autumn term.

### **Sensory circuits**

We will not be able to offer sensory circuits before school for at least the first half of the autumn term. We will contact parents when we are able to start these sessions.

### **Assemblies**

All assemblies will be completed virtually in school throughout the week.

### **Attendance**

The Government expects all children to return to school in September and our attendance policies will return to normal prior to the school closure. If your child is unwell and not able to attend school please ensure you contact the school on the first day of absence before 9:10am. Holidays in term time will not be authorised unless in exceptional circumstances. Please see the school website or contact the school office for more details.

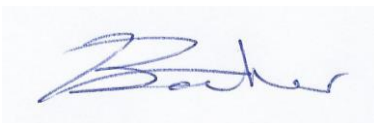
### **Office**

Please only visit the school office if it is essential, to reduce congestion. Only one person is allowed in the office area at a time. Please ensure you use the hand sanitiser when entering and leaving the office area. Wherever possible please email the school office [admin@coates.cambs.sch.uk](mailto:admin@coates.cambs.sch.uk) or telephone the school office on 01733 840527.

We hope this information has helped to provide you with information about how school will run from September. Further information will be sent out over the holidays which will be able to be shared with your children to help prepare them for their return.

Thank you all for your amazing support over the school closure period. I hope everyone has a lovely summer break and we look forward to seeing you all in September.

Kind Regards

A handwritten signature in blue ink, appearing to read 'L Boucher', on a light blue background.

Mrs L Boucher  
Headteacher