



Cotteridge Primary School

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Headteacher : Mr. J. Willetts BSc. P.G.C.E. N.P.Q.H.
Deputy Headteacher: Miss. K. Lacey BSoc.Sci P.G.C.E.
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Plans for the New School Term

28th August 2020

Dear Parent and Carers

I hope that everyone has had a good summer break and that the children are looking forward to returning to school.

I am writing to update you on our plans for next week's full reopening of school. We are very excited to be getting everyone back into school and creating our 'new normal.' It has been an extremely challenging 6-month period for us all and now we just want to see everyone back healthy and happy, ready to learn.

We have published a detailed risk assessment on our website, which you can look at, but I wanted to write to remind you of the pertinent arrangements and expectations that will be applicable from next Thursday. I hope that they will go a long way to giving you peace of mind. They are in no particular order!

- School will reopen for all children in Years 1 to 6 on Thursday 3rd September.
- We will be operating Year group bubbles to facilitate groupings for Phonics, Maths etc. and allow classes within a Year group to interact with one another.
- We will be teaching the normal Year group curriculum with extra support given to those who need it in order for them to achieve the expected standard.
- Where possible children will be seated facing the front and not each other, however this will not be possible in all rooms and will not be how Nursery or Reception classes will operate, as it is certainly not conducive to quality EYFS teaching and learning.
- Staff will move between bubbles but must ensure good hygiene procedures are adhered to. Senior Leaders will monitor this.
- No assemblies will take place for the near future however, a member of our Senior Leadership Team will do a virtual whole school assembly on a Monday, teachers will do a class assembly on a theme on a Tuesday pm (KS1) or Wednesday am (KS2) and there will be an in-class Friday celebration assembly each week.
- Individual resource packs, including pencils, rulers, erasers, whiteboards, crayons etc. will be provided for all children from Year 1 upwards
- The one-way system inside our Junior building is being maintained but not in our Infant building as we wish to use the hall as a teaching space once again.
- All PE lessons will take place outside wherever possible.
- As they have been effective, all procedures for dealing with staff or children displaying Covid-19 symptoms that were in place when we partially reopened in June, will remain in place.
- A standard letter outlining what to do next, will be issued to any pupils or staff displaying Covid-19 symptoms.
- We do have some self-testing kits in school, which can be issued if required.
- If any case of Covid-19 is confirmed, the school will immediately inform and seek advice from the Local Health Protection Team.

- Hand washing will be part of the daily routine for all children. They will wash their hands when they enter and leave a building, before they eat and after they have been to the toilet.
- Breakfast and After School Club will fully reopen on Thursday 3rd September but we will ensure that children remain in their year group bubbles as far as possible.
- There will be no other clubs before or after school until at least January 2021.
- We will not be narrowing the curriculum in any way. The broad and balanced curriculum will be taught with the children having the opportunity to develop their skills and knowledge in all National Curriculum subject areas.
- External coaches and other organisations will be used to support the delivery of the curriculum as long as the School Senior Leadership Team feel it safe to do so.
- Hand sanitising will remain in place for all visitors to school.
- Face to face contact with the school office should only take place if it is essential to do so. We would like parents and carers to contact the school via phone, text or email wherever possible.
- Only essential paperwork will be sent out in paper form. Far greater emphasis will be placed upon emails and our school website.
- Homework and reading books will be sent home and will be quarantined for 48 hours when they return to school.
- One day Educational Visits are permissible but, as a school, we have decided that none will take place until at least January 2021.
- At Cotteridge, no Swimming lessons will take place until at least January 2021.
- The school uniform policy will be fully reinstated and a new set of clothes are not required every day. School shoes should be worn – no trainers please!
- Please send a PE Kit in with your child, which can be left in school. There may be times when we fully change children for PE but there will be many occasions when the children will simply change their footwear for PE.
- School attendance will be mandatory once again from 1st September.
- The school gates will be open each morning from 8.45am to 9am.
- Entry to the school site will be via the car park gates and there will be a one-way system (as on the transition days) around the outside of the building.
- School will start at 9am each day for all year groups except Nursery which will start at 8.50am.
- There will be separate signed entrances to the building for all Year Groups.
- We ask that only one adult per family enters the school site to drop off or collect the children.
- There will be a drop and go system in place to avoid any form of crowd developing.
- Staff will be on each door, each day. If there is a message to be given to teachers, the staff on the doors will take those for you. There will be a 2-metre line around each door which we ask you to stay behind at all times.
- At the end of the day, the school gates will open at 3pm and again there will be a one-way system in operation as per the morning.
- **Reception Classes will finish at 3.05pm, Years 1, 2 and 3 will finish at 3.10pm and Years 4, 5 and 6 will finish at 3.15pm. We ask that you arrive as close to your child's finish time as possible.**
- Once your child comes out of school we ask that you leave the site as quickly as possible and do not stand around chatting to other parents or staff.

- Parents with multiple children in school can stay on site to wait for older children but must stay 2 metres from other parents.
- Nursery will finish at 11.50am and parents collecting children from Nursery should enter the school site from 11.45am via the main pedestrian gates.
- We ask that you try to ensure that you are on time dropping off and collecting children. It will not help our systems if parents and/or children are persistently late at either end of the day.
- The one-way system on Breedon Road worked well in the summer term so once again we ask that when leaving the pedestrian gates, all pupils and their parents walk left towards the Pershore Road. The pavement opposite the school will be for parents and children walking from the Pershore Road end of Breedon Road towards the school and the park.
- Extra support staff, 1 per class, are being employed every morning, to support teachers with the delivery of the curriculum and to try to help any children who need to 'catch up' after their significant period of time away from school. They will also be on hand to support emotional and well-being needs, which may arise.
- Mrs Burnett, our Pastoral Manager and Mrs Smith, our learning mentor will be on hand, as always, to support any children or families who experience any emotional difficulties returning to school.
- Playtimes and lunchtimes will be staggered so that Year group bubbles are kept apart from one another.
- School meals will be available for all children. They will need to be ordered via SchoolMoney. They will be free to those in Reception, Year 1, Year 2 and those entitled to Free School Meals.
- School fruit and vegetables should be available for children in Nursery, Reception, Year 1 and Year 2.
- Milk will be available to those who order it via CoolMilk in Nursery and Reception.
- Toast will not be sold in Years 3,4,5 and 6 for the foreseeable future so the children in these year groups will need to bring in a healthy snack from home to eat at breaktime.
- All children will need to bring in a water bottle each day.
- We will be maintaining our very successful Food Bank for families in our school. Any donations of non-perishable food items or toiletries will be very welcome as we support families in these uncertain and difficult times.

I hope that this gives you a flavour of what the 'new normal' will be for us at Cotteridge. We are fully committed to keeping everyone within our school community safe and healthy. The measures we have put in place should result in children, staff and parents feeling as safe as they possibly can be in these unique times, but without so many restrictions that the school community becomes anxious and scared. We want children to enjoy coming to school and be successful with their learning!

If you have any further questions, please don't hesitate in contacting us. You can always tweet a question on our Twitter Page and we can answer it there or I can be emailed on j.willetts@cotridge.bham.sch.uk.

Have a great weekend and I look forward to seeing the children back on Thursday.

We are a community, we are a family, we are Cotteridge School.

Best wishes

Jason Willetts
Head Teacher