



CHAPMANSLADE CE VA PRIMARY SCHOOL

**Learning together in a Christian community,
nurturing and developing lively minds in a caring
environment.**



17th July 2020

Dear Parents

Gavin Williamson, the Secretary of State for Education, has said that nationally, all pupils must return to school in September. If a child is on roll at a school but does not attend, the absence will be unauthorised unless it is a sickness absence. Parents have a duty to ensure that their child attends the school where the child is registered.

Chapmanslade School is ready and keen to welcome back every child in years 1 to 6 from Thursday 3rd September. Our new-to-Reception pupils will have their second visiting day on **either** Thursday 3rd or Friday 4th September and will start school as a full cohort on Monday 7th September. New-to-YR parents have been sent details of the transition period arrangements.

Please read the following FAQs carefully so that you are prepared for your child's return to full time school.

Which children will be able to attend from 1 September?

All children on roll at Chapmanslade School must return to full time school on Thursday 3rd September, apart from children joining us in Reception who have separate transition arrangements in place.

How many days a week should my child attend?

All pupils must attend school every day unless they are too unwell to attend.

How will children be grouped?

Children will be grouped by class in 'bubbles' that will not mix with other groups / bubbles. The class teacher(s) and teaching assistant(s) will also be part of the bubble. Mrs Hobbs will teach each class each week as she releases the class teacher(s) for their statutory planning preparation and assessment (PPA) time away from the children. It may be necessary to book supply teachers from time to time, but wherever possible, we work with adults already well known to the children.

What arrangements are in place for parents on the school site?

- Designated drop-off and collection time slots will be given to each group of pupils to reduce the number of parents on site at any time.
- Parents must observe a one-way route through the school. You must enter the site from the gate at the bottom of the playground steps, walk up to the top gate to drop or collect

your child, then exit via the churchyard. It is important that every parent observes this strict one-way route in order to minimise contact and protect all pupils, parents and staff.

- There will be no access into any other part of the school site for parents.
- The parents of key stage 2 pupils are welcome to drop their child at the school gate to make his/her own way to the top gate.
- Please say good-bye quickly to your child in order to prevent a queue of parents from forming. If another parent is ahead of you, you must maintain a safe 2 metre distance.
- Only one adult from each household is permitted to enter the school site with pupils.

At the end of the day, parents should observe the same one-way route and the same social distance of 2 metres if another parent is in front of them. Parents must not congregate on the pavement, on the playground, at the top of the driveway or in the churchyard so that the school complies fully with national guidance and its own risk assessment. Your child/ren will be handed over to you as quickly as possible and you are requested to exit promptly via the churchyard to prevent a queue from forming behind you.

What time should I drop off my child?

Your arrival time must align with the permitted arrival slot for your elder/oldest child. In order to ensure adequate social distancing and to prevent gatherings of parents close to the school site, these time slots are fixed and non-negotiable.

Redwood pupils and younger siblings must arrive promptly between 8:40 and 8:50am

Oak pupils and younger siblings must arrive promptly between 8:50 and 9:00am

Willow and Blossom pupils must arrive promptly between 9:00 and 9:10am.

What time should I collect my child?

Your collection time must align with the permitted collection slot for your elder/oldest child. In order to ensure adequate social distancing and to prevent gatherings of parents close to the school site, these time slots are fixed and non-negotiable.

Redwood pupils and younger siblings must be collected promptly between 3:05 and 3:15pm

Oak pupils and younger siblings must be collected promptly between 2:55 and 3:05pm

Willow and Blossom pupils must be collected promptly between 2:45 and 2:55pm

What happens if my child goes to Busy Bees Preschool?

We have liaised closely with Busy Bees Preschool throughout the partial closures and have a good system in place. Any pupils who attend Busy Bees will be dropped into school at 8:45am and collected from school at 3:15pm via the school field to avoid congestion at the top of the school drive. A safe handover takes place between school and Busy Bees staff. We will keep all children safely occupied until Busy Bees collect them at the end of the day, regardless of the dismissal time slot for their class.

How do I speak to the school office or to my child's teacher?

The best way to contact the school is by email using admin@chapmanslade.wilts.sch.uk . A member of staff will reply or telephone you as soon as possible; we will aim to acknowledge your email within one working day. Please use the letterbox in the front door or the parent post box in the lobby if you need to write to us and cannot do so electronically.

What measures are in place to protect staff?

We have a number of staff who want to attend school and support our pupils but can only do so if strict social-distancing measures can be maintained. There will be no access to any part of the school site for parents other than the designated one-way path and entrance lobby. Please do not enter the lobby if another parent is already inside. The glass will remain closed to protect staff in the office. You can also help us by dropping-off and collecting children quickly, and by maintaining a safe distance from school staff.

Where will my child spend the school day?

Your child's usual classroom will be his/her base. There will be many welcoming and familiar members of staff at the gate each morning to welcome children and to direct them to their base. Each group of children will have a designated outside space every day too, to ensure that play, exercise and some learning takes place in the fresh air.

What are the arrangements for lunch?

Lataca, our usual caterer, will provide cold packed lunches in disposable wrapping. Please order your choice of sandwich filling in the usual way through Lataca. All pupils in Reception, Year 1, Year 2 and those eligible for Free School Meals are entitled to a packed lunch at no charge to parents. Other parents may purchase a packed lunch from Lataca for their child. If your child prefers to bring his/her own packed lunch, this should be ready-to-eat and in disposable wrapping if possible to reduce items moving between school and home.

Please avoid items that your child is unable to unwrap by themselves, for example, Frubes which require adult assistance to open. Children will eat in their classroom to minimise contact with others.

What are the arrangements for drinking water?

Drinking water will always be available. Water will be provided in sterilised (a hot dishwasher cycle) beakers. Your child may bring his/her own NAMED drinks bottle if preferred.

What are the arrangements for snack?

All children should bring a healthy snack for mid-morning. Disposable wrapping is preferred (a piece of fruit is perfect!) to reduce items moving between school and home.

What protective measures will be in place?

The school will follow all guidance from the government and local authority.

- Each group of children and 2 adults will be kept separate from the other groups within school. Each group will have its own classroom base and own outside area (to be changed daily on a rota). This minimises contact with other people for your child.
- Frequently touched surfaces such as desks, play equipment and doors will be cleaned regularly throughout the day.
- Hand washing will be supervised on arrival, at transition from outside to inside, before eating and after using the toilets.
- Groups will have designated toilet cubicles to use to minimise contact with others.
- Movement around the school will be kept to a minimum with outside paths used wherever possible.
- The school will be cleaned thoroughly each evening.

- If your child requires first aid or becomes unwell with Covid-19 symptoms, staff will use the recommended PPE to attend to your child.
- Doors and windows will be open to aid ventilation and to minimise the touching of surfaces.

What should my child bring to school?

Your child should bring a packed lunch and a NAMED drinks bottle if required.

Your child should bring a waterproof or a sunhat depending on the weather.

Your child may bring a book bag BUT NOT A RUCKSACK

Your child must not bring anything else to school.

Anything else your child may need will be provided.

What should my child wear?

Children must wear full school uniform from September in line with the school's uniform policy which can be found [HERE](#). All items of uniform must be named to allow us to return items to the correct child. Pupils must also have full PE kit for designated days. Children should wear black shoes (trainers on PE days) that they can take off and put on by themselves. Rucksacks are not allowed in school due to limitations of space.

Which days should my child wear PE kit?

Teachers will notify parents early on in term 1 about specific arrangements for the class. Please send your child to school in formal uniform from the start of term.

Will there be any extra-curricular clubs?

Our priority for the first few days will be to welcome back all children to school. As soon as we have more information for parents, we will notify you. To begin with, our clubs provision will be significantly reduced but we hope to have some outside sports clubs available as soon as possible.

What happens if there is another outbreak of Covid-19?

Chapmanslade School is busy contingency planning for the possibility of a within-school outbreak, a local outbreak or a national outbreak. Full details will be shared with parents next term. If we experience a likely or confirmed case of Covid within the school, we shall follow the very detailed guidance that we have been given. Any person experiencing symptoms of Covid-19 (a high temperature, persistent dry cough or loss of smell / taste) must NOT enter the school site and must seek medical advice. All staff, parents and pupils will have access to home testing kits.

How can I help to prepare my child to return to school?

Reassure your child that:

- All the staff are really looking forward to seeing him/her again, and that it will be exciting to mix with other children again.
- Adults in school will be interested to hear about everything he/she has been doing at home.
- Please see the gaps letter so that you can help your child to be ready to resume learning in school. All work on the Home Learning page of our website will remain in place over the summer.
- Start to reintroduce a 'school night' bedtime and waking routine towards the end of the holidays. This will help your child to cope with the school day.

- Make sure all items of uniform and shoes/trainers fit comfortably and have them clean and ready to wear.
- Remind your child not to take anything into school (other than book bag, lunch and a drinks bottle if required).
- Make sure you are punctual for your time slot on the first day. Allow plenty of time to get to school (and park if arriving by car) so you can say goodbye as you make your way to school. Remind your child that you have to leave him/her very quickly at the gate because that helps to keep everyone safe.

How will my child's teacher tell me if anything is wrong?

Teachers will dismiss very promptly at the end of the day to minimise the risk of a queue or gathering forming by the school. Your child's teacher will telephone you as soon as possible if there is anything to discuss. If you need to contact your child's teacher, please email admin@chapmanslade.wilts.sch.uk and we will aim to get back to you within one working day.

The latest government information for parents can be found online:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

We very much look forward to seeing your child on 3rd September. The school will be closed for the summer holidays but we shall respond to any email enquiries as soon as possible from 1st September onwards.

I will write to all parents again on 1st September to confirm the above arrangements.

Yours sincerely,



Mrs Chapman