



CUFFLEY SCHOOL

A Foundation School



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Dear Parents and Carers,

Back to School Plans

As you know, the government have said that all children should return to school in September as it is vital for their education and wellbeing. I must be honest when I say that I agree! We have missed the children and can't wait to welcome them all back.

Since the announcement, we have been busy making plans and have been updating our detailed risk assessment to ensure that children and staff will be kept as safe as possible. It is going to be somewhat complicated as we put in place the government guidance around hygiene controls, enhanced cleaning, minimising contact and social distancing. It will not be as convenient for you, with staggered starts and finishes, as I would like it to be and I am sorry about this. But I do believe that together we can make it work. And we will, of course, revisit plans regularly to make sure they still meet our needs as well as government guidelines. **Please read the following information carefully.**

The key things to note are:

Returning To School

- **All** children should return to school on Thursday 3rd September, as it will be compulsory.
- Social contact will be minimised and social distancing will be encouraged for all members of the school community. There will be staggered start and finish times, as well as staggered break and lunchtimes in order to minimise social contact. **Please see table attached.**
- Masks are recommended for parents and carers at drop off and collection as social distancing is likely to be challenging. Please kiss and drop – do not stay and chat.
- Children should bring in their own pens, pencils, rubbers, etc. in clear, wipeable, plastic wallets for personal use only. No fancy pencil cases please.
- School dinners are available. Children from Reception to Year 2 are entitled to universal infant free school meals. **Children in Years 3-6 may order a dinner at £2.50 a day payable a half a term in advance.**
- Children should return to school wearing their uniform, but please ensure that this is all washed, if not daily, frequently.
- P.E. lessons will go ahead and children should bring in their P.E. kits at the start of term.
- If belongings have been left in school, these will be passed to children at the start of term.

Wrap Around Care/Clubs

- Breakfast and After-School Clubs will run and additional information will be provided to you in relation to these if your children attend.
- Extra-curricular clubs are likely to run, but these are yet to be confirmed and we will let you know in September once all risk assessments have been provided and reviewed.
- We hope to run music lessons as normal, but we are currently working with our music teachers to ensure that this is workable.

Absences

- Anyone with COVID-19 symptoms, or who has someone in their household who does, should **not** attend school and should let the school know as soon as possible.
- We will ask you all to engage with the NHS Track and Trace process.
- If we have any confirmed cases of COVID-19, these will be managed in line with public health guidance.

Welfare

- Personal hygiene is crucial. Children will be guided in washing hands regularly and thoroughly and will use anti-bacterial gel frequently. Please support us with this at home.
- We will be promoting the 'catch it, bin it, kill it' approach for respiratory hygiene.
- Personal Protective Equipment (PPE) will be available for first aid treatment and intimate care.

Cleanliness

- Enhanced cleaning will be taking place, with surfaces and resources washed frequently.

Risk Assessment

- Once it has been ratified by governors, our risk assessment will be published on our website.
- Educational visits are currently on hold but as restrictions ease, these will be considered and individually risk assessed. No overnight visits are permitted at present.
- Our Behaviour Policy has been revised in order to take into account expectations around COVID-19. This will be uploaded to our website. More than ever, children need to meet expectations and follow rules – and we know that the vast majority will.

Curriculum

- Our curriculum will continue to be broad and balanced, but we are aware that after such a long time out of school, children will return to us at very different starting points. Please do not worry. We will assess the children as they return to us and will work hard to fill in the gaps. We will be in touch, but give us a little time to re-establish formal learning.
- We will be archiving the current Google Classrooms at the end of term and setting up new Google Classrooms for the children ready for summer activities and online learning for the term ahead. Please note that these will not be monitored over the summer break.

I am well aware that there is an awful lot to take in here – for us too! I hope that I have been able to answer at least some of your questions without completely overloading you with information.

My priority, and that of my team, is to ensure that the children are happy and confident about a return to school, as well as ensuring that they are kept as safe as possible. We will work sensitively with them and you to ensure that this happens.

Please see attached table detailing the staggered school day timings. Please note that **families with more than one child at school should attend at the latest start time for the siblings and collect at the latest finish time**, so that you can drop them off and collect them all at the same time.

To say that this has been a challenging year for all of us rather underplays it. However, I have been privileged to work at Cuffley during this time. Your overwhelming support and positivity has made the best out of a difficult situation. Thank you.

I hope you find time to have a break over the summer and I am really excited about welcoming you all back properly in September.

Warm Wishes,

Wendy Wing
Headteacher

Staggered Start and Drop Off Times

From Thursday 3rd September 2020

| Year group | Drop off time and location | Break times | Lunch times | Collection time and location |
|--------------------|---|-------------|-------------------|---|
| Nursery * | 9:00am and 12:00 noon at Nursery door | N/A | 11:30am | Midday and 3:00pm from Nursery door |
| Reception * | 8:45am at classroom doors | N/A | 11:30am – 12:15pm | 2:45pm at classroom doors |
| Year 1 | 9:00am pedestrian gate | 10:20am | 12:00 – 12:45pm | 3:00pm pedestrian gate |
| Year 2 | 9:00am pedestrian gate | 10:35am | 12:00 - 12:45pm | 3:00pm pedestrian gate |
| Year 3 | 9:15am pedestrian gate | 10:20am | 12:30 – 1:15pm | 3:15pm pedestrian gate |
| Year 4 | 9:15am pedestrian gate | 10:20am | 12:30 – 1:15pm | 3:15pm pedestrian gate |
| Year 5 | 9:15am vehicle gate (no cars permitted) | 10:35am | 12:30 – 1:15pm | 3:15pm vehicle gate (no cars permitted) |
| Year 6 | 9:15am vehicle gate (no cars permitted) | 10:35am | 12:30 – 1:15pm | 3:15pm vehicle gate (no cars permitted) |

*** Early Years (Nursery and Reception) parents** – please note that **for the first two weeks of term you have an individual timetable already provided to you – this timetable is from Week 3.**

Early Years parents **ONLY** may accompany their children to their classes; but please literally kiss and drop and leave to avoid numbers of people gathering. Please enter through the Key Stage 1 playground and then following the building around and leave by the vehicle gate.

Please note that **siblings** from one family should be dropped/collected at the latest start/collection time for that family.

In order for this plan to work effectively, it is crucial that everyone is prompt – please do NOT arrive too early as this will be challenging to manage. At the end of the day, please be on time to collect your child.

Please be mindful of social distancing and walk on the left-hand side as you enter and exit the entrances.

No cars will be permitted during entry and exit times to minimise risk.