



## Clifton Green Primary School

Clifton, York YO30 6JA

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2<sup>nd</sup> September 2020

Dear Parents/Carers,

### September Opening – Further Information for Parents

School is alive with activity as our wonderful staff team are busy preparing for the start of the new school year. You should have all received information prior to the summer break regarding our main routines and start dates/times and following recent government guidelines we have further information and reminders to share.

From the start of the Autumn term (Wednesday 9<sup>th</sup> September Y1-6 and Stay and Play sessions for EYFS 9<sup>th</sup>-11<sup>th</sup>), **all children are expected to attend school including those who may have been on the shielded patient list and/or those who have family members who are shielding.** It is really important that children access education and have opportunities to establish routines and socialise with their peers. We understand that there will be some anxiety around a return to school and urge any concerns to be shared with a member of the staff team as soon as possible. If your child has any aspect of Special Educational Needs or Disability and you would like to discuss their return to school, please contact Penny Vity (our Inclusion Lead) via email: [p.vity@cliftongreenprimary.co.uk](mailto:p.vity@cliftongreenprimary.co.uk).

**If pupils or staff have symptoms of coronavirus (a new continuous cough, a high temperature, a loss of (or change in) your normal sense of taste or smell), they are required to self-isolate (along with all household members) and access a COVID-19 test (book online or call NHS Test and Trace on 119).** Once a test outcome is received, families should follow the guidelines below:

- If the test is **negative** and the person feels well and no longer has symptoms similar to coronavirus, the person (and all household members) can stop self-isolating and return to school. If the person remains unwell, they must stay home from school until they feel well again.
- If the test is **positive**, the person should continue to self-isolate for at least 10 days from the start of their symptoms. All household members are required to self-isolate for the full 14 days from when the household member first had symptoms. Children and adults should only return to school if they do not have symptoms other than a cough or a loss of sense of taste/smell. This is because these symptoms can last for several weeks once the infection has gone.
- Parents and staff should inform school if they are self-isolating (along with any other absence information) and also share any outcome from a coronavirus test as soon as possible.
- School, staff and families must engage with NHS Test and Trace and share details on request with the NHS team.

Ofsted Number: 121283 Chair of Governors: Mr John Kesterton

Acting Headteacher: Miss Nicola Jones Assistant Headteacher: Mr George Gardiner

- In the event of a confirmed coronavirus case in the school community, the school will work closely with the local health protection team to decide upon the next steps including if any wider staff or pupils need to self-isolate.
- Parents should continue to plan their holidays within school breaks and avoid taking their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas which could also impact on attendance.

Please find attached our recently updated and governor approved Risk Assessment which details all of the precautions school are taking to ensure that all children and staff can return to school safely. We have also attached an updated Home-School Agreement which all parents/carers, children and staff must agree to follow on their return to school. For our school to open fully and safely, we will be **relying on everyone working together** to follow new routines which may be slightly inconvenient and unusual whilst we all adapt to our new school lives. The following information will hopefully help everyone to prepare:

- The following arrangements will be in place for the start and end of school:
  - Children in Nursery and Reception will enter school at the back of the building (access via the side of the Children’s Centre), through the EYFS outdoor classroom. There will be flexible drop-off time between 8:30am-9:00am and children are to be collected from the same point between 3:00pm-3:30pm.
  - Children in Year 1 will use the door at the front of school between the main entrance and Little Acorn’s nursery. There will be flexible drop-off time between 8:30am-9:00am and children will be collected from the same point between 3:00pm-3:30pm.
  - Children in Years 2-6 will enter via the main playground and there will be three staggered drop-off/pick-up times according to last name:

	<b>Drop-Off Time</b>	<b>Pick-Up Time</b>
<b>Surnames A to E</b>	8:30am – 8:40am	3:00pm – 3:10pm
<b>Surnames F to N</b>	8:40am – 8:50am	3:10pm – 3:20pm
<b>Surnames O to Z</b>	8:50am – 9:00am	3:20pm – 3:30pm

- In order to minimise the number of people arriving/leaving at any one time, we ask that where possible, only **1 parent/carer accompanies children to school and that families are mindful of social distancing and do not spend more time on school grounds than absolutely necessary.**
  - Parents/carers will be asked to leave children with staff members who will be available at the designated points above. **Parents/carers will not be allowed into the building without prior arrangement.**
  - If a family needs to drop-off/pick-up at more than one point e.g. EYFS and the main playground, they will need to use the paths outside of school to move between these locations. Alternatively, staff will be happy to greet all children and ensure that they travel safely through school without parents to get to their classrooms.
- We pride ourselves on our regular communication with families but face-to-face contact will now be limited. Please contact the school office via phone or email (contact details on the first page) should you have any queries or alternatively please contact class teachers using the email addresses over the page...

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CGPS Class Teacher Email Addresses 2020-2021		
Nursery (FS1)	George Brichieri	g.brichieri@cliftongreenprimary.co.uk
Reception (FS2)	Ange Nicholson	a.nicholson@cliftongreenprimary.co.uk
	Fran Morris	f.morris@cliftongreenprimary.co.uk
Year 1	Amy Evans	a.evans@cliftongreenprimary.co.uk
	Olivia Mclelland	o.mclelland@cliftongreenprimary.co.uk
Year 2	Kris Procter (nurture)	k.procter@cliftongreenprimary.co.uk
	Frankie Swales	f.swales@cliftongreenprimary.co.uk
	Lauren Jarman	l.jarman@cliftongreenprimary.co.uk
Year 3	Holly Smith	h.smith2@cliftongreenprimary.co.uk
	Chloe Morritt	c.morritt@cliftongreenprimary.co.uk
Year 4	Jane Holdsworth	j.holdsworth@cliftongreenprimary.co.uk
	Danny Palmer	d.palmer@cliftongreenprimary.co.uk
Year 5	Karen Banks	k.banks@cliftongreenprimary.co.uk
	Ruth Peacock	r.peacock@cliftongreenprimary.co.uk
Year 6	George Gardiner	g.gardiner@cliftongreenprimary.co.uk
	Clare Pennock	c.pennock@cliftongreenprimary.co.uk
	Annie Mould	a.mould@cliftongreenprimary.co.uk

When contacting school, staff will endeavour to respond within 1 day and between the hours of 7:30am and 4:30pm (school days only). **For anything urgent, please telephone the school office.** Anyone who needs to access school will need to queue at the main entrance and speak to a member of staff via the intercom.

- Please walk or cycle to school where possible. Children can park bikes and scooters in the sheds/racks at the front of school or on the main playground.
- Children should wear full school uniform: polo shirt, grey/black trousers, dress or skirt, blue jumper or cardigan and **black** shoes/trainers. Please ensure your child also brings a warm, waterproof coat with them to school as learning will take place outside where possible.
- PE kit (black shorts, white t-shirt and pumps/trainers) will be required in school as well as joggers/leggings and a jumper as PE lessons will be outside as much as possible. Please bring PE kit to school on the first day of the week and take home at the weekend so that it can be washed and returned. Where possible, PE kit should be kept in a drawstring bag due to space in school.
- Every child needs to bring a water bottle to school which will be kept on their desk and not shared. This will be sent home each night for cleaning and return.
- Children may bring bags and lunch bags to carry their belongings although we ask that children only bring essential items to school.
- **Please ensure that all uniform and belongings are labelled clearly with your child's name.**
- **Breakfast and After School Club will reopen from Wednesday 9<sup>th</sup> September.** Specific information is attached to this letter regarding guidelines for opening for those families who require this service.

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- As you would expect, handwashing routines will be thorough and at frequent intervals throughout the day and good respiratory hygiene will be promoted using, 'Catch it, bin it, kill it'.
- Enhanced cleaning regimes, including regular cleaning of frequently touched surfaces and toilets, will be implemented in school. Children will be given their own stationery which will not be shared with others and any other larger equipment to be shared will be cleaned frequently.
- Children will be kept in class 'bubbles' with some mixing between same year group classes however for toilet use and lunch/break routines they will mix with one other year group (Years 1 and 2, Years 3 and 4 and Years 5 and 6).
- We are not expected to implement strict social distancing between children but we will encourage children to be mindful of their positions and to avoid face-to-face contact.
- Children and staff do not need face coverings in school and will be asked to remove them on entry (and either dispose of them or keep them in a plastic bag throughout the day) unless there are medical reasons for their use. Information from the World Health Organisation regarding face coverings can be found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>.
- Staff will be expected to keep a safe distance from children and other adults however if they feel this cannot be achieved, they may wear a mask for a short period of time e.g. whilst administering first aid.
- We will not be hosting any school events or assemblies but will continue to review this as government guidelines regarding mass gatherings are amended.
- All payments to school should be made via ParentPay as we would like to operate a cash-less system. Should you require any further information or need help with this service, please contact the main office.
- We are also hoping to reduce the number of physical letters that are sent home from school so will continue to communicate via email, ParentPay, Tapestry, Facebook, Twitter and the school website. **Please make sure you can access at least one of these** and check that school have up-to-date contact details.

Finally, I would like to share the news that during a recruitment process at the end of the summer term, George Gardiner will continue as Assistant Head this year (leading KS2: Years 3-6) and Amy Evans has been promoted to Assistant Head to lead KS1 (Years 1 and 2). Penny Vity has also been promoted to Assistant Head and will continue in her role as EYFS and Inclusion Lead. Clare Pennock (Y6 teacher) has been appointed in the role of Maths Lead in school also.

We wish Ellie Hayward, Sarah Foster and Danielle Jefferson all the best of luck as they come towards the end of their pregnancies and we look forward to meeting their new arrivals soon.

We know that many children will be excited about returning and we cannot wait to have everyone back next week however we understand that some children and families may still be anxious. Please feel free to contact myself ([n.jones@clifongreenprimary.co.uk](mailto:n.jones@clifongreenprimary.co.uk)) or any other member of the team should you need any further information, advice or support.

We look forward to seeing you all very soon.

Nicola Jones (Headteacher)

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