



Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH

Headteacher, Mrs L Hunter

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<http://cookridgeprimaryschool.co.uk>

Dear parents/carers

I hope you have all had a lovely holiday. At Cookridge Primary School we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

Please take time to read the information below.

Current guidance

On 25th August 2020 the government updated its guidance for full opening of schools. The guidance issued can be found in full at-

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Keeping children and staff safe

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

Prevention:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

Attendance

All children will be welcomed back to Cookridge Primary school Monday 7th September and attendance is mandatory.

We support the government here which notes:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

Shielding children

Shielding advice for all adults and children paused on 1 August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Before your child leaves home in the morning

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident **do not send them to school**, please contact the school office on 0113 3862500

Government advice must be followed https://www.gov.uk/coronavirus?gclid=EAlaIQobChMI_tzD-Mvd6QIVxbTtCh3s_QgYEAAYASAAEgKB4fD_BwE



Travel to and from school

In accordance with our current risk assessment we encourage parents, staff and pupils to walk to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school. Face coverings are required at all times on public transport (including for children, over the age of 11)

Phase groups 'bubbles'

Pupils in school will be in one of four phase bubbles. This is in order to facilitate for effective learning, PPA, playtimes and lunchtimes.

For example - Reception will create their own bubble.

Classes 1, 2, 3 and 4 will operate in the KS1 phase bubble.

Classes 5, 6 and 7 will operate in the LKS2 phase bubble

Classes 8, 9 and 10 will operate in the UKS2 bubble.

This means the children will be able to move across the phase classrooms when needed for learning/interventions, access the outside provision together, play together and eat together.

Morning drop offs

To stop the bubbles being broken, and maintain social distancing we ask that

- One parent only from each family to drop their children off in the designated time slots for their assigned group. Pupils who walk independently to school will have to also adhere to these time slots
- Parents/careers are asked to only approach the school gates during their time slot as waiting near the gates for a later time slot will only block children entering school and potentially jeopardise the phase bubbles we have created.
- Once at the gates please leave the children to make their own way to their new classroom. There will be staff lining the route to guide children to their classrooms and coloured pathways to help the younger children. Parents must not congregate by the gates or on the pavements and must leave immediately after drop off. Wearing of masks by parents during this period is encouraged.
- Parents with more than one child at school need to drop their eldest child off first, followed by their next and then so on, all within their given time slot.

Please note

In order to maintain the integrity of individual pupil groups

-parents who do not adhere to their dropping off/collection times could jeopardise the phase bubbles created.

-Please follow the signage provided as again a child going in the wrong entrance could again jeopardise the phase bubbles created.

Breakfast club will NOT be in the hall but provided in individual classrooms between 8.40 and 9.15am. All pupils will have access to cereal, toast and bagels. Appropriate measures are in place to ensure all health and safety requirements are met.

All children have been given an allocated time to arrive at school this is based on surnames

UKS2 Bubble Year 5 & 6 (Classes 8, 9, 10) Entrance and Exit to school will be **Entrance A**

Child's Surname	Classes	Year Groups	Entrance and Exit to school	Start Time	Finish Time
A, B, C, D, E	8, 9, 10	5/6	Entrance A (See below)	8:40 – 8:50	2:50 – 3:00
F, G, H, I, J, K , L,	8, 9, 10	5/6	Entrance A (See below)	8:50 – 9:00	3:00 – 3:10
M, N, O, P, Q, R, S, T, U, V onwards	8, 9, 10	5/6	Entrance A (See below)	9:00 – 9:10	3:10 – 3:20

e.g. Name is Mr Kerr – his surname is **K**err so if he was in class 8, he would come into school through entrance A at **8:50am** and leave school through the same entrance at **3:00pm**.



LKS2 Bubble Year 3 & 4 (Classes **6 & 7**) Entrance and Exit to school will be **Entrance C**

Child's Surname	Classes	Year Groups	Entrance and Exit to school	Start Time	Finish Time
A, B, C, D, E	6&7	3 & 4	Entrance C (See below)	8:40 – 8:50	2:50 – 3:00
F, G, H, I, J, K, L,	6&7	3 & 4	Entrance C (See below)	8:50 – 9:00	3:00 – 3:10
M, N, O, P, Q, R, S, T, U, V onwards	6&7	3 & 4	Entrance C (See below)	9:00 – 9:10	3:10 – 3:20

Or Year 4 (Classes **5**) Entrance and Exit to school will be **Entrance E**

Child's Surname	Classes	Year Groups	Entrance and Exit to school	Start Time	Finish Time
A, B, C, D, E	5	4	Entrance E (See below)	8:40 – 8:50	2:50 – 3:00
F, G, H, I, J, K, L,	5	4	Entrance E (See below)	8:50 – 9:00	3:00 – 3:10
M, N, O, P, Q, R, S, T, U, V onwards	5	4	Entrance E (See below)	9:00 – 9:10	3:10 – 3:20



KS1 Bubble Year 1 & 2 (Classes 1, 2, 3 & 4) Entrance and Exit to school will be **Entrance D**

If your surname begins with:

Child's Surname	Classes	Year Groups	Entrance and Exit to school	Start Time	Finish Time
A, B, C, D, E	1, 2, 3 & 4	1/2	Entrance D (See below)	8:40 – 8:50	2:50 – 3:00
F, G, H, I, J, K , L,	1, 2, 3 & 4	1/2	Entrance D (See below)	8:50 – 9:00	3:00 – 3:10
M, N, O, P, Q, R, S, T, U, V onwards	1, 2, 3 & 4	1/2	Entrance D (See below)	9:00 – 9:10	3:10 – 3:20

e.g. Name is Mr Kerr – his surname is **K**err so if he was in class 2, he would come into school through entrance D at **8:50am** and leave school through the same entrance at **3:00pm**.



Reception Bubble

September 2020 - Week 1 (8.9.20)

To help with this in the mornings and at the end of the day we ask you to come into school via **Entrance B** (See picture 1 on the next page) at your allocated time (Below).

During Stay and Play sessions come to **Entrance B** and buzz the office. Say that you are here for the reception Stay and Play sessions. Once you have reached the Reception doors (See picture 2 on the next page), please leave via the main gates **Entrance B** (You will need to buzz the school office so they can let you out of the school grounds). When picking up your child, just do the same thing. You can arrive and pick up at the times provided in the table below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
06	07 Inset Day	08 Stay and play	09 Stay and play	10 Stay and play	11 Stay and play	12
		Red group 9:15 – 11:00	Blue group 9:15 – 11:00	Green group 9:15 – 11:00	Yellow group 9:15 – 11:00	
		Yellow group 1:15 – 3:00	Green group 1:15 – 3:00	Red group 1:15 – 3:00	Blue group 1:15 – 3:00	

Reception – September - Week 2 (WC – 14.09.20):

If your surname begins with:

	Child's Surname	Year Groups	Entrance and Exit to school	Start Time	Finish Time
Monday 14 th September – Wednesday 16 th September	A, B, C, D, E	Reception	Entrance B (See pictures 1, 2, 3)	8:40 – 8:50	11:30 – 11:40
	F, G, H, I, J, K, L,	Reception	Entrance B (See pictures 1, 2, 3)	8:50 – 9:00	11:40 – 11:50
	M, N, O, P, Q, R, S, T, U, V onwards	Reception	Entrance B (See pictures 1, 2, 3)	9:00 – 9:10	11:50 – 12:00

Thursday 17 th September – Friday 18 th September	A, B, C, D, E	Reception	Entrance B (See pictures 1, 2, 3)	8:40 – 8:50	12:30 – 12:40
	F, G, H, I, J, K , L,	Reception	Entrance B (See pictures 1, 2, 3)	8:50 – 9:00	12:40 – 12:50
Mornings and Lunch Only	M, N, O, P, Q, R, S, T, U, V onwards	Reception	Entrance B (See pictures 1, 2, 3)	9:00 – 9:10	12:50 – 1:00

e.g. My name is Mr Kerr – his surname is **K**err, so he would come into school through entrance B at **8:50am**. He would walk around to the doors in picture 2 and then leave through the school carpark and exit there (Picture 3) at **12:40pm**. (Note – exiting school is different to week 1, Stay and Play sessions)

Reception – September - Week 3 (WC – 21.09.20):

	Child's Surname	Year Groups	Entrance and Exit to school	Start Time	Finish Time
In Full-time	A, B, C, D, E	Reception	Entrance B (See pictures 1, 2, 3)	8:40 – 8:50	2:50 – 3:00
	F, G, H, I, J, K, L,	Reception	Entrance B (See pictures 1, 2, 3)	8:50 – 9:00	3:00 – 3:10
	M, N, O, P, Q, R, S, T, U, V onwards	Reception	Entrance B (See pictures 1, 2, 3)	9:00 – 9:10	3:10 – 3:20

Picture 1



Picture 2



Picture 3



To stop the bubbles being broken, we ask that you walk (only one adult is asked to drop off and collect, to help with congestion and social distancing) round to the doors in picture 2. Say goodbye to your children at the doors and the teachers will show them to their classroom. You need to leave the school through the school carpark (See picture 3). There will be a path on the ground to help. This will remain the same every day until we are asked to change it, even in bad weather, so please make sure your children wear their coats, especially if it is a rainy or a cold day.

End of the day – Collection

Children will be brought out to their parent/adult at their allocated time. Parents are requested to form socially distanced lines at the appropriate exit points. Once your child has been handed over to you please move away from the school gates as quickly as possible to allow the next group of parents to line up to collect their children. It is vitally important you are on time to support the integrity of the 'bubbles'.

Lessons

Children will be doing all of their usual lessons but may be working outside a lot more. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

Reception and KS1 classrooms will be set up as normal to facilitate continuous provision. KS2 classrooms will be set up in rows with the children sitting side by side facing the front of the classroom. For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Children will be asked to wash/sanitise their hands throughout the school day, for example on arrival into school, after using the toilet, before and after play/lunchtimes, on re-entering the classroom etc. We have over 30 hand sanitisers strategically placed around school to help facilitate good hand hygiene. Windows will remain open for ventilation. Children will be encouraged to follow good respiratory hygiene following the slogan 'catch it, bin it, kill it'.

Reading books

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has an outstanding reading book at home, please return it on the first day back in September.

School uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school. Please send children in clean uniform where possible and please, please, please ensure all items are named.

On PE days please send your children into school wearing the school uniform PE kit with appropriate footwear and layers as we will be doing most PE lessons outside during the Autumn term. Children will not be changing for PE. Break times and lunchtimes will be outside, even if it is cold or raining, so make sure your child has a coat with a hood on wet or cold days. Please do not send children with unnecessary items/ extra belongings into school, including toys. Book bags and lunchboxes are appropriate.

Lunchtimes

Children can bring a packed lunch or have a school dinner as usual. Please ensure you let Mrs Lister in the school office know of any changes or you may incur charges. Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment for school dinner meals will be required.

If parents are unsure about whether they are entitled to free school meals and need to pay or not they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals and the pupil premium funding please contact the school office and we will support you with this.

We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. For the foreseeable future family service is suspended and children will be served their food by appropriate adults. Please ensure you send your child with a named filled water bottle, as our water fountains are out of action, and a healthy snack for break times, as we will not be able to open the Tuck shop.

Enhanced cleaning regimes

Since lockdown, school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted our cleaning rotas with our site team to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched, like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. These arrangements will stay in place until further notice.

After school activity clubs

There will be no outside providers for activity clubs in the autumn term.



School office

School offices will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements. All other communication should be done by telephone or e-mail as far as possible.

Communication

Communication with parents is really important to us. We will continue to communicate through the website and App so please ensure you check these regularly. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement with the Head teacher only so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please email info@cookridge.leeds.sch.uk or telephone the office 0113 3862500 to support making these arrangements. Teaching staff will be unable to have face to face conversations during drop off and collection times.

Curriculum for reconnection

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

We have updated our PSHE curriculum for this autumn so that work in all year groups centres on health and wellbeing.

Our staff do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our staff will remain calm and measured in September knowing that, whatever the situation, we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our established 'growth mindset' philosophy.

Assessment

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day to day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low.

Broad and balanced curriculum.

Although there are some restrictions in place (eg singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children.

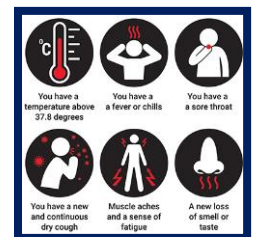
Pupils with additional needs.

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by school to ensure a smooth transition when returning to school. Mrs Brosnan will continue to work with our families to support children in their transition back into school. In some cases, children with additional needs may require a risk assessment to be completed. Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building.

Children or staff suspected of having COVID-19

In line with DfE guidance in the case of a confirmed infection the school will:

- engage with the NHS Test and Trace process.
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will use the App to notify parents of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.



'Close contact' now means:

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- travelling in a small vehicle, like a car, with an infected person.

When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.

We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice and get a test. We ask that parents and staff inform the school immediately of the outcome of any test.

The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*'

If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

Wrap around care – Beehive

In order to maintain the integrity of the 'bubbles' we have created in school and to ensure we can continue to offer an exciting provision for the children and provision for working parents; we will be making some changes to how we manage Beehive.

Reception and KS1 pupils will remain in the Beehive provision.

LKS2 (Year 3 and 4) and UKS2 (Years 5 and 6) Beehive provision will be in the hall.



For safeguarding purposes parents of pupils attending Beehive must continue to sign their children in and out. Parents will need to drop off and collect their children at the appropriate provision. Access to the Hall will be via the small main playground gate.

Please see the website for all other information. <https://www.cookridgeprimary.co.uk/parents-and-carers/beehive/>
If you have any further questions please contact Mrs Lucas on 0113 3862500 or email info@cookridge.leeds.sch.uk

Take care and we will see you all soon - remember 'Together We Achieve the Extraordinary'

Mrs Hunter and the Cookridge Team

Our school is committed to safeguarding and promoting the wellbeing of all children, staff and visitors. In order to sustain high levels of safeguarding, visitors and volunteers are expected to share this commitment.

