



Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH

Headteacher, Mrs L Hunter

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<http://cookridgeprimaryschool.co.uk>

Dear Parents/Carers

You have all done an amazing job this lockdown with home schooling but, like you we can't wait to have all the children back in school on Monday 8th March. We have once again been working on our plans for a full reopening to ensure 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 22nd February 2021 the government updated its guidance for full opening of schools. The guidance issued can be found in full at-

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures to reduce risk of transmission in our setting to create an inherently safer environment.

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 required to self-isolate by ensuring they do not attend the school.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

Response to any infection

- Promote and engage with the NHS Test and Trace process.
- Manage and report 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 8th March and attendance is mandatory. The government document states:

- *School attendance will be mandatory for all pupils from 8 March.*
- *The usual rules on school attendance apply, including:*
 - *parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)*

- *the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of Conduct*

If you have any reservations about returning please contact Mrs Brosnan via the school office 0113 3862500 and we will endeavour to work with you.

Self-isolation and shielding

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. 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. Shielding guidance is due to be reviewed on 28th March.



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.

Children or staff suspected of having COVID-19

Pupils, staff and other adults must not come into school if

- they have one or more coronavirus (COVID-19) symptoms
The main symptoms of coronavirus are:
 - high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm.

If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.

If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

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.

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)

Drop offs and collection

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/carers 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 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 essential and no parent will be allowed on site without one.
- 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.

All children have been given an allocated time to arrive at school this is based on surnames – please note these have changed to 5 minute slots. If these become too congested and social distancing isn't observed we will have to revert back to 10 minute slots.

Child's Surname	Classes	Entrance and Exit to school	Start Time	Finish Time
A, B, C, D, E	All classes	Entrance A – Classes 8, 9 & 10 Entrance B – Reception	8:45 – 8:50	3:00 – 3:05
F, G, H, I, J, K , L,	All classes	Entrance C – Classes 6 & 7 Entrance D – Classes 1, 2, 3 & 4	8:50 – 8:55	3:05 – 3:10
M, N, O, P, Q, R, S, T, U, V onwards	All classes	Entrance E – Class 5	8:55 – 9:00	3:10 – 3:15

e.g. 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 **3:05pm**.

Entrance A - Year 5 & 6 (Classes **8, 9, 10**) entrance and exit to school



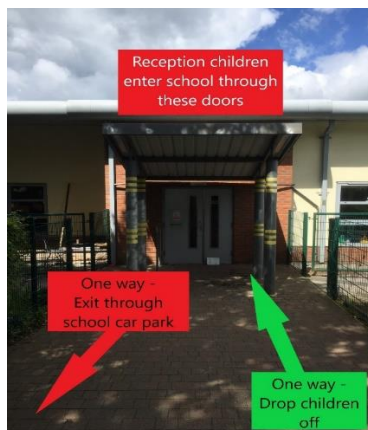
Entrance C - Year 3 & 4 (Classes **6 & 7**) entrance and exit to school

Entrance E - Year 4 (Classes **5**) entrance and exit to school

Entrance D - Year 1 & 2 (Classes **1, 2, 3 & 4**) entrance and exit to school will be



Entrance B - Reception entrance and exit to school



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'.

Class 'bubbles'

Pupils in school will be in class bubbles apart from Classes 1 and 2 who will form a Year 1 bubble and Classes 3 and 4 who will form a year 2 bubble.

Breakfast club

This will NOT be in the hall but provided in individual classrooms between 8.45 and 9.05am. All pupils will have access to cereal, toast and bagels. Appropriate measures are in place to ensure all health and safety requirements are met.

Lessons

Returning to school following previous lockdowns has shown us that the children adapt back to school life quickly and begin to make rapid progress. However we are also 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. If this applies to your family please can you ensure you have informed your child's class teacher so we can support your child.

Although there are some restrictions in place we fully intend to continue with our normal ambitious and broad curriculum in all subjects. We will make use of existing flexibilities to begin at appropriate starting points for all our children. 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 during the week beginning 8th March.

School uniform

We are aware that some pupils will have grown out of items of uniform but wherever possible please send children in the approved clean school uniform.

On PE days please send your children into school wearing the school uniform PE kit with appropriate footwear as we will be doing most PE lessons outside where possible. Children will not be changing for PE. Please check class pages on the website for further information <https://www.cookridgeprimary.co.uk/children/classes/class-1/>.

Break times and lunchtimes will be outside and will involve the use of the school field. Therefore we are asking you to send your children every day with additional forest schools footwear (in a bag) that they can wear whilst on the field and their normal school shoes which they can change into on entry to the school building. We will be utilising the outdoor spaces even when it is cold or raining, so make sure your child has a coat with a hood on wet or cold days or has had sun cream applied before attending school on hotter 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.

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 during the pandemic and could now be entitled to free school meals and the pupil premium funding, please contact the school office where we can support you with this process.

We have arrangements in place to ensure that during lunch time separation between 'classes' 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 (water only), 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 this term.

School office

School office 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.

Laptops

If you borrowed a laptop from school to support with home learning, please ensure you return it to the school office by prior appointment by Wednesday 10th March and include the lease paperwork.

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.

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. We will continue to work with our families to support children in their transition back into school. 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 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.

Medical information

If there have been any changes to your child's medical needs please inform the office ASAP as some medical conditions might need an individual care plan before your child returns to school. Mrs Hoyle has already contacted parents of children who have existing care plans via email. Please check and return ASAP.

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.

The government have also asked us to highlight the following with you:

Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:

- *advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.*
- *encourage them to check providers have put in place their own protective measures*
- *send them the link to the guidance for parents and carers <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>*

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.

