



## 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 summer and enjoyed spending time with your families. Over the last two days staff have been back in school attending training and getting school ready for the pupils' arrival on Monday morning. We have also spent a lot of time discussing how we can continue to provide a high quality, well balanced curriculum and meet the duty of care we have to our pupils, staff and families. With this in mind we will be continuing to follow the local authority's risk assessment (which is available to view on the school website) and maintaining some of the systems and procedures we had in place before we broke up for the summer.

### **Current guidance**

The government guidance issued can be found at

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

### **Attendance**

All children will be welcomed back to Cookridge Primary school Monday 6<sup>th</sup> September.

The government document states:

*School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.*

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.

### **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
- they have had a positive test

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 and advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)
- They then must follow advice from the government and/or track and trace

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 follow government guidance and book a PCR test. We ask that parents and staff inform the school immediately of the outcome of any test.

**Drop offs and collection**

We will continue to operate staggered drop off and collections. On a morning, gates will open at 8.45am and close promptly at 9am. Parents may choose their own drop off times within this timeframe. We politely ask that you do not congregate around the gates and move away as soon as you have dropped off your child/ren.

**End of day**

School will continue to operate a staggered collection between 3.00-3.15pm based on surname. For example:

Child's Surname	Classes	Year Groups	Entrance and Exit to school	Finish Time
A, B, C, D, E	8, 9, 10	5/6	Entrance A (See Picture A)	3.00 – 3:05
F, G, H, I, J, K, L,	8, 9, 10	5/6	Entrance A (See Picture A)	3:05 – 3:10
M, N, O, P, Q, R, S, T, U, V onwards	8, 9, 10	5/6	Entrance A (See Picture A)	3:10 – 3:15

To help with congestion, we are requesting only one parent attends, that you arrive at the correct times and not before and move away from the school gates as quickly as possible to allow the next group of parents to collect their children.

The entrances and exits will remain the same as they were last academic year.

**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



**Entrance B** - Reception entrance and exit to school



### **Class 'bubbles'**

We will no longer be working in class bubbles but across phases.

### **Breakfast club**

This will NOT be in the hall but provided in individual classrooms between 8.45 and 9.00am. All pupils will have access to cereal, toast and bagels. Appropriate measures are in place to ensure all health and safety requirements are met.

### **School uniform**

Please ensure you have checked the uniform list on the school website and are compliant with this. If an item is not on the website, then it is not uniform.

On PE days, please send your children into school wearing the school uniform PE kit with appropriate footwear as we will be endeavouring to do 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/>.

On forest school days, please send your child/ren to school in appropriate outdoor clothing.

Break times and lunchtimes will be predominantly outside and will involve the use of the school field. Therefore, we are asking you to send your children every day with appropriate footwear and in wetter weather 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.

Please ensure you send your child with a named, filled water bottle (water only), as the water fountains remain out of use.

### **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.

### **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. If you are not receiving notifications or are unable to update your App, please delete the App and reinstall. Please also remember to change your child/rens class in the settings. Meetings with members of staff are by prior arrangement with a member of the senior leadership team 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](mailto: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.

### **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 Hunter has already contacted parents of children who have existing care plans via email. Please check and return ASAP. If your child needs medication in school or has an inhaler please ensure these are brought into school on Monday.

### **Emergency contact details**

If you have updated your telephone numbers, email addresses etc. please ensure you contact the school office with the correct information. It is vitally important we are able to contact you quickly in an emergency.

### **Wrap around care – Beehive**

Due to the high level of numbers, we will be operating two provisions:

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.

Take care and we will see you all on Monday 6<sup>th</sup> September - 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.

