



Old Hutton C of E School

- A DfE National Support School

Old Hutton, Kendal, Cumbria, LA8 0NQ

Email: admin@oldhutton.cumbria.sch.uk

Website: www.oldhuttonschool.org.uk

Tel (01539) 732778

Headteacher: Mrs Andrea Walker BA(Hons), PGCE, NPQH, LLE, NLE

Thursday 27th August, 2020

September re-opening to all pupils

Dear Parents and Carers,

We hope that this letter finds you and your family safe and well and that you have been enjoying the summer holidays.

At the start of July, Government published guidance for the **full re-opening of all schools in September, with the aim of maintaining continued educational provision and care for all pupils while keeping the school environment as safe as possible**. This guidance remains in place, so we are now writing to confirm and remind you of the detailed information about our OHS plans for a full return to school next week, so that you can be well prepared! The information below is mostly the same as that shared with you earlier, in our letter dated 8th August. The plans are built on our successful management in June/July of a partial re-opening of school to pupils in the Government-designated groups and for some transition days. Our plans are based on a robust risk assessment and much detailed consultation, consideration and agreement by all staff and Governors. However, please do note that our plans and the risk assessments on which they are based remain under constant review and are subject to change at any point due to circumstances beyond our control and the directives and advice we receive from the Government, Cumbria County Council (CCC) and Public Health England (PHE). Thank you for your patience and understanding in this!

As explained in our earlier letters, in order to follow the strict risk assessment measures and Government guidance, **school will not look or run in the same way as the pre-Covid-19 'normal'**. There are new protocols and procedures which we need to be very prescriptive about in order to meet our risk assessment safety measures. Key details are described below and repeat much of what was contained in our June re-opening and July transitions letters, as we are keeping in place most of the same protective measures aimed at preventing and safely responding to any infection in school – but we need to remind you of all this. There are also some key differences to be aware of which are needed to enable us to safely extend our provision to have 94 children and our full staff back in school. There is a lot of information to take in – apologies! We are very much aware of how overwhelming this will probably be for you, as it continues to be for us; but our risk assessment requires us to ensure that we keep parents fully informed of all the changes we have had to make and you and your children need to know about these to be ready for when you all return to school – so **please read carefully**.

Attendance

Government has stated that it will be **compulsory for all pupils** to return to school from the start of term in September; the usual, pre-Covid-19 rules on school attendance will therefore apply.

Organisation of classes (bubbles) and timings of the day – please note this is VERY different to normal and different again to the June/July bubble timings!

Schools are required to do everything possible to minimise contact and mixing between individuals, so pupils and staff will be organised into three separate bubble groups. These are their usual class groups, and for Classes 1 and 2, the two classes together will make up one bigger bubble. Each class has its own designated staff team of one or two teachers, up to four teaching assistants and sometimes an additional lunchtime supervisor or specialist subject teacher. Once in school, pupils and staff will remain in their own bubble at all times and not mix with or have direct contacts with the other bubbles. They will have their own designated toilet, sinks, entrance/exit door and resources. We will also have an office bubble. Timings of the day are staggered for each bubble to reduce possible contacts between them. Where the school day needs to be shorter to enable this, any lost teaching time is made up through reducing break times. If the day is a little longer, this time will be used for additional catch-up

(and is probably also made up for in the increased time needed throughout the day for extensive handwashing!).

- **Class 1 (R) & Class 2 (Y1/2) bubble (35 pupils altogether; 14 in Class 1, 21 in Class 2) –**
Class 1 staff: Mrs Hayes, Mrs Halliwell, Miss Mills, Miss Shepherd, Miss Hayes. Class 2 staff: Mrs Hadwin, Mrs Parsons, Mrs Hussey. Shared staff across the week for Breakfast/After School Clubs: Miss Mills, Mrs Halliwell. Lunchtime staff: Mrs Hussey, Mrs Hamill. Additional staff: Mrs Thomas (music), Miss Robertson (artist in residence), Sophie (dance).
Start school: 9:20am. Finish school: 3pm.
- **Class 3 (Y3/4) bubble (29 pupils) -**
Staff: Miss Brown, Mrs Sampson, Mrs Nelson, Mrs Helm. Staff for Breakfast Club: Mrs Sampson, Mrs Helm, Mrs Nelson. After School Club: Mrs Hopkins. Lunchtime staff: Miss Goff, Mrs Helm. Additional staff: Mrs Hulme (music), Mrs Curry (yoga), Matty (PE).
Start school: 8:50am. Finish school: 3:15pm.
- **Class 4 (Y5/6) bubble (30 pupils) –**
Staff: Mrs Angus (Y5), Miss Harrison (Y6/whole class), Mrs Birch, Mrs North, Miss Rodrigues. Staff for Breakfast, After School Clubs and lunchtime: Mrs Birch, Miss Rodrigues, Mrs North, Mrs Angus. Additional staff: Mrs Knaggs (music), Ms Bear (forest school/yoga), Claire Mansfield (artist in residence).
Start school 9:05am. Finish school 3:30pm.
- **Office Bubble:** Mrs Cowan (Mon/Thurs/Fri all day, Tues/Weds mornings to 11:30am), Mrs Walker (in school Mon/Tues/Fri; working as Adviser for Cumbria Local Authority Weds/Thurs), Mrs Hadwin (Weds/Thurs).

Drop-off and pick-up

It is essential that parents/carers organise drop-off and pick-up promptly at the above times for their bubble groups and following the procedure below. Times of the school day are staggered to avoid cross-contacts between groups and contact between families. Only one parent/carer per family should bring their child/ren in to school. If possible, younger pre-school sibling/s should be left at home; if they need to come with you, **they must be kept close to you (holding hands) and stay with you on the dots/cones described below.** They must not be allowed to play or run around freely in the yard. **Parents must not gather at the school gates or around the car park**, nor mix with other families while waiting to drop off or pick up children. For this reason, we ask that you arrive as close as possible to the new bubble times for start and finish of school as shown above.

To limit contacts between families and waiting times, those with **more than 1 child should drop off all their children at once, at the time of their earliest bubble class start, and collect all children at their latest bubble finish time;** staff from the relevant bubbles will be looking out for you and will care for any siblings until/after their start/finish times as needed. You should follow the procedure outlined above for arrival/collection in your earliest (morning) or latest (end of day) bubble.

We have a one-way system in operation to enter and exit the school. Our entrance gate is now the small gate near the churchyard/forest school area. If driving, parents must ALL park in the church car park if possible (there should be fewer cars and so more space created in the car park due to our staggered timings and request that there should be no waiting in cars) or if walking, or walking from parking elsewhere, walk up the drive between the village hall and school/pod wall to enter the front yard via the small gate near the churchyard. To exit the front yard, parents must use the main front gate and then if returning to the car park, walk up the drive between the village hall and school/pod wall and turn right to return to the churchyard path.

- **Class 1 & 2 bubble (R/Y1/Y2 pupils): at 9:20am** pupils/parents should come in to the front yard via the small gate and wait by standing on the green dots in the yard or by the cones outside the small gate, moving forward following the green arrows, when called by staff who will be waiting inside the Class 1 outdoor area gate to welcome pupils in. Parents should follow the green arrows and leave via the front gate (and go round by the village hall drive to return to the church car park, if parked there). Parents waiting to pick up **at 3pm** should again enter by the

small gate and wait 1m+ distanced on the green dots or by the cones; pupils will be sent out to you via the Class 1 door, as usual. Then please leave via the front gate (and go round by the village hall drive to return to the church car park, if parked there), keeping 1m+ distance away from other families.

- **Class 3 bubble (Y3/4 pupils): at 8:50am** pupils/parents should come in to the front yard via the small gate and wait by standing on the green dots in the yard or by the cones outside the small gate, moving forward following the green arrows, when called by staff who will be waiting at the top of the steps by the front main entrance door to school. Pupils enter school via this door, when staff have called and welcomed you in, walking directly through the main entrance area (keeping to the left) and upstairs (only one child or adult allowed on the stairs at once) to the cloakroom and Class 3. Parents who have come into the yard should follow the green arrows and leave via the front gate (and go round by the village hall drive to return to the church car park, if parked there). Parents waiting to pick-up **at 3:15pm** should wait 1m+ distanced at the green dots/cones as described above; pupils will come out to you via the front main entrance door, then please leave via the front gate and return to the car park as described above, keeping 1m+ distance away from other families
- **Class 4 bubble (Y5/6 pupils): at 9:05am** pupils/parents should wait by standing beside the cones set out at 1m+ distances near the small gate. Pupils enter school via the Class 4 steps and door, where staff will wait to call and welcome you in. Parents who have come into the yard should follow the green arrows and leave via the front gate (and go round by the village hall drive to return to the church car park, if parked there). Parents waiting to pick-up **at 3:30pm** should wait 1m+ distanced at the cones; pupils will come out to you via the Class 4 door, then please return straight to the car park via the churchyard path, keeping 1m+ distance away from other families.

Travel to and from school

There is useful advice in the Government document, [Coronavirus \(COVID-19\): safer travel guidance for passengers](#). Please also read the new document issued from CCC, attached with this letter, which is particularly for families who normally use the school bus service (School Transport Arrangements from September 2020). Parents/carers and pupils are advised to walk or cycle to school if they possibly can. Otherwise, drive in your own vehicle. If you have to share car transport with a family from a different household to your own, please try to limit this to the same family/vehicle and follow the advice in the document above. If you need to use public transport, the advice is to wear a face covering (although primary school-age children and those with special needs are not advised to wear one); please refer to the documents above. The **school bus service will be running** for those who normally use it, with new safety measures in place e.g. pupils sitting in bubble groups with set places each day and regular cleaning. Timings for bus arrival and departure will match those of the earliest and latest bubble start/finish times in school (arrive for 8:50am; depart after 3:30pm), with pupils being cared for by staff in their separate bubbles before/after class bubble start/finish times if needed. **Please do note however, as stated in the CCC document above, that it is recommended ALL pupils should come to school by walking, cycling or their own car, where possible, even if you usually make use of the school bus service;** this is to minimise contacts.

Breakfast and After School Clubs

Both Breakfast and After School Club **provision will be offered**, for the usual times (from 8am with breakfast or 8:30am without and from end of school times up to 5:20pm) run by staff within each bubble. Pupils will attend these clubs within their own bubbles and not mix with pupils or staff in other bubbles. They should be dropped off or collected from their own bubble following the same procedure outlined above. **Please note the new requirements that parents/carers will be expected to let us know (via email or phone call to the office) if you wish to book places at least 1 week in advance to enable us to provide staffing and guarantee a place; you will NOT be able to ask for this provision at short notice.**

Other **extra-curricular clubs** will also be offered for pupils within each bubble, some at lunchtimes, some after school, run by bubble staff or additional specialists working in each bubble. Pupils will only be able to attend those clubs offered within their own bubble. More details about these and the opportunity to sign pupils up for them in the usual way will be shared at the beginning of term.

Health and illness, including Covid-19

- **It is essential that parents/carers check the health of their child/ren each morning before sending them into school. Parents, pupils or staff must NOT come to school if they show ANY signs of illness (all illnesses, not just Covid-19). Pupils will not be admitted to school if they appear to be ill at drop-off time and will be sent home immediately if they become ill at school.** Before school each day, parents should: take your child's temperature and check for any signs of illness, especially any of the Covid-19 symptoms:
 - a high temperature (feel hot to the touch on chest or back, measure 38 degrees C or more)
 - a new, continuous cough (coughing a lot for more than 1 hour or 3 or more coughing episodes in 24 hours; any usual cough you have is worse than usual)
 - loss of or change to your sense of taste or smell (anosmia)
- **Let us know in the usual way (email or phone call to the office by 9:30am) if your child is ill and not attending school.** If your child is showing any Covid-19 symptoms, you MUST let us know as we need to report this and you need to book a test and follow advice via the NHS 119 helpline (phone call or online at [NHS UK](#)), then let us know the outcome as soon as you have it. If it is positive, following current guidance, your child will need to isolate at home for at least 10 days and the rest of the household for 14 days; we will need to close (send home) the rest of your child's bubble group and the whole bubble group will need to isolate at home for 14 days
- **You must also let us know if anyone in your household shows symptoms and must keep your child/ren at home and family self-isolating until the person has been tested (book via NHS 119 helpline or [NHS UK](#)).** If positive, you and your child/ren will need to follow advice and isolate at home for 14 days
- **If your child becomes ill with Covid-19 symptoms whilst at school,** you will be contacted immediately and you MUST collect your child as soon as possible and take them to be tested (booking via NHS 119 helpline or [NHS UK](#)). While awaiting collection, they will be isolated from other pupils and staff in their bubble and cared for by a member of staff (wearing full PPE). As above, if the test is positive, the whole of your child's bubble group will need to isolate at home for 14 days
- **You must let us know if your child, you or anyone in your household have been tracked and traced by the NHS Test and Trace system** because they have been in contact with a Covid-19 positive person and have been advised to isolate for 14 days due to this
- Current guidance is that if any member of a bubble group has been tracked and traced because of a positive contact made outside of school, the whole group will not need to isolate, only the one tracked/traced member (as it is only they who have been in contact with the infected person)
- All the above measures apply to staff as well as pupils in our school bubbles
- A key reason for organising pupils and staff into separate bubbles is so that we should not need to send home and isolate the whole school if there is a confirmed case, only the affected bubble
- We will keep parents regularly updated if there are any suspected or confirmed cases of Covid-19 in school. Should we have any confirmed cases, we will work closely with our local PHE team and follow all advice provided, sharing this with you as needed.

Emergency contact details

As we will need to contact parents immediately in the case of illness, or in any other emergency situation, please ensure that there have been no changes to the contact details which are currently held for you by the school office. If you wish to check or confirm your details, please contact Angela in the office.

Hygiene and cleaning

Good hygiene is essential to keep everyone well and avoid infection.

- On arrival in school, before leaving, before/after all breaks/lunch/moving inside or out, after toilet visits and REGULARLY throughout the day, staff will ensure that all pupils do 20 seconds (at least!) **handwashing with soap and water** (or hand sanitizer if handwashing is not possible).
- **Please let us know if your child/ren have any allergies to soap or sanitizer** so we can make alternative arrangements
- Pupils and families should also wash their hands immediately on returning home from school (as well as pupils changing their clothes) and regularly
- We will give regular reminders to pupils not to touch their face with hands

- **'Catch it, bin it, kill it'** reminders will be given to all to promote good respiratory hygiene – tissues and lidded bins are provided in all bubbles and everyone is reminded to use a tissue/arm to cover their mouth/nose if they cough/sneeze and then hand-wash/sanitize asap afterwards
- **All high-contact surfaces will be given regular cleaning and disinfection throughout the day** (e.g. desks, door handles, bannister) and we will have additional cleaning of resources and the sinks and toilets during the day too, as well as after school and a special deep clean every week. On days when the village hall is in use, we will do an additional clean of the hall, its sinks and toilets before/after using it and only one bubble group will use it on that day
- **Toilets and sinks in school** are labelled so that each bubble has their own. Pupils will visit the bathrooms singly/in small bubble groups and be reminded to flush toilet with the lid closed. Our temperamental taps have now been replaced for new ones with lever handles which are easily turned on and off by all! The hot air hand dryers are not to be used, as these can cause any virus to spread into the air; instead we have stocks of paper towels for hand drying and new lidded waste bins.

School clothing

School **uniform should be worn as normal**, although you will need to ensure that pupils get changed out of it once they return home at the end of each day and that it is washed very regularly. On PE days, to avoid changing clothes in school, we ask that pupils come to school dressed ready in their **PE kit** with a lightweight waterproof coat suitable to exercise in if needed; this can include the usual school sweatshirt or in cooler weather this can be replaced by a warmer fleece-type top. As we need to do PE outdoors as far as possible, please ensure that your child/ren have long jogging bottoms/leggings to wear and a robust pair of trainers. All long hair (shoulder length or longer) is to be tied back. No jewellery to be worn (only small, stud-type earrings allowed if ears are pierced) and no nail polish.

Lunches and what else to bring from home

As our current lunch provider is not yet able to provide school lunches for us from the start of term, lunches will be packed lunches brought from home and will be consumed in the classrooms. Pupils should NOT bring in a bag nor any other items to school apart from:

- a clean lunchbox containing a packed lunch which your child can easily eat/access all items without adult help (waste will be kept in the box and returned home to you for disposal and cleaning)
- a clean water bottle filled with water ONLY please – both the lunchbox and water bottle MUST be cleaned well at home in soapy water before re-using the next day
- a coat (which, on PE days, is a lightweight waterproof suitable to exercise in if it is wet)
- a sunhat if sunny (if sunny, please note that any suncream must be applied at home before coming into school and must NOT be sent into school)
- arrangements for changing reading books and resources for any homework activities will be made by staff within the class bubbles and shared with you when term begins.

1m+ and 2m distancing, resources and PPE

We are recommended to maintain and maximise social distancing as far as possible, to limit contacts.

Although Government has moved to a 1m+ safe distancing measure nationally from July 4th, in school we are encouraged to maintain 2m distancing where we can for our older pupils and we must maintain this between staff and as much as possible between staff and pupils. Pupils in Reception (Class 1 bubble) will be able to mix, work and play in small groups within their class bubble in order to follow the requirements of the EYFS curriculum. However, we will avoid older pupils playing or working closely together where we can. Pupils in Y1-6 will have their own desk with everything they need kept on/in it and desks in all class bubbles (apart from in Class 1) are arranged facing forwards. Pupils will generally not share resources, or if they do need to, these will be only within the bubbles and cleaned or rested for 72 hours between pupils. Resources that cannot be easily cleaned have been removed from classrooms/ spaces. Any non-essential furniture has been removed from classrooms in order to maximise space between everyone. Outside, the outdoor playground equipment is all out of bounds for now, as we cannot clean it between uses. When working/playing outside, pupils will work/play in their own 1m+ space, as far as possible. Break times and lunchtimes are staggered for each class bubble. Pupils will be encouraged not to touch staff. Staff will try to maintain their distance and minimise time spent within 1m of anyone. If they need to attend to pupils at less than 1-2m because of special needs, 1st Aid, illness or emergency, or if they are cleaning or handling shared resources, staff will wear appropriate PPE (gloves, apron, mask/goggles/ visor) to protect both the pupils and themselves. Apart

from in these cases, there is currently no requirement for face masks, nor other PPE, to be worn in primary schools. **We trust that families are maintaining the 1m+ distancing rules and other Government guidance about meeting others outside of school in order to help support the health and safety of both themselves, their families and everyone else in school.**

Curriculum/activities

Government requires all schools to return to providing a **full educational and care experience for all pupils** that enables them to thrive and progress; a broad curriculum, but with some flexibility to give greater focus to wellbeing/supporting pupils' mental health and to prioritising any gaps in learning and catch-up needed in the essentials (phonics and reading, increasing vocabulary, writing and maths). This will be supported by further development and integration into daily lessons and homework of our online curriculum via Google Classroom (all pupils) and Tapestry (our younger pupils). We will do as much learning outdoors as possible, as the Covid-19 virus is less easily passed between people when outside, especially when the sun shines! As we cannot gather all pupils together in large groups bigger than their own class bubbles, we will not be using the Village Hall for lunches, but it will be still used to some extent by smaller groups or for some PE such as dance or yoga, with additional cleaning of the building before/after. We will not be using the church for whole-school collective worship; this will take place separately in each bubble. Some **additional specialist subject staff** (e.g. class music, forest schools, sports and art teachers) will continue to work in school, in order to help maintain our excellent wider curriculum provision, but restricted to working within one bubble each; they will also provide some extra-curricular clubs for their own bubbles. Class bubble timetable details will be shared with you at the start of term. We expect most of our usual **peripatetic music staff** to be providing 1-1 or small group tuition in school, with pupils grouped within bubble groups and following additional safety measures.

Online learning: Google Classroom and Tapestry

As noted above, we will be continuing and further developing our online learning platforms next term and onwards, integrating these more with the work we do in school and for homework, and having them ready to continue to deliver and support home learning should pupils need to access this if we have future school closures or if pupils/families need to isolate. **The provision of a 'high quality, remote curriculum' which still enables all pupils to make good progress is now an essential Government expectation on all schools** to have in place from next term, ready to take over 'immediately' from school-based learning, should pupils need it. To this end, early in September, we will be conducting a survey of all families to establish your ability to access our online learning from home and how we can try to overcome any issues you may have with this.

Visitors

If you need to see a member of staff or have a message to pass on, please email or telephone the office. We are NOT allowed to admit ANY visitors to school, including parents/carers, without a prior appointment made via the office. Ideally, any meetings needed with staff are best conducted by telephone at this time.

Home-School Agreement

We need to stress that we can only be successful in our management at this challenging time by working in close partnership and trust with yourselves, our families. Therefore, we have produced a **revised Covid-19 Home-School Agreement which is attached with this letter and ask all parents/carers and pupils to read and sign up to this before returning to school next week.** This is for us to highlight key information on the new procedures, protective measures and rules we have put in place to meet our risk assessments and for you to show that you fully understand and agree to these. **The new measures have become part of our expected code of conduct for staff and pupils and our pupils' behaviour policy in school and it is essential for the safety of our school community that all of these are followed.**

Please email Angela via admin@oldhutton.cumbria.sch.uk as soon as possible to state that you and your child/ren have read, understand and agree to the attached Home-School Agreement. Many thanks.

New Reception Class 1 – transition days

Parents/carers of our new Reception pupils for the Class 1 bubble also need to note that there will be **special transition experience mornings for them on the first 2 days of term (3rd and 4th September).**

These will be held **from 9:20am – 12:30pm** on both days. Pupils should be brought to school and collected at these times in the same way as described above. They will not need to bring a packed lunch on these days.

Possible further changes in the future

As noted above, these plans and our risk assessments are under ongoing review and potentially subject to change over the coming weeks, due to circumstances beyond our control. We will keep you informed as and when anything changes.

We understand that many of you will feel apprehensive about the September situation – we do too! But please trust us; we have the very best interests of your children and all in our school and wider community in mind as we work to achieve a full school recovery.

We thank you all for your patience, understanding and support as we deal with the current extremely challenging situation we face in bringing all pupils back to school. Our decisions now and going forward will continue to be based on a thorough assessment of risks and the advice we receive from Government and CCC, and as always, will have the safety and wellbeing of all our pupils, staff and families at the heart of everything we do. In the meantime, please continue to stay safe, enjoy a super August Bank Holiday weekend and we look forward very much to welcoming you all back into school next week!

With best wishes from,



Andrea Walker
Head teacher



Claire Toone
Chair of Governors

School Year dates 2020-21

Autumn Term 2020

Staff training day Tuesday 1st September

Staff training day Wednesday 2nd September

Thursday 3rd September – Friday 18th December

Half Term Holiday: Monday 26th October – Friday 30th October

Spring Term 2021

Staff training day Monday 4th January

Tuesday 5th January – Friday 26th March

Half Term Holiday: Monday 15th February – Friday 19th February

Summer Term 2021

Monday 12th April – Friday 16th July

Good Friday Holiday: Friday 2nd April

Easter Monday: Monday 5th April

Early May Bank Holiday: Monday 3rd May

Half Term Holiday: Monday 31st May – Friday 4th June