



Old Hutton C of E School

- A DfE National Support School

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Friday 8th January, 2021

January school closure, remote education & school re-opening for some pupils

Dear Parents and Carers,

Happy New Year! We hope that this letter finds you and your family safe and well and that you enjoyed a lovely Christmas and holiday, despite the difficulties we have all been facing.

What a start! On Monday evening, as part of the new national lockdown to help reduce the impact of the increased risks from the new variant Covid-19, Government requested that **all schools in England close until February half term and move to providing remote education for all pupils, as well as re-open for identified vulnerable pupils and those who are children of critical workers**, if their parents wish them to continue to come to school at this time. We therefore closed school on Tuesday, moving to remote education for all pupils and will re-open for the above group from next Monday 11th January.

Over the last few days, the staff team have been very busy with the many new plans and preparations required for both in-school and online work, effectively creating two 'schools'! Our Governors have now agreed our plans and updated risk assessments to ensure we will all be as safe as possible when in school. As ever, please be assured that the OHS team will do our very best to meet what is being required of us and to provide for the safety, well-being and learning needs of all our pupils, as well as support the needs of you, our families at home. This letter will give you all more information about our plans for the next 6 weeks.

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 Government and our risk assessment require 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 able to engage with our remote system and/or be ready for returning to school, if you are in that group – so **please read carefully**.

Remote education

Schools currently have a **legal duty to provide remote education for all pupils** who are not attending and so lessons have now moved online to our Google Classroom, alongside Tapestry for Class 1 pupils - **more advice and information to follow soon (via email, on our website and on the Google Classroom itself) to support you with this**. There will be information about our full remote education offer and more guidance on how to use our Google system (logging in, where to find things, troubleshooting problems, posting work etc.) including a **useful video featuring Miss Brown!** We know that the vast majority of our parents are not trained teachers and we understand how challenging it is for you and your children to manage learning from home – but we will do everything we possibly can to help and support you in this. This is a huge challenge for us too! We have an excellent online platform in Google Classroom, which has been part of our blended learning approach at OHS for several years. We have staff who are keen and increasingly expert in its use and for further support, we have linked up with Brough Primary, a national Google Educator Lead School.

The Government has set a minimum expectation for all schools' remote education provision (including remote teaching and more independent work) across a range of subjects which will take pupils at least 3 hours a day for KS1 and 4 hours for KS2. To meet this expectation, our provision is based around a weekly/daily timetable for each class which is shared in the Class Information area in each online Classroom; this is a recommended structure to aid organisation of learning, but does not need to be followed strictly each day. It will include a variety of options and approaches in order to aim to meet a range of different pupils' learning styles, needs and home situations. Learning activities include a mix of new content, practice and revision of prior learning and catch-up. There are breaks,

outdoor learning and exercise opportunities included, as well as lots of fun activities! Our usual dance and sports providers will be posting weekly sessions for all classes to access – so all pupils will be able to enjoy time with Matty (sports) and Sophie (dance)! There will also be some lovely weekly music sessions from our usual class session providers. We will include activities to promote wellbeing and mental health. Please note that this will be the same timetable and mostly the same learning experience offered to pupils whether they are at home or in the group attending school. To facilitate this, the Class 3 and Class 4 timetables will follow the same structure and timings this term. Pupils will be sharing their work with staff so that progress can be monitored and feedback given. Staff will be available online in the Google Classroom chats and meets through the normal hours of the school day to support pupils, provide encouragement and answer questions from them or from you as parents. There will be regular Google meets for teachers and pupils to get together virtually during the week. Please note that as almost all staff will also be involved working with the groups in school at different times across the week, your pupil's usual teacher or TA will not necessarily be available online every day; this will also be the case for staff if they work part-time. However, there will always be a member of the wider class team on hand. Staff will also be making regular phone calls home (usually fortnightly) to keep in touch with you and help provide any advice or support you need. The Government expects us to check that all pupils are engaging with our remote education and to contact parents to address this if they are not.

To help establish the individual needs of all our families in terms of remote learning, if you are not expecting your child/ren to be in the group returning to school, you should have had this week, or will have early next week, **a phone call from your class teacher**. We hope that you use this to let us know any problems with access to wifi or devices for your children or any concerns/questions you may have. Following this, next week, we will share feedback across the wider staff team and do our best to address any issues which arise, getting back in touch with you directly if needed.

To further support everyone who is home-learning, we are preparing resource packs to be collected from school for all pupils who will not be in the group of vulnerable pupils or critical workers' children returning to school. These will include: for Y5/6 - a new study book and maths exercise book in which to record work done at home, sketchbook, sketching pencils, a useful resources pack and past SATs papers for useful revision and practising skills; for Y3/4 – study, maths and handwriting books, resource pack; for R/Y1/2 -learning journey/study, maths and handwriting books, useful resources. **Please can all families of pupils who will not be attending school this half term come to school to collect these at any time between 3:30 – 5:30pm next Thursday 14th January.** They will be in labelled boxes per class/year group on the story stage area at the front of school. Staff will be available to help assist you and we ask that you please wear a mask, and follow the usual rules, keeping at 2m distance from others, arriving by the side gate nearest to the church yard, waiting if you need to by the green dots or cones and following the one-way system to leave via the front gate.

Well done to all of you who have already been contributing to and engaging with the many exciting learning opportunities in our online classrooms this week – we have been impressed with how much engagement and enthusiasm there has been from many classes so far; please keep this up! Do visit our Facebook page to see some of the amazing work which has been inspired out there! Don't forget also to **visit the Spiritual Space** to share our Collective Worship, reflections and posts to help further inspire and support everyone's wellbeing at this difficult time.

School re-opening for vulnerable pupils and critical workers

Earlier this week, we contacted all parents to ask you to let us know if you will be requiring a school place (either as your child is identified as vulnerable or because you are a critical worker). **All those who responded during this week have now been allocated a place. If you think you may still need one, your circumstances have changed, or if you decide to change your decision once you have read this letter, please get in touch with us by 3pm Sunday (10th).** We also need to know which days you will require a place. We will then be able to confirm our arrangements and re-open to these pupils from Monday. Angela has already sent you an email with the information we require, so please respond to that email.

Our plans, as ever, 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). In particular, please note that should we have any staff away due to isolation requirements or illness, the reduced staff capacity with which we are currently operating means that if we have not enough staff in the bubble team to safely staff a bubble, it will have to close and all pupils in that bubble move temporarily to home learning. Due to the increased risk, we will not be using supply staff from outside school at this time. Thank you for your patience and understanding in this!

Key details for our new organisation in school are described below and repeat much of what was contained in our previous Summer and September re-opening 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.

Attendance

Agreement of a school place must have been made in advance via school (see above) – you cannot just turn up and expect a place for your child/ren. If your circumstances change and you wish to take up a place in the coming weeks, you must let the office know as soon as possible so that we can ensure staffing and safety measures are in place. Once you have a place for your child/ren in school, we expect you to attend on the day/s and times agreed and to inform us in the usual way as soon as possible via the office if your child will not be present on the agreed times for any reason.

The school week will run for 4 days only, Monday-Thursday, with school being closed to pupils on Fridays every week. As during the June/July lockdown, this is to allow Fridays for deep cleaning of the school building, ‘resting’ of resources and to facilitate staff planning/preparation time and management of Google Classroom alongside teaching in school.

Organisation of classes (bubbles) and timings of the day

Schools continue to be required to do everything possible to minimise contact and mixing between individuals, and to limit numbers in school and groups. So pupils and staff will be organised into two separate bubble groups, R/Y1/2 (the same Class 1/2 double bubble as last term) and KS2 (Class 3 and 4 joined together in the Class 4 room). Each bubble has its own designated staff team of teachers, teaching assistants and an additional lunchtime supervisor. 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 bubble. They will continue to have their own designated toilet (as last term, separate ones for R/Y1/2, Y3/4 and Y5/6), sinks, entrance/exit door and resources. We will also have our 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. Numbers below reflect the places agreed with parents this week, but are just about at capacity under our new risk assessment measures, which require reduced numbers per class and more spacing.

- **Class 1 (R) & Class 2 (Y1/2) bubble (currently up to 14 pupils altogether; 8 in Class 1, 6 in Class 2)**
Teaching staff: Mrs Hadwin (Mon), Mrs Hayes (Tues & Thurs), Mrs Parsons (Weds)
TAs: Mrs Halliwell (daily), Miss Shepherd (Mon), Miss Wise (Tues & Thurs), Mrs Mallinson-Hayes (Weds)
Early Club/After School Club: Miss Shepherd (Mon), Mrs Halliwell (Tues & Weds), Miss Wise (Thurs)
Lunchtime staff: Mrs Hamill (daily)
Start school: 9:20am. Finish school: 3pm.
- **KS2 (Y3/4/5/6) bubble in Class 4 (currently up to 17 pupils altogether; 5 Y3, 2 Y4, 6 Y5, 4 Y6) –**
Teaching staff: Mrs Angus (Mon, Weds, Thurs), Miss Brown (alternate Mons, Tues, Weds), Miss Harrison (alternate Mons, Tues, Thurs)
TAs: Mrs Helm (daily), Mr Benn (Mon-Weds), Mrs Sampson (Mon & Thurs), Mrs Nelson (Tues-Thurs)
Early Club: Mrs Sampson (Mon), Mr Benn (Tues), Miss Brown (Weds), Mrs Nelson (Thurs)
After School Club: Mrs Hopkins (daily)
Lunchtimes: Miss Goff (daily)
Start school 8:50am. Finish school 3:15pm.
- **Office Bubble:** Mrs Cowan (Mon/Thurs/Fri all day, Tues/Weds mornings to 11:30am), Mrs Walker (in school Mon/Tues; working as Adviser for Cumbria Local Authority/NLE Weds/Thurs), Mrs Hadwin (Weds).

Drop-off and pick-up

These are the mostly the same as last term – apart from **we are now asking all parents/carers to please wear a face mask/covering for drop-off and pick-up; and Y3/4 pupils are now part of the usual routines for Y5/6 in Class 4**. Included below as a reminder, as these points are even more essential to follow now we are in national lockdown. **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 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.

Please use our usual **one-way system** in operation to enter and exit the school, entering via the small gate near the churchyard/forest school area and exiting via the main front gate, returning to the car park if used via the drive between the village hall and school/pod wall and 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, in the usual way. Parents waiting to pick up **at 3pm** should again follow the usual routines, keeping 2m distance away from other families.
- **KS2 bubble (Y3/4/5/6 pupils): at 8:50am** pupils/parents should wait by standing beside the cones set out at 2m 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 3:15pm** should wait 2m 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 2m 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](#). Parents/carers and pupils are advised to walk or cycle to school if they possibly can. Otherwise, drive in your own vehicle. Car sharing is not permitted with anyone from outside your household or support bubble unless your journey is undertaken for an exempt reason. See the guidance on [car sharing](#). 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 safety measures in place e.g. pupils sitting in the new 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 3:15pm), 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 (Early Club) and After School Clubs

Early Club and After School Club **provision will be offered**, for the usual times (from 8:30am without breakfast) and from end of school times up to 5:20pm) run by staff within each bubble and by Mrs Hopkins for the KS2 ASC. Pupils will attend these clubs within their own bubbles and not mix with pupils

or staff in other bubbles. **Please note that there will be no food prepared in school for eating in these clubs; if your child is attending ASC, please send an extra, healthy snack item in their packed lunch box.** They should be dropped off or collected from their own bubble following the usual procedure. **Please note the continued requirement 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 not be offered for pupils at this time.

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 10 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 10 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 10 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 10 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 10 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 new 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 have additional cleaning of resources and the sinks and toilets during the day, as well as after school and **an extra-special deep clean on Fridays every week**, when school is also left empty so surfaces can 'rest' for the recommended 72 hours.
- **Toilets, sinks and paper towel dispensers in school** are labelled so that each bubble, plus Y3/4 have their own. Pupils will visit the bathrooms singly/in small bubble groups and be reminded to flush toilet with the lid closed.
- **When possible, classrooms will be well-ventilated, using open upper windows and inner doors (not fire doors), especially when classrooms are not occupied** – we still need to keep warm too!

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, 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 able to provide school lunches for us at present, 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) – include additional snack if attending ASC
- 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)
- 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.

2m distancing, resources and PPE

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

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 and/or for the additional 72 hours Friday-Monday. 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 continues to be out of bounds for now, as we cannot clean it between uses. When working/playing outside, pupils will work/play in their own 2m 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/ 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 2m 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

As noted above, pupils attending school will follow mostly **the same provision as that organised for all our other pupils via Google Classroom**. Staff in the bubbles will supervise and support pupils to access the lessons as presented online and following the same timetables as those at home, with some modifications for our vulnerable pupils with SEND. There will also be **PE and Forest School** sessions led by staff outdoors, plus as many opportunities as we can to extend learning outside and focus on wellbeing/supporting pupils' mental health. We will not be using the Village Hall. **Collective worship** will continue to take place daily, separately in each bubble, making use of the Spiritual Space so that this experience can be shared with all pupils at home. **We cannot have visiting specialist or peripatetic staff in school at this time**, but as noted above, most of these staff (e.g. class music, dance and sports) will continue to provide online lessons for us to be shared by all via Google Classroom, in order to help maintain our excellent wider curriculum provision. All **peripatetic music staff** should contact parents individually to discuss arrangements for continuing 1-1 tuition at home.

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 ask you to review and **remind yourselves and your child/ren of our Covid-19 Home-School Agreement which is attached with this letter before returning to school next week. These 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 – even more so than ever in the current situation - that all of these are followed.**

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 very apprehensive about the current 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 maintain teaching and learning, both for those returning to school next week and those at home. We thank you all for your ongoing patience, understanding and support. 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 lovely snowy (hopefully!) weekend and we look forward very much to either welcoming you back into school next week or seeing and supporting you via our remote school!

With best wishes from,



Andrea Walker
Head teacher



Claire Toone
Chair of Governors