



Cannon Park Primary School
Bransford Avenue, Coventry CV4 7PS
'At Cannon Park School, We Encourage Excellence and Enjoyment by...
Being our Best, Caring for All in a Safe Environment, Every Day!'

Head Teacher: Mrs. Vanessa MacDonald

Tel: 024 76414683

E-mail: admin@cannonpark.coventry.sch.uk

Website: www.cannonpark.coventry.sch.uk



Thursday 16th July 2020

Dear Parents and Carers,

We are delighted that we can now look forward to seeing all our pupils back in September. We have been very busy over the last couple of weeks planning, completing new and detailed risk assessments, and working out exactly what school will look like and feel like when your child returns. However, please note, that the government will make a final decision on the reopening of schools on the **11th August**.

The Government has stated: 'Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For most children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)'. We've worked hard to consider how we group pupils, to ensure that we reduce contact between different groups of pupils, and to keep the stringent cleaning and disinfecting processes we already have in place to ensure that our school is as safe as can be for your child.

In preparation, there are several key points that you need to be aware of to ensure that your child is safe. Please be aware some details may change; we will keep you updated via the school website. It is so important you read all the information provided – some of it may be repeated as you read through it all to ensure there is the clarity with the school plans.

1. You must ensure that if anyone in your household has COVID-19 symptoms, your child does NOT attend school. Any child or staff member who develops symptoms in the school day will be sent home immediately. If anyone in your household, or your child, tests positive for COVID-19 you MUST inform your school. Coventry City Council have stated: As part of the planning, Coventry has a city-wide approach for COVID-19 and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens if more than one pupil in school has COVID-19 symptoms or is tested as positive. This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of Coventry or if there was a wider outbreak across Coventry. The commitment from our schools and Coventry City Council is, that if these circumstances were to arise, there would be clear communication with you about your child's attendance at school. To find out more about this, please refer to your schools' specific plan.

2. The government has advised walking or cycling to school wherever possible to reduce the use of public transport.
3. Attendance at school will be compulsory for all children. The government has relaxed the rules on attendance during lockdown. However, this will change in September. The government guidance says: 'Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will, therefore, be mandatory again from the beginning of the autumn term.'
4. Pupils and staff will not be wearing face coverings in school. The government advice is quite clear that this is not necessary. If face coverings are used on public transport to get to school, they must be removed and safely disposed of or stored before entry to the building.
5. Your child will be expected to follow strict behaviour rules relating to physical contact with other pupils and keeping their hands clean. Pupils will be expected to wash their hands regularly, and/or use hand sanitiser.
6. If your child has Special Educational Needs (SEND) Mr Kelley may need to get in touch to explain what provision will look like from September.
7. Our school kitchen will reopen in September, and lunches will be available again. Pupils eligible for free school meals will return to having their lunch at school and will no longer receive lunch hampers. A separate voucher for the Summer holidays has been given out. For the first two weeks of school, the kitchen will only be providing packed lunches. From the third week, we hope to be able to serve hot meals. Lunches should be ordered via SimsPay, as before lockdown.
8. If your child is not having a free school meal then they will need to bring in a packed lunch. This should be in a named lunch box/bag which must go home and cleaned before bringing it back in the following day.
9. In order to maintain social distancing during social times, the playground will be zoned with a path for the one-way system and areas for **children only** to use when entering the school.
10. All children will be provided with their own equipment, where possible – they **must not** bring in any of their own equipment: please do not send pencil cases into school.
11. Pupils will be expected to wear school uniform.
12. Pupils should **not** bring book bags, rucksacks or any other items from home- only their drink bottle and packed lunch. Guidance for reading books will come out in September.

Please note, all this information provided is on the school website and that any additional guidance will be sent out on Tuesday 1st September, should it be required.

We understand that some of you and your children will be anxious about returning in September, after some months out of school. Please be reassured that we are taking exceptional measures to make our school as safe as can be. We will be providing additional emotional and wellbeing support for all pupils and will also be providing additional opportunities to support learning where this is required. Although very many of our pupils have worked hard using our remote learning resources provided by our dedicated teachers, we are fully aware that some learning has been lost. We are adapting our curriculum to make sure that they get the learning and knowledge that they need to achieve success in the future.

Thank you once again for all your support and commitment to the school, it is very much valued and appreciated.

See you in September!

Yours sincerely,

Mrs MacDonald

Mrs. V. MacDonald

Head Teacher

Please read the key information below.

Key Information for the reopening of the school in September 2020

Would you kindly read all the information below and follow the plans for when the school reopens on the **2nd September 2020** to ensure everyone remains safe and well.

Key Principles for parents:

- To read the letter and all the 'Key Information' provided, including the maps
- Ensure their child/children understand the new routines and expectations
- To keep updated by going on the School Website
- Ensure social distancing
- Follow the advice for pick up and drop off times
- Any concerns or questions you have must be communicated via the school email – admin@cannonpark.coventry.sch.uk or telephone number – 02476414683
- Staff will **not be available** to talk at drop off or pick up times
- Apologies, the school barn on the playground will not be available to parents, even if it rains!
- School Car Park – not available at any time
- The government has issued guidance for parents and carers, so please take a few minutes to read this through: [What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)
- Observing any rules published by school for your safety

Key Principles for the school:

- Frequent hand-washing
- Spend no more than 15 minutes within 1 metre of any one child, as much as possible
- Maintain 2 metres social distance from all staff, where ever possible
- Children and staff to stay in a 'Bubble' (and class) as much as possible

Social Distancing in School

Four Bubbles						
Reception	Year 1/2		Year 3/4		Year 5/6	
Seven Classes						
Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Drop off and pick up timings

	Drop off by	Pick up
Reception	*(9.30) 8.45	*(3.15) 3.20
Y2, Y4, Y6		3:30

Y1, Y3, Y5	The side gate will be opened at 8.30 am 8:40 – 8:55	3:20
------------	---	------

***There will be a phased start for our new Reception class for the first two week**

Please see the maps provided.

At the start of the day:

- A new one-way system in place – see map below, which is in the opposite direction from the system in operation in the Summer Term.
- The area outside of the school side gate by Cannon Hill Road allows enough space for social distancing as you enter the school site.
- Some areas of the playground will only be accessible for children so please ensure you follow the arrows and leave the school site as quickly as possible.
- **It is important, that at all times, children stay with the adult they are coming onto the school site with as they follow the one way system.**
- All children will enter the appropriate entry doors – see map.
- Parents/carers are not allowed to enter the school building or approach the entry doors into school.
- Mr Ward, Mr Ray and Mrs MacDonald will be outside on the site to welcome you back and ensure everyone arrives and leaves the school site safely.

At the end of the day:

- Timings are staggered to minimise disruption to each year group
- All children will leave with their class
- The barn area and the surrounding space will be kept clear of parents to enable staff in Year 3/4 to lead the children out into a clear space and dismiss the children to their parents.
- All classes must adhere to pick up times – children will not be allowed to leave before either 3:20 (Y1, Y3, Y5) or 3:30 (Y2, Y4, Y6).
- Children will be allowed to arrive on scooters and bikes. This must be encouraged to avoid public transport and traffic build-up, as always. **However**, parents/carers must put the child's scooter/bike in the bike shed for them on their way out, following the one-way system.
- School bell will ring at 8:55 and 3:20 and 3:30.

Anyone who does not arrive on time will need to drop off via the main office. We respectfully ask that everyone makes every effort to arrive, and collect children, during their timeslots.

There will be no after school clubs in the Autumn First Half Term.

Rosie and Jim, they are in consultation with the school at the moment.

Staffing 2020-21

*** All classrooms will remain in the same places as 2019-20***

Reception	Mr Wilson, Miss Roberts
Year 1	Miss Swain, Miss French
Year 2	Mrs Amphlett, Miss Delargy
Year 3	Mr Kelley, Miss Softic
Year 4	Miss Ashby, Mrs Kailey

Year 5	Mrs Aston/Mrs Reihill, Miss Cleveland
Year 6	Mr Young/Mrs Nagra
Learning Mentor	Mrs Smith

What does my child need to bring with them?

Children will bring as little as possible into school each day.

Each day your child will need to bring in a named bottle containing water for them to drink during the day. This will remain on their desk during the day then they will need to take it home with them each day for it to be cleaned.

They will bring in their PE kit on Mondays and it will be sent home on Fridays to be washed and clean ready to bring back for the following week.

What will my child be bringing home each day?

Your child will only be bringing home their named water bottle for you to clean each night. Reading books will be sent home.

What should my child wear?

To help your child feel like their return to school is as normal as possible, we are asking that they wear their school uniform. Please ensure your child wears the correct footwear – black shoes, we request that children do not wear slip-on shoes or sandals for health & safety reasons.

Will I need to wash my child's clothes differently?

The advice is that you should wash your child's clothes in the same way as normal. There is no requirement that your child needs to wear a freshly cleaned uniform each day, although you may prefer them to do so.

How will you promote social distancing during drop off and collection times?

Please see the maps and information provided. We ask that you stick to the designated times provided. We have provided visual reminders for social distancing should you be required to queue. Parents are not allowed to access our school site with their child.

What happens if my child is upset on their first morning?

We appreciate that for some children their return to school after an extended period at home may be difficult.

Should your child become upset when you say goodbye, then we ask that you move away from the entrance area while you console them.

Will my child's classroom look different?

In order to create as much space in our classrooms as is possible, we have removed all unessential furniture. Tables and chairs have been rearranged to all face forward, except Year 1 and Reception, and children will sit side by side, as per the guidelines. Reception children will spend some of their time seated at tables to learn.

What steps are you taking to maintain high levels of hygiene?

Our cleaning team are following government guidance relating to the cleaning of educational establishments. Staff will be regularly reminding and modelling to the children how to wash their hands before entering the classroom, after using the toilet, after coughing or sneezing, before eating and after being outside. Children will also be expected to follow the 'catch it – bin it-kill it' protocol when sneezing or coughing. Each classroom has its own supply of antibacterial wipes and sprays so that adults can clean children's workspaces at regular intervals throughout the school day. A thorough clean of school takes place at the end of each school day.

How will you be minimising social contact between children and adults?

Children will remain with the same 'bubble' throughout the school day.

Four Bubbles						
Reception	Year 1/2		Year 3/4		Year 5/6	
Seven Classes						
Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6

Movement around the school will be restricted to the classroom, bathroom and playground. Playtimes and lunchtime have been staggered and the playground partitioned into separate areas for each class group. Staff will lead playground games which enable social distancing to still take place. Children will wash their hands when they have finished playing and before and after they have eaten. Children will not be allowed to use the trim trail or tyres. Whole school assemblies and acts of collective worship will not take place. Class groups may decide to hold their own acts of worship in their classroom instead.

What will my child be learning?

During the first few days, most of the activities your child will complete will be focusing on understanding the new rules and procedures (e.g. behaviour expectations, fire drills, and routines), sharing the things they have been doing at home and re-establishing friendships. Staff will also use this time to assess your child's current knowledge and reading skills so that they can begin to plan their next learning steps. Teachers have also been speaking to the staff in your child's next school year group to find out what key skills and knowledge would be most useful for your child to have developed before September. They will also be focusing on these.

What happens if my child displays symptoms of COVID-19 while at school?

If your child is displaying suspected signs of COVID-19 then staff in school will follow the specific guidance that has been issued to them by the government. Your child will be supervised by an adult in an area away from other children. (The school foyer). The staff member will remain with them (at a safe distance if possible) until you arrive. Should your child be upset or require the staff member to be closer than 2 metres to them, then the staff member will be required to wear the appropriate level of PPE to safeguard both their self and your child. (The same will apply should your child require any first aid administering to them). Our office staff will contact you and ask for you to make arrangements for your child to be collected from school. You will need to press the buzzer upon your arrival so that your child can walk through the school reception door to be collected. We will also provide you with information about accessing COVID-19 tests for your child and other family members.

What happens if I need to speak to a member of staff?

Please contact the school office either by telephone or email to request a telephone call from the member of staff. We ask that you avoid entering our main office area if at all possible. If this cannot be avoided then you will be required to stand behind the marker on the floor while speaking to a member of our office team.

What happens if my child is ill and cannot attend school?

If your child will not be attending school then you must follow the normal absence reporting procedure and contact school by 9 am each day of your child's absence, reporting the exact reason for your child's absence.

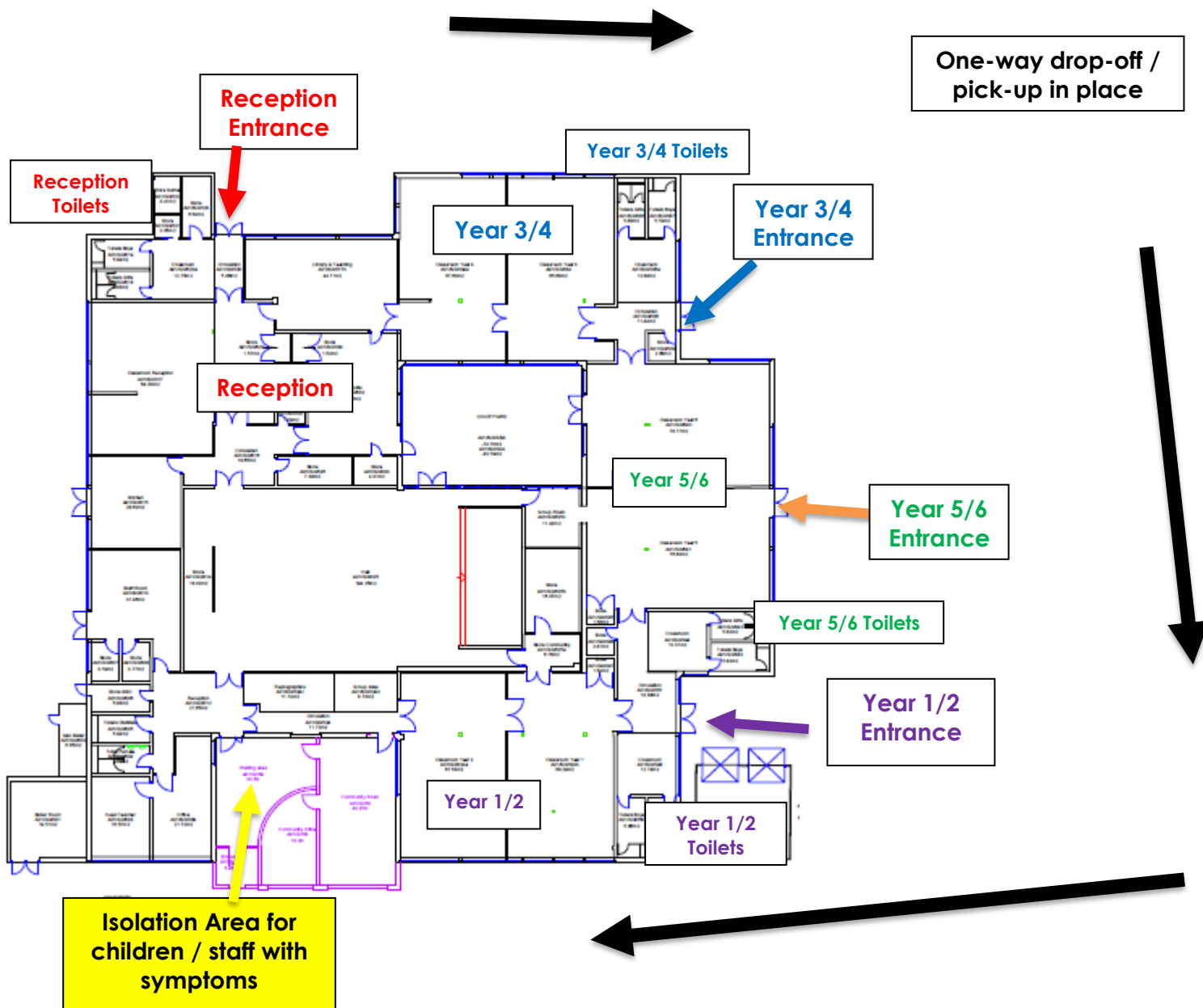
How can I prepare my child for their return to school?

Discuss with them the things they have missed while not attending school, along with the exciting things they have done whilst being at home. Make sure they understand what the new drop off arrangements will look like. You might want to walk past our school as part of your daily exercise and practise. Check their uniform still fits. Talk through with them some of the main changes so they know what to expect. Reinforce with them the importance of social distancing, hand washing, sneezing and coughing into tissues and encourage them to practise this at home. Talk through the increased behaviour expectations that we now have and make sure that you and they understand what will happen if children deliberately break our new expectations. Reassure them that school has changed very little and any changes are there to help them to keep themselves and other people healthy and safe. But most

importantly..... Let them know that their teachers are really looking forward to welcoming them back and that we've been missing them loads!

Please see the maps below

Internal Arrangements – September 2020



What time can we drop off and collect children from school?

	Drop off by	Pick up
Reception	*(9.30) 8.45	*(3.15) 3.20
Y2, Y4, Y6	The side gate will be opened at 8.30 am 8:40 – 8:55	3:30
Y1, Y3, Y5		3:20

***There will be a phased start for our new Reception class for the first two week**

All children should arrive at school between 8:40 and 8:55. The gates to the school grounds will open each day at 8:30. Doors to the school building will open at 8:40, at which point, children can enter school through their usual doors. If parents, carers and children are in the school grounds between 8:30 and 8:45, please observe social distancing and children must stay with parents/carers. Please follow the path, which runs around the edge of the playgrounds, to avoid unnecessary close contact for children entering school.

You will notice white lines near entrances to the school building. Parents and carers must not cross these lines to ensure children can enter school safely. Please do not wait inside the barn or between the barn and the school building. This area must be clear for children to enter and leave the school building safely.

Where do we collect children in the afternoon?

At the end of the school day, parents and carers should wait on the designated playground observing 2 metres social distancing from other parents and carers. Staff will lead the children out and send them to you when they see you.

Please do not approach staff.

Playground A	Playground B	Playground C
Parents of children in Reception	Parents of children in Year 3 and Year 4	Parents of children in Year 1, Year 2, Year 5 and Year 6.

To ensure social distancing is observed, there will be a **one-way system** in place during drop-off and pick-up times. Please follow the red arrows on the diagram below. Parents, carers and children must **only enter** the school grounds from the gate off the path between Cannon Hill Road and Bransford Avenue.

