



Information for  
Parents, Carers and  
Children on the return  
to school

March 2021

At Cannon Park Primary School, we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well-balanced curriculum to best support our pupils in their education.

## **Keeping children and staff safe**

**All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:**

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

### **Prevention:**

- minimise contact with unwell individuals
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

### **Response to any infection:**

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

### Class and phase 'bubbles'

We will have four 'bubbles': Reception Class, Year 1&2, Year 3&4 and Year 5&6, which will remain consistent and separate from other bubbles.

For the majority of their time in school, the children will be in their own class bubble with their own teacher and support staff but at playtimes and lunchtimes, they will be separated into bubbles with the hall and playgrounds carefully planned.

This will 'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'.

### Attendance

Children in Years 1 to 6 will be welcomed back to Cannon Park Primary School from Wednesday 2<sup>nd</sup> September and attendance is mandatory. As usual, children in Reception will benefit from a gradual start to school.

We support the government here which notes:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

### Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident, **do not send them to school**. Please contact school on 02476 414683 or email [admin@cannonpark.coventry.sch.uk](mailto:admin@cannonpark.coventry.sch.uk)

Government advice must be followed, it can be [found here](#).



## Drop and Collection Arrangements

### Travel to and from school

In accordance with our current risk assessment, we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Face coverings are required at all times on public transport (including for children, over the age of 11). Please note, face coverings must be removed before children enter school.

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

	Drop off	Pick up
Gates open	8:40	3:15
Reception, Y1, Y3, Y5	Children enter building immediately.	3:20
Y2, Y4, Y6		3:25
Doors close	8:55	3:30

All children should arrive at school between 8:40 and 8:55. The gates to the school grounds will open each day at 8:40. Doors to the school building will open at 8:40, at which point, children can enter school through their usual doors. **Children must stay with parents/carers at all times** and wait in the relevant area (see diagram below).

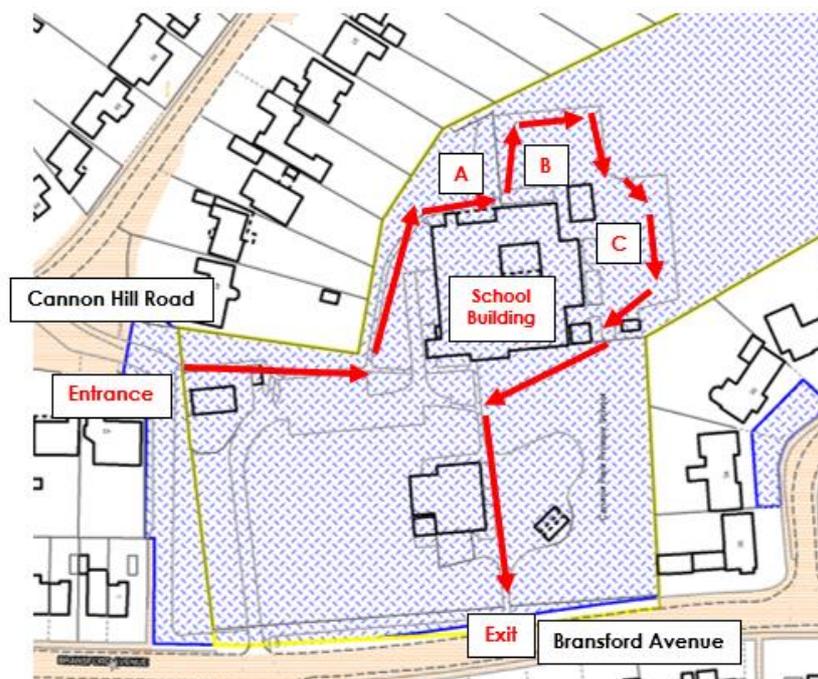
You will notice white lines near entrances to the school building. Parents and carers must **not** cross these lines to ensure children can enter school safely. Please do **not** wait inside the barn or between the barn and the school building. This area must be clear for children to enter and leave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



We would continue to encourage only one parent/carer to drop off and collect to help minimise the number of adults on site.

Please note:

- As the barn area will be in use by staff and children, parents and carers **must not** wait inside the barn or between the barn and the school buildings, even in inclement weather.
- Daily Communication - Please contact the school by phone or email with any questions or concerns.

## Arrangements in school

It will not be possible, nor is it required, to enforce social distancing measures with children in school. As children will come into contact with all other children in their class, other precautions are in place:

- Four 'bubbles' in operation to minimise the number of children in contact
- Regular handwashing and sanitising
- Surfaces and equipment regularly cleaned
- Classrooms well-ventilated

## Classroom Layout

Children in Reception and Year 1 will be sat in groups, as usual.

Children in Years 2 to 6 will be sat in rows, side-by-side, facing the front.

Children will not be able to maintain social distancing in school.

## Reading Books

Each class will have a 'Book Day' each week. On this day, children will receive new books to read for the week. For children reading shorter books, we recommend that they are read twice or even three times, depending on the length of the book. If a child reads a short book three times, the first read can focus on word recognition, the second read on reading fluency and the third read on reading comprehension. All children also have access to books online through [Bug Club](#). Please see our [website](#) for more information.

Books can be returned the following week on Book Day and they will be left alone for 72 hours before being returned to the shelves. On Book Day, children should also bring in their reading records so that they can share their reading at home. The expectation is that children read five times a week; reading should be recorded in the reading diary. **Reading books and records should only be brought in on the appropriate Book Day.**

	<b>Book Day</b>
<b>Reception</b>	Wednesday
<b>Year 1/2</b>	Wednesday
<b>Year 3/4</b>	Monday
<b>Year 5/6</b>	Friday

As well as books going home, all children will also have a book that remains in school, which will enable staff to listen to readers regularly throughout the week.

## Coats and book bags

Please keep items brought into school to a minimum. Children will only need a coat and, on book days, a book bag, containing their reading book and record only. Pencil cases **must** be left at home. As children have their own cloakroom facilities outside their classroom, coats and book bags can be left in their normal places. **As always, please ensure all uniform is clearly labelled with your child's name.**

## PE Kits

PE kits should be brought into school every Monday and they will be returned home every Friday so that they can be cleaned. **As always, please ensure all PE kit is clearly labelled with your child's name.**

## Water bottles

All children should bring in a **named** water bottle filled with water. Shared water fountains will not be in use. Children will be able to refill their water bottle in school.

## **School uniform**

It is an expectation that all children will wear full school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school. Andy Blair is our uniform supplier.

## **The importance of fresh air**

Windows and doors will be left open as much as possible to aid ventilation.

## **Wrap around care – Rosie and Jim’s**

Rosie and Jim’s will continue to offer wrap-around care club. All parents using this facility will have direct contact with Rosie and Jim’s rather than the school.

## **Behaviour**

Our values and ethos remain unchanged, and children are expected to aim to uphold them.

<b>Cannon Park Values</b>				
<b>Teamwork</b>	<b>Respect</b>	<b>Integrity</b>	<b>Enjoyment</b>	<b>Discipline</b>
Stay with your group all day – you are one team together.	If you, or anyone in your household, develops Coronavirus symptoms, stay at home, and contact school.	Follow our new guidelines on entering, leaving, and moving around the school.	At the end of each day, share something you enjoyed with a parent or carer.	Wash your hands thoroughly and regularly throughout the day; try not to touch your face; sneeze into a tissue or your elbow.

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches.

## **School lunches.**

All children in Reception, Year 1 and Year 2 will eat in the hall.

In Key Stage 2, children eating hot lunches will eat in the hall and children, who bring a packed lunch to school, will eat in their classrooms. Aspens catering company will continue to provide our hot lunches.

Year 3 parents should be aware that universal free school dinners do not apply in Key Stage 2 and that payment for meals booked will be required.

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 due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals, please contact the school office and we will support you with this.

We have arrangements in place to ensure that during lunchtime separation between 'bubbles' is maintained as best as possible. Children will always have the chance to wash or sanitize their hands before eating. Some children may eat packed lunches in their classrooms.

### **Packed lunches**

Please ensure your child has all the cutlery they need, and their meal is easy for them to manage on their own. Please ensure lunch boxes are labelled.

### **School office**

All communication with the school should be done by telephone or e-mail as far as possible. However, the school office will be open as always.

### **Communication**

Communication with parents is really important to us. Due to the current restrictions, we would request that meetings with members of staff are by prior arrangement 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 [admin@cannonpark.coventry.sch.uk](mailto:admin@cannonpark.coventry.sch.uk) or telephone the office 02476 414683.

## **Children or staff suspected of having COVID-19**

In line with DfE guidance in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.  
We ask that parents and staff inform the school immediately of the outcome of any test;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them

to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

- 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. The school will contact parents and request they collect their child from the school immediately.
- We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says *'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.'*

If no test is undertaken then we expect children to self-isolate according to the Government guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Households with a confirmed case of Coronavirus** should follow the Government advice England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

**In the event of a local authority (Coventry) wide lockdown**, the school would revert to remote education. Please see our Remote Education Plan for more information. This can be found on our school website.

### **Lateral Flow Testing**

We are also pleased to let you know that from Thursday 18<sup>th</sup> February, Coventry City Council are extending their Lateral Flow Testing (LFT) Community sites to be able to test children and young people from age 2. They are urging all parents and carers to take their children and young people for a COVID-19 test at a LFT site on a weekly basis. In the first instance where you have a child currently attending onsite provision in an early years setting, nursery class or primary school, **please can you take your child for a test prior to their return to school (week commencing 22<sup>nd</sup> February)**. Information on the location of LFT Community sites is available at <https://www.coventry.gov.uk/lateralflowtesting>