



Charlton-on-Otmoor CE Primary School

Fencott Road
Charlton-on-Otmoor
Kidlington
Oxon OX5 2UT

Headteacher:

Mr Ross Griffin LLB NPQH

Phone: 01865 331239

Email: parents@charltonono.co.uk

Friday, 22nd May 2020

Dear Parents,

On the 10th May the Prime Minister announced a roadmap towards recovery, including plans for the phased return of some children to school from the week commencing 1st June. The 1st June is a conditional date and the final decision whether it is safe to re-open Charlton will be made by the government and local authority nearer the time based on scientific advice.

We are ready to welcome back our nursery, reception, year one and year six pupils in addition to our key worker and vulnerable children from Monday 1st June.

Having consulted with the staff and the governing board, I would like to share with you the plans we have put in place to ensure that your child is safe when returning to school. The steps we have taken are in line with the advice we have received from the government and local authority.

I would like to reiterate to all of you that it is almost impossible to ensure social distancing in any primary school, especially amongst our youngest children. However we believe that the steps we have put in place will help minimise the risk to the adults and children.

With regards to families who have children in years two, three, four and five, we will continue to provide home learning on Google classroom. The teachers and I will be devising a plan whereby we can continue with our Google Meets to support you.

For further information regarding the re-opening of Charlton-on-Otmoor CE Primary School, please access the COVID-19 Risk Assessment and the full version of the School-Reopening Plan on the school website under the 'Parents' Section, Google Classroom.'

Key Changes

- *Nursery children will be able to attend from 09:00 until 13:00 Monday to Thursday and until 12:30 on Friday.*
- *The school will operate a staggered drop off and collection time (details below)*
- *Children will stay in their class groups the whole time with two allocated staff members to avoid cross contamination*
- *Classrooms have a 15 child capacity*
- *The school has introduced social distancing within and outside the building*
- *School will close early on Friday*

Below, I have recorded additional information regarding these changes. Please refer to the School Action Plan on the website if you want to see the complete version or contact the school office where we will answer any questions you may have:

Morning Arrival Arrangements

- A staggered drop off time for all pupils.
- Children with a surname between A and M to be dropped off at 08:30.
- Children with a surname between N and Z to be dropped off at 08:45.
- Nursery children will arrive at school at 09:00 and enter via the Percy Collett Room.
- Only one parent to drop children off each day to avoid congestion.
- Children to enter school via the normal way (gate and FSU front door).

Handwashing, Hygiene and Cleaning

- The school has ordered additional sanitizer’s and dispensers, these will be in every classroom, by the main reception and outside the hall.
- Pump hand sanitizers are currently at the school and are available (please let us know if your child can’t use one of them for medical reason).

Office Enquiries:

- Admissions to the office will be one at a time.
- Parents to contact the school via email or phone rather than coming in person.
- A ‘post box’ will be outside of the door for parents to drop things off.

Staffing:

- Each class (group of children) is to have two adults allocated in the mornings and where possible in the afternoons.

| Class | Nursery | Reception | Year 1 | Key Worker Pupils in Year 2,3,4 and 5 | Year 6 |
|---------|-------------|-------------------------|---------------------------|---------------------------------------|-------------|
| Adult 1 | Sarah Ling | Zoe Wells/Amanda Clarke | Vikki Styler/Ross Griffin | Val Bending | Anna Ellam |
| Adult 2 | Karin Cagle | Sam Hatwell/Ali Walters | Claire Vickers | Kay Pike/Michelle Buckley | Anna Murphy |

Physical Education:

- PE will take place on a Wednesday. All children to come to school in their PE kit on this day.

Playground Equipment:

- Playground equipment will be kept separate between classes. This will be separated into class groups to prevent cross contamination.

Morning Break Duty 10:30 – 10:50

- Classes will be kept in separate parts of the playground/field to prevent cross contamination.
- The field will be coned into sections to ensure that children do not cross contaminate.

Lunch Time 12:00 – 13:00

- Children will have a packed lunch instead of hot dinners.
- Packed lunches will be provided by the school catering company and can be booked in the normal way. The children will be able to choose from:
 - Roll Ham/Tuna/Cheese

The sandwich will be accompanied by Crudités: cucumber or carrot sticks or pepper strips + Cake + Yogurt + Bag of dried fruit

- Lunch will take place within classrooms.
- If the weather is nice, classes will be able to have lunch outside on the field.

E-Vouchers

- The parents in receipt of e-vouchers for food (in place of a free school meal) whose children are coming back to school will be given a packed lunch and their parents will no longer receive e-vouchers from school.
- If your child is returning to school and you currently receive e-vouchers, you might choose to provide your own pack lunch; this will not entitle you to receive an e-voucher in addition to this.
- The parents who are in receipt of e-vouchers but whose children will not be in school on 1st June will continue to receive e-vouchers.

Book Bags and Stationary

- The government do not want items travelling between school and home.
- Children in year one and older may bring book bags back to school however we ask for all accessories e.g. key rings to be removed and for the bags to be cleaned prior to arriving.
- A decision about reading books and whether they will be sent home will be made in due course.
- Library books, reading books and work books are to come to school on Monday 1st June.
- Inhalers and supplies of clothes etc can be sent in separately.
- All school equipment will need to be clearly labelled and cleaned regularly to avoid cross contamination.
- If any additional items are required for school, parents will be informed.
- Children in year two and above may bring headphones to school to support with their learning.

Attendance and Registration:

- Parents will not be fined if they do not send their child into school however we encourage children from year groups directed by the government to attend.

Nursery Hours:

- Nursery children will be working on a part timetable Monday to Friday.
- Children will be in school from **09:00 to 13:00**.
- Nursery children will be located in the community hall and will enter and leave via the Percy Collett room.
- Key Worker/vulnerable children who are in the nursery will be in FSU not the Community Hall (this is because they need to be in school until 15:00).

Key Worker/Vulnerable Children:

- Mrs Bending will look after the key worker/vulnerable children who are in years 2, 3, 4 and 5. These children will be in the Year 3/4 classroom.
- Key worker children in nursery/reception will be with the Reception children in the FSU.

Classroom Organisation:

- All tables will be, where possible, 2 metres apart.

Summer Time:

- Due to the anticipated hot weather, parents will need to be reminded to send children into school with a hat and sun cream.
- Teachers plan to incorporate lots of outdoor learning into their teaching so children may be outside for longer than in a typical summer term.
- Staff will not be able to administer sun cream due to social distancing.

Collection at the end of the school day:

- Nursery children are to be collected from the Percy Collett room at **13:00** Monday to Thursday.
- Parents are asked not to arrive early to pick up their child or to wait for a sustained period of time in their car until collection time.
- Children with a surname **A to M** to be collected at **15:05** from the front playground.
- Children with a surname **N to Z** to be collected at **15:15** from the front playground.

Friday Afternoon Closure:

- The school will close to all children after lunch on Friday.
- Children with a surname **A to M** will be collected at **12:30** from the front playground.
- Children with a surname **N to Z** will be collected at **12:45** from the front playground.
- Nursery children to be collected at **12:30 or 12:45** from the Percy Collett room.
- Friday afternoon will be used to deep clean the school and resources and for teachers planning time.

What will happen about those children shielding and home learning?

- Teachers will not be able to sustain the high quality of home learning as they will be in school teaching.
- Teachers will continue to set work for those year groups who have not been invited back to school, this will be uploaded as currently happens.
- Home learning will be accessible, although this will be in less detail as teachers will be in school teaching. If you have a child in year one or six, you will have full access to year two and five work.
- Mrs Wells and Mrs Clarke will continue to provide a weekly overview for all families who have children in the FSU. This will cover the key concepts being taught.

Assemblies and Clubs

- Whole School assemblies will be replaced by class assemblies.
- There will be no Breakfast Club, CAST or any other After School clubs' provisions.

Government guidance on better hygiene which we will be following:

- Avoiding contact with anyone with symptoms.

- Frequent hand cleaning and good respiratory hygiene practices.
- Regular cleaning of settings.
- Minimising contact and mixing.
- Parents are encouraged to wash children's clothes every day.

Do I have to send my child into school?

- The Government is encouraging all pupils in nursery, reception, year one and year six in addition to key worker and vulnerable children to return to school.
- As a school we are confident that the steps we have taken will ensure that pupils and staff are safe.
- Parents may choose to delay sending their child in until they are confident with the measures put in place by the school. Parents will not be fined for non-attendance.
- Home learning will be accessible although this will be in less detail as teachers will be in school teaching. If you have a child in year one or six, you will have full access to year two and five work.
- Mrs Wells and Mrs Clarke will continue to provide a weekly overview for all families who have children in the FSU. This will cover the key concepts being taught.

Children in Years 2, 3, 4 and 5

- We will continue to set home learning to support you during this time.
- We will endeavour to continue with our Google Meets although a timetable for this is to be confirmed.

Please be aware that we won't be able to physically encourage your child to come into school and if your child has separation issues, it might be a question of "trying again tomorrow".

We will include pictures from the School's premises in the Newsletter so the children can familiarise themselves with the new layout on the front playground and classrooms. The FSU teachers will send their own pictures via Tapestry for their classroom settings (FSU & Hall).

I would actively encourage all families to be in touch with the school and to let us know how your child has been during this pandemic. Well-being and mental health is incredibly important and we want to work with all of you to support your child back into school.

Thank you for taking the time to read this letter. Please do get in touch if you have any additional questions. More information can be found as mentioned on the school website.

We look forward to seeing many of you on Monday 1st June and hope to see the rest of you within the near future.

Kind regards

Mr Griffin