



Head Teacher: Mrs C. Matthewman

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Cotherstone Primary School

Cotherstone

Barnard Castle

County Durham

DL12 9QB



Thursday 16<sup>th</sup> July 2020

Dear Parents and Carers

I have been planning for a full return to school for all children in September.

The government has confirmed that for all but a very small minority of critically vulnerable children, it will be safe for all children to return to school full time.

I have been working through the very strict guidance that has been issued and have completed a risk assessment, that has been approved by governors, to make school as safe as is possible under current circumstances.

In order to comply with the guidance, we have some instructions that everyone **MUST** follow in order to keep everyone safe. By returning your child to school, you must agree to comply with these rules in order to keep your child, your family, staff and community safeguarded from COVID-19.

We will have two bubbles in school: Reception/ KS1 and KS2.

### School Attendance

#### Children return to school on the 2<sup>nd</sup> September 2020, wearing uniform.

Please follow the usual school procedures for sickness absence and phone the school to advise of the reason for absence.

Where pupils are absent and school does not receive a phone call, school will contact them to ascertain the reasons for their absence.

If anyone in your household has any symptoms of COVID-19, your child must not attend school and you must advise the school so that action can be taken.

Where pupils or a member of their household displays symptoms of the coronavirus, they are to follow [the Guidance for households with possible coronavirus infection](#).

Testing for COVID-19 is available to everyone whatever their age. Testing is available through the NHS.

Pupils or a family member displaying symptoms will be advised to self-isolate and will **not** be permitted into school until 7/14-day isolation completed.

If anyone in your family is displaying symptoms, you will need to book a test.





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Pupils will be isolated and sent home to self-isolate if they develop symptoms in school of COVID-19. If you or your child test positive you will be asked to provide details of anyone you have been in close contact with by NHS Test and Trace.

Parents will be notified if we have a suspected case of COVID-19 in school. Bubbles will close on the advice of Public Health England if a case is confirmed.

### School Timings

**Children in the Key Stage 2 bubble (years 3,4,5,6) must arrive at school at 8:45am accompanied by one parent only. Any R, Y1 or Y2 siblings may arrive with them.**

Please ensure that pupils wash their hands for 20 seconds prior to leaving their home.

**Children in the R/KS1 (Y1, Y2) bubble must arrive at 9:00 am accompanied by one parent only.**

Please ensure that pupils wash their hands for 20 seconds prior to leaving their home.

**Staff will meet children at the gate and welcome them into school.**

**Please do not arrive before these times parents will not be allowed on the premises. We respectfully ask parents to social distance and leave immediately having dropped children off.**

There are social distance markers on the path outside the school gate.

**Children in the R/KS1 bubble are to be collected at 3:00 pm by one parent only. Any KS2 siblings will also be collected at this time.**

**Children in the KS2 bubble are to be collected at 3:15 pm by one parent only.**

**Children will be brought to the gate by a member of staff.**

**Again, we respectfully ask parents to social distance and leave immediately having collected children.**

After-school club will be available from the 2<sup>nd</sup> week of term for pre-booked sessions and a separate letter will detail arrangements for this care.

Breakfast club will be available at Cotherstone from the 2<sup>nd</sup> September.

### Public and School Transport

Durham County Council have planned for the safe transport of pupils where they use school transport. Please see current guidance regarding accessing public transport.





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### Face Coverings

Any pupils using face coverings must remove them on arrival at school, dispose of temporary face coverings in a lidded bin, store reusable face coverings in a plastic bag and immediately wash their hands.

Some staff may use sneeze screens and visors in school depending upon social distancing requirements, health considerations and the need for close contact with children. PPE will be used to administer first aid.

### Things to Bring To School

Children will need to bring their book bag which should contain their reading book. Books collected in will be isolated for 72 hours before being reissued to children. We will not be using home school reading records at the moment. Children's reading will be monitored in school.

They should have a pair of plimsols or shoes to be left in school and worn indoors. They should have any medication (inhalers or other agreed medication with instructions and dosage in a labelled bag.)

KS2 will bring their PE kit and leave it in school.

KS1 will wear their PE kit to school on Tuesdays and Thursdays.

Children should also have a sun hat which is to be left in school.

Unless requested by the teacher, please do not send any other items into school with your child.

### Communication

Parents who wish to speak to staff or teachers are advised to email or ring the school office and a staff member will ring you back.

Please avoid lengthy communication with teachers at the school gate as the aim is to get children in and out of school in the quickest and safest way possible.

### School Lunch

Please note that the cost of a school lunch is now £2.10/ £10.50 per week and is payable in advance. Cheques should be made payable to Durham County Council.





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Packed lunches should be in lunch boxes and wiped before leaving home.

Water bottles will be provided in school and sterilised in the dishwasher daily.

Reception, Y1 and Y2 will receive universal free school meals.

### Trips and Visits, Leisure Centre/Swimming

Until we are advised otherwise by the government, these will not take place. Please be assured that we will do everything we can to keep your children both safe and happy in school.

Thank you for your support.

On behalf of all the staff, I hope that you have a safe and happy summer break and look forward to welcoming your children back to school in September.

Yours sincerely,

Mrs C A Matthewman

**Head Teacher**

