



July 17th 2020

Dear Parents and Carers,

Full Re-Opening of School September 2020

Over the past few months, the circumstances around Coronavirus (COVID-19) have been a challenge for everyone. Normal life has been disrupted in a way that most people have never experienced before. There are still many challenges ahead, but we are slowly starting to see some parts of life return to some normality.

The number of Coronavirus cases have reduced significantly and so the Government has now asked all schools to plan for all children in all year groups, to return to school from the beginning of the autumn term and so we are planning for our school to open at the start of September. Please note, that the government will make a final decision on this on 11th August.

The safety, wellbeing and educational experience for your child is our highest priority and so we are making detailed plans for welcoming all children into our school environment in September.

Outbreak Planning

As part of this 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 our 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 Coventry City Council is, that if these circumstances were to arise, that there would be clear communication with you about your child's attendance at school.

Further to my recent communication with you, relating to the proposed full re-opening of school from the beginning of the autumn term, I wish to outline the arrangements that we are putting in place to ensure a safe and happy return to school for all our existing and new children.

Our plan may be subject to change following the Government update on August 11th and any subsequent guidance from the Local Authority. Please keep an eye on national and local news, as well as our Twitter feed and the

letters section on our website. We will keep you fully informed throughout the holiday if we have any significant updates, and a confirmation email will be sent on Tuesday 1st September to all parents.

Organisation and Expectation

- School will be open every day during our full operational hours. Children will have a staggered entry and exit time, but all will access a full school day Monday to Friday. Nursery children will attend their usual pre-booked hours.
- All children will be expected to attend full time. School attendance will be mandatory, so our usual rules on school attendance will apply. In line with Government and Local Authority guidance, penalty notices will apply for non-attendance related to unauthorised absence. Any requests for leave during term time must continue to be made in writing to the headteacher. All requests will be followed up with a phone call or online meeting.
- Children must return to school in full school uniform in accordance with our uniform policy. This does not need to be cleaned any more often than usual.
- Our usual school behaviour policy will apply.
- Children will be in class bubbles of 30. There will be a maximum of 30 children in any group at any one time with their teacher and learning support assistant.
- Phase bubbles of up to 180 children will apply at certain times of the day, outdoors only, such as lunchtimes where safe social distancing will apply.
- Younger children in particular are unlikely to be able to maintain social distancing and it is acceptable for all children not to distance within their bubble, although contact between older children will be restricted as much as possible.
- Adults will all adhere to the Government guidelines of social distancing.
- All teachers and other staff can operate across different classes and year groups should this be necessary. This will enable staff to be released by other teachers for PPA cover.
- Staff will all be allocated to a class bubble, at times a year group bubble or on rare occasions a phase bubble. A very limited number of staff will work across phases. These staff will be limited to our learning mentors, sports coaches and SEND team who will need to work more flexibly to best support the well-being and specific needs of children.
- Classrooms have been arranged with forward facing seating to minimise face to face contact.
- Children need to bring a lunch box, water bottle, coat, book bag and PE kit to school. All other resources will be provided, and children should not bring any equipment including pencil cases.
- Outdoor play areas will be sub-divided so that children will remain in their class or year group bubbles. No contact sports or games will be allowed.

- Lunch will be staggered and all children who opt in for a school lunch will have the usual choice of hot and cold meals provided by AIP our school catering provider. The company has their own risk assessment in place which fully complies with Coronavirus guidance for food businesses.
- We will continue to operate cleaning on site during the day, cleaning frequent contact points, equipment and toilets.
- In addition to the continuous daily clean, our cleaners will undertake a full clean in the morning and evening in line with DfE guidelines. Classroom resources will be used in accordance with DfE guidance and cleaned appropriately. All shared equipment will be deep cleaned with our fogger machine daily.
- The Government has stated that face coverings for children and staff are not necessary and will not minimise risk of transmission. Masks will not be provided, but staff or children who may wish to provide their own masks and wear them in school are able to do so.
- We will continue with our rigorous and regular current practice of increased hand washing, sanitising and the Catch It, Bin It, Kill It technique to deal with coughs and sneezing.

Curriculum

- Children will be provided with support for resilience, mental health and wellbeing including anxiety and bereavement. Our Time for You counsellor will be available for all children and staff.
- Our curriculum will remain broad and ambitious and all pupils will continue to be taught the full range of subjects. We will be operating a carefully designed interim timetable to create time to cover the most important missed content.
- External providers offering curriculum enrichment will not operate during autumn 1, except for Commando Joe who will continue working with a year group outdoors each Friday.
- Sports coaching will continue, including extra-curricular sporting activities which will be available for parents to book. Outdoor sports will be prioritised where possible and no PE lessons will take place as whole classes indoors.

Additional Support

Some pupils with SEND may need some specific help and preparation for these changes to routine. If you feel that this is the case for your child please contact Mrs Healy, a-healy@manorpark.coventry.sch.uk so that she can arrange for you to discuss your concerns with her.

Additional Information

- External visitors will be kept to a minimum. Please make an appointment with the school office if you need to come into the school building for any reason. A record of any visitors on site will be maintained to support track and trace principles.
- We will not be utilising parent volunteers.

- No educational visits will take place in the first half term. The Year 6 residential visit to Dol y Moch has been cancelled. We are working closely with the centre to try to book an alternative date later in the year.
- There will be no whole school events, assemblies or large gatherings during the first half term. Assemblies will be delivered by SLT through zoom each Friday into classrooms.
- Manor Park University will not operate in the first half term.
- CHAMPS Wraparound care will be available in the CHAMPS area. Children will remain in a year group or phase bubble with the same CHAMPS key worker for all their breakfast and after school sessions. All required provision must be booked and paid for in advance. Please contact Mrs Buckley, k_buckley@manorpark.coventry.sch.uk if you haven't made your booking already. CHAMPS will operate under the guidance provided by the DfE on protective measures for holiday and after school clubs. Places are limited and pre-booking is essential.
- We will continue to hold parent and external meetings remotely via zoom.

Signs and symptoms

- Any child exhibiting any Coronavirus symptoms or who has someone in their household who does, must not attend school. If a parent reports to school that a child is displaying any symptoms, they will be asked to take their child for testing immediately and share the result of this testing with us. In such case that there is a positive test, all members of the class bubble will be notified and will be asked to self-isolate for 14 days. If a child becomes unwell in school with a recognised symptom of Coronavirus, school will follow the guidelines as laid down by the DFE. The parents of the child will be contacted immediately and will be asked to take their child for testing. In the event of a positive test the class bubble will be asked to self-isolate for 14 days.
- School will always engage with the NHS Test and Trace process where required. The Local Authority will be informed of any positive testing of children or adults.

In accordance with the DFE guidance for the full opening of schools published on 2nd July, we have revisited and updated our risk assessment in order to consider the additional risks and control measures to enable a return to full capacity in the autumn term. This has been sent to the Local Authority and unions for approval.

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*

How contacts are reduced will include:

- *grouping children together to reduce contact*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible*

We have updated our parent handbook which gives specific information you will need, including drop off and collection points and times. Please refer to this regularly as you prepare for the beginning of the autumn term. I am attaching the booklet to this letter. It will also be placed on the website in the parent's letters section, along with any additional information we send to you between now and the beginning of term.

The Government has issued guidance for parents and carers, and 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](#)

If any parents have any questions relating to our re-opening please do not hesitate to contact me. We are all really looking forward to welcoming all our children into their new classes at the beginning of term.

Thank you for your continued support.

Yours Sincerely
Jill O'Connor
Headteacher