

Tuesday 25th August 2020

Dear Parents / Carers,

We hope that you have been able to enjoy the summer break. We look forward to welcoming the children back to school next week. As you may be aware, the government have set out it's expectation that *'all pupils, in all year groups, will return to school full-time from the Autumn term'*.

- **For children who attended the school last year, the start date will be Thursday 3rd September at 9am.**
- **For those children who are new to us, I will be in touch with you individually to discuss transition details.**

For many of our children who returned before summer, this will be a natural transition. However, we are also aware that some of our children have not been in school since March. Although school will be operating again at full capacity, there will be some changes to the daily routines that need to be implemented to help reduce the risk of Covid-19. We have read the government guidance and it has helped us to establish our procedures for reopening. These will be constantly under review, as and when new guidance is published.

Please take some time to carefully read the following letter about how we intend to operate in September. We appreciate that this is a lengthy letter, but hope that it will answer any questions that you may have. Additional information can be found at:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Beginning and end of the day (Drop off and Collection)

- For those children who travel by mini-bus each day, their routine will stay as it has always been. The children will enter the building through the hall door. At the door, there will be a sanitising station for children to clean their hands on the way in. They will also do this when they leave at the end of each day too.
- For children arriving by car, a member of staff will come to the car to meet your child and take them into school. They will also enter through the hall door, using the sanitising station on entrance and exit. A staff member will also bring them back to the car at the end of the school day.
- The main office entrance will NOT be used for drop off and collection UNLESS it is in the middle of the school day when a child needs to be signed in / out.

School Transport

Children 11 years and under are not legally required to wear a face mask in public places or on public transport. For children over 11 years, the Cumbria County Council guidance states:

'Public Health England recommends that children aged 11 and over wear a face covering when travelling on dedicated school transport from the start of the Autumn term 2020. This does not apply to those who are exempt from wearing a face covering on public transport. Government guidance also supports younger children wearing a face covering if they are able to handle them as directed. By law, people aged 11 and over must wear a face covering on public transport. Although, this law does not apply to dedicated school transport'

Therefore, face masks are optional for our children travelling on school transport.

The School Day

The school day will return to normal in September; starting at 9am and finishing at 3pm.

School Dinners & Cool Milk

The school will be serving school dinners again in September. This costs £3 per day. To order and pay for meals, please use the website www.lunchshop.co.uk and log-in using the details you were provided with by Mrs Ewing. For those children who were with us last year, your log-in will remain the same. If you are having any difficulties logging in, please contact Mrs Ewing at l.ewing@cumbriacademyforautism.org.uk and she will resend your details to you.

You will also have received a letter, either with your end of term reports or by post, regarding Cool Milk. This is a new service that the school is trialing this year. If you would like your child to have a carton of milk each day, this service can be pre-paid using the information given. You will also find a copy of this letter on the school website.

Communication

During the first few days back in school, we will send a data sheet home with your child to ensure all of the information that we have at school is correct, including contact names, addresses and phone numbers. It is incredibly important that our data is kept up to date, therefore we ask that you send the sheet back as soon as possible so that records can be updated.

Children in the Primary phase of school will continue to use Tapestry as a communication tool and platform to record photos and learning experiences. The Secondary staff will use Seesaw for this purpose too. Also this year, we will be having class pages on our school website that will also be updated regularly.

The school will continue to use text messaging, phone calls, emails and the website as methods of communication too.

Daily Routines

As a school, we only have 40 children on roll, and therefore consider ourselves to be one 'bubble'. We are fortunate however, that due to the small class sizes and large rooms, that our children will be able to maintain a social distance from each other throughout the day. Playtimes between primary and secondary children are slightly staggered and are in different parts of the yard, so there is no point in the day where there will be over-crowding. There are procedures that we can put in place however, that will further reduce any risk of transmission. Here are the main changes:

School Uniform

We ask that children wear a clean school uniform each day. Where this is not possible for whatever reason, children may wear their own clothing. Again, this must be a fresh change each day. On days that your child has PE, if they are in primary school, we would ask that they come in their PE Kit. They may wear joggers and a school jumper on top of their kit, but we would like to reduce the need to change in school where possible. If children in secondary are comfortable to do this, we would prefer this as an option, however we appreciate that secondary aged children may prefer to get changed. If this is the case, they will be able to use our changing room facilities to do so, with staggered change times.

We are hoping to resume swimming for some classes in the second half of the Autumn Term, but we will keep you updated on this.

Personal Belongings

We would ask that unnecessary items are not brought from home, as this will help reduce any risk of contamination. We are aware that some of our children have items that help soothe or calm them. This is fine, but they will be kept at their personal workstation or in their bags. We would appreciate it if children could bring in a bottle of water from home each day to use in class, if needed. This will need to be a disposable bottle, or one that will be returned home each night to be

cleaned. Where possible, if children in secondary could bring in their own pencil case this would be appreciated, as it would reduce the need to share resources, however, stationery will still be made available in school. If a child brings in a pencil case to school, we would ask that they keep it in school and it would remain in their personal locker over-night.

Personal Hygiene

It will be part of our daily routine, that children are encouraged to wash / sanitise their hands regularly and thoroughly. Public Health England have said that there is no requirement for children of primary age to wear face coverings, however, if a child would prefer to wear a face mask, this is absolutely fine. Although it has been suggested that there may be a move towards secondary children wearing face masks in communal areas, we feel that this is not necessary within our environment (at the moment). If there is any change to this, we will endeavor to let you know as soon as possible.

Staff may wish to wear PPE throughout the day. This is down to the discretion of the staff member and children should be made aware that there may be staff wearing face masks, visors, gloves or aprons within the school environment. Staff will certainly be required to wear PPE when dealing with personal care (toileting) and first aid. We would appreciate it if you could prepare your child for this in advance of starting back at school.

In the classroom, tables, where possible, will be arranged so that children can sit comfortably, with a degree of social distance between themselves and their peers. Social distancing will be encouraged more so in the secondary end of school, where children have a better understanding of the current situation and the desired expectations, however, we are aware that it is very difficult for our primary aged children to remain socially-distanced from one another throughout the day, particularly when it is their nature to play alongside one another. Staff will also support children from a respectable distance of 1m+ wherever it is possible.

Social Gatherings

Although we have plans in the future for events in school (McMillan Coffee Morning, Christmas Fayre etc), these are very much just plans, and we will await to see what the guidance is nearer the time before these events can take place.

Parents evenings and EHCP meetings will take place in school, but will be organised in a safe, respectable way that ensures distancing measures are in place and appropriate cleaning of spaces takes place between meetings. For those of you with special circumstances, alternative methods (eg Zoom Meetings) can be arranged.

Illness and Absence

All children are expected to return to school in September unless they have been advised to continue to shield by a specialist healthcare professional. If your child is ill, the usual procedure is to

be followed – contact the office before 9.30am to explain the reason for absence and keep us informed daily.

- If your child is displaying any symptoms of coronavirus please do not send them to school.
- If they begin to display symptoms in school, we will notify parents immediately and the child must be collected.

In both scenarios, you must take your child for Covid 19 testing and advise us of the outcome of the test.

Please see the following table:

<u>What to do if...</u>	<u>Action Needed</u>	<u>Return to school when</u>
<p>My child has coronavirus symptoms. These include:</p> <ul style="list-style-type: none"> • <i>A high temperature</i> • <i>A new, continuous cough – this means coughing a lot, for more than an hour or 3 or more coughing episodes in 24 hours.</i> • <i>A loss or change of smell or taste - this means they cannot taste or smell anything or things taste / smell differently to normal.</i> 	<ul style="list-style-type: none"> • Do not come into school • Contact school daily • Self-isolate • Get a test • Inform school immediately of the test result. 	<p>The test comes back negative</p>
<p>My child tests positive for coronavirus.</p>	<ul style="list-style-type: none"> • Inform school immediately of the test result. • Do not come to school. • Contact school daily. • Self-isolate for at least 10 days. 	<p>Your child feels better and they have completed ten days of self-isolation. They may still have a cough as this can last for several weeks after the infection has gone.</p>
<p>Someone in my household has coronavirus symptoms.</p>	<ul style="list-style-type: none"> • Do not come into school • Contact school daily • Self-isolate • All household members get a test • Inform school immediately of the result. 	<p>The household members test comes back negative.</p>
<p>Someone in my household has tested positive for coronavirus.</p>	<ul style="list-style-type: none"> • Do not come into school • Contact school daily • Self-isolate for 14 days. 	<p>Your child has completed 14 days of self-isolation.</p>

<p>NHS test and trace have identified my child as being in close contact with someone with symptoms or confirmed coronavirus.</p>	<ul style="list-style-type: none"> • Do not come into school • Contact school daily • Self-isolate for 14 days. 	<p>Your child has completed 14 days of self-isolation.</p>
<p>We / my child has travelled abroad and have to self-isolate according to quarantine regulations.</p>	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time. • Consider quarantine rules and FCO advice when booking travel. <p><i>Upon return from destination where quarantine is required:</i></p> <ul style="list-style-type: none"> • Do not come into school • Contact school daily • Self-isolate for 14 days. 	<p>The quarantine period of 14 days has been completed.</p>
<p>We have received medical advice that my child must remain shielding.</p>	<ul style="list-style-type: none"> • Do not come into school. • Contact school to organize home learning. • Shield until you are told by a medical professional that you no longer need to. 	<p>Your medical professional says that shielding can be lifted.</p>

Any positive cases of coronavirus in school will be monitored by the Local Authority who may then advise that everyone in the bubble isolates and/or gets tested. Should that happen, or if the whole area goes into a local lockdown situation, learning will continue via home learning.

We are all looking forward to school opening again, welcoming all of our children back and trying to establish routines to the best of our ability. We know that the Covid-19 pandemic has caused great levels of anxiety and stress, and our children and their families may have struggled during this time, however, we can assure you that we will do all we can to get the children settled back in and provide them with the emotional and academic support that they require.

Kindest regards,

R. Aindow

Mr R Aindow.
Head Teacher