



CLARE COMMUNITY
PRIMARY SCHOOL

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Headteacher: Mrs Rebecca Loader BA (Hons) NPQH

Friday, February 26th, 2021

Dear Parents and Carers,

I am delighted to be able to welcome all children back to school on Monday, 8th March. With this letter, you will receive an Information Sheet outlining the same systems that we used successfully in September to ensure a sensible and safe return to more normal operations. As before, our Risk Assessment is available on request.

I have included our uniform expectations within this document but please note that these will be flexible for the initial period of schooling- shoes do not have to be the regulation black and we fully appreciate that some items of clothing may have been selected to fit into the uniform code if children have grown out of the actual uniform and you haven't been able to replace items yet. The normal regulations for hair and jewellery will apply.

Our wraparound care will resume its normal hours, running until 6pm each weekday evening. All being well, I hope that we will be able to start running an after school club programme from the beginning of the summer term. Within the information booklet, you can also find information on instrumental lessons.

We will carry some very low key assessments within the next few weeks in reading, but our main emphasis will be on reintegrating children back into the class with lots of PSHE, team games and sports for this short period of time before the Easter holidays. Our priority will be to ensure that children get used to the routine of school again and spirits and motivation are high. There will also be an opportunity for you to speak via a phone call to your child's teacher during the last week of term- see the section on Parents' Evenings.

Please encourage your child to join in with the activities and Zoom meetings during the next week of home-schooling. The aim is for them to re-enter school ready to learn and familiar with texts, the current maths unit, and their class topic, given that we will be in the latter stage of the term.

I am counting the days off already, as I am sure so many of our pupils are. I can't wait to see them all and function as a full school community once again.

Kind regards,

Rebecca Loader
Headteacher



SCHOOL RE-OPENING- March 2021

Information for Parents and Carers



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Class Arrangements	We will be resuming school with normal class arrangements, although, for the first three weeks at least, the school will be divided up into KS1/EYFS and KS2 bubbles for the purpose of entry and exits from the building, assemblies and break and lunchtimes.
Attendance Expectations	School attendance will be mandatory from the beginning of March 8 th .
Entry and Exit points and times	<p><u>Entry</u> All children should enter the playground by the main gate and will line up on the top playground in classes, including Reception children. All EYFS/KS1 parents should wait with their child on the playground. When they see their class teacher on the top playground, children should walk unattended to their lines. Parents should stay on the bottom playground and exit as soon as possible. The one-way system will stay in place as this avoids bottle-necks and congestion.</p> <p><u>Entry Times:</u> Acorn (Reception class), Beech and Cedar: 8.35am Elm, Hazel, Larch and Oak class: 8.40am</p> <p>Unaccompanied children should not arrive on the playground before these times. Please do not arrive on the playground more than 5 minutes before your child's entry time. KS2 children should be dropped off at the gate where possible.</p> <p>The school gates will be locked promptly at 8.45am and children arriving at school later should enter the school via the office where they will be marked late.</p> <p><u>Exiting the School</u> The school will operate a staggered exiting procedure as normal. Parents should wait on the bottom playground. Reception children will now be dismissed from the main playground. Once children are dismissed from the top playground, they can walk down to join parents on the bottom playground. Please remember that we will not be</p>



	<p>dismissing children from Year 3 and below to parents standing <i>outside</i> the gate. Dogs are not permitted within the school grounds.</p> <p><u>Exit Times</u></p> <p>Acorn (Reception class): 3.00pm Beech and Cedar (Years 1 and 2): 3.05pm Elm and Hazel (Years 3 and 4): 3.10pm Larch and Oak class (Years 5 and 6): 3.15pm</p> <p>The office staff will collect the bus and taxi children at the end of the day as usual. <u>Year 5 and 6 children will be allowed to walk home unaccompanied but will need written permission to do so.</u></p> <p>Parents and Carers should not use the staff carpark unless a prior arrangement with the Headteacher has been made.</p>
Breakfast Club and Catkins	<p>We will revert to the normal hours. Breakfast Club will be available from 7.45am. Catkins Club will run till 6pm and will include a hot meal and snack. A separate Risk Assessment is available for this. We understand that it is sometimes easier for parents dropping off very early for Breakfast Club to use the staff carpark, but please be considerate of staff arriving at school. DO NOT PULL UP OUTSIDE THE FRONT ENTRANCE BLOCKING OTHERS FROM ACCESSING SPACES.</p>
School Lunches	<p>All lunches will be consumed in the school hall on a staggered timetable with key stages eating in their bubbles. Our offer will include hot lunches as well as a cold option.</p>
Extra-Curricular Clubs and Instrumental Tuition	<p>We hope that after school clubs will resume in the summer term. A timetable will be sent out in April. Instrumentalists will be contacted separately with details of individual tuition. Whole-class clarinet teaching will continue in Year 5.</p>
Parent Evenings	<p>These will be run in the same way as the Autumn term and it is likely they will take place in the last week of the Spring term. More details will follow.</p>



Medication	Please ensure that medication is dropped off at the school office as usual with the appropriate permission forms.
Absences	Please report absence as usual. If your child or anyone within their household shows signs of Covid-19, then they must not attend school- please follow the current guidance for isolation.
School Uniform	<p>WATER BOTTLES ARE ESSENTIAL AS WATER FOUNTAINS WILL REMAIN DISABLED.</p> <p>School Uniform should be worn, with the guidance followed regarding hair styles and colour, jewellery and nail varnish- please see separate sheet. We do not expect all children to be able to wear school shoes as we realise shops have not been open! Please ensure shoes are practical. Likewise, please do what can with existing uniform for the next three weeks. Summer uniform can be worn after Easter, and there should be more availability by then.</p>
Reading and Library Books	These will be sent home as normal.
Visitors	We hope to welcome regular volunteers and teaching trainees, subject to the usual safeguarding checks, from the beginning of the summer term.
Hygiene	Door and windows will be open where possible. Children are supervised in following daily hygiene routines. Toilets will be surface cleaned by a cleaner at lunchtime as well as having a full clean at the end of the day. Handles will also be sprayed and wiped at these points.
Cases of Coronavirus in the school	If a child or member of staff starts displaying symptoms of Covid-19, then they will be taken to the designated Isolation room immediately. The attending staff member will don the PPE housed in the room, and inform the office staff who will contact a parent/carer to collect the child from the entrance nearest to the kitchen. We are following the Public Health England protocol and the Local Outbreak Planning Arrangements for Suffolk. Should a suspected case become proven, we will contact these bodies and follow their guidance which may involve other pupils and teachers isolating at home for 14 days.



UNIFORM POLICY

All pupils are expected to wear Clare Community Primary School uniform. As a member of the school, students will develop a sense of pride in themselves and their uniform. Parental cooperation is essential to achieve this aim.

TERM	EYFS and KS1 (Acorn, Beech and Cedar classes)	KS2 (Elm, Hazel, Larch and Oak classes)
Autumn/ Spring	<ul style="list-style-type: none"> • School burgundy polo shirt with logo • Dark grey trousers, skirt or pinafore (worn to knee) • School jumper or cardigan with logo • Grey socks or tights • Black sensible flat or low-heeled shoes (not trainers or boots) 	<ul style="list-style-type: none"> • White school shirt (short or long-sleeved- any supplier) • School tie • School jumper or cardigan with logo • Dark grey trousers, skirt or pinafore (worn to knee) • Grey socks or tights • Black sensible shoes (not trainers or boots)
Summer	<ul style="list-style-type: none"> • Dark grey shorts or red gingham dress may be worn • Dark grey or white socks • Sensible sandals may be worn with socks 	<ul style="list-style-type: none"> • Burgundy polo shirts with logo may be worn instead of shirts and ties • Shirts should not be worn without a tie • Dark grey shorts or red gingham dress may be worn • Dark grey or white socks • Sensible sandals may be worn with socks
Jewellery	One small stud to be worn in each ear (these should be removed for PE) No nail varnish A watch	
Hair	Hair that is past the shoulders should be tied up Matching, discrete accessories can be worn Hair should not be dyed or bleached No extreme hairstyles or shaved designs	
PE Kit	T-shirt in house colour Black shorts for indoor/Summer PE Tracksuit top and bottoms for outdoor Winter PE KS1- Plimsols/Trainers (Outdoor PE) KS2- Trainers (Outdoor PE)	
Outer Wear	Children should come to school with a waterproof coat during the Autumn/Spring terms Hoodies/tracksuit tops are unacceptable as an outer garment Children may wear wellington boots or other boots and change out of these	



The burgundy polo shirts, jumpers, cardigans and burgundy/gold ties will be available from the school supplier, Goodies, via a link on our website; *only* jumpers, cardigans and polo shirts produced by this company will be acceptable in order to maintain consistency of colour and style.

Naming of clothing

We encourage parents to name all items of clothing with sewn-in name tags or permanent pen.

PLEASE NOTE:

Clare Community Primary School fully endorses the principle that the school's uniform should be affordable for everyone, ensuring that no pupil or family is socially excluded through inability to buy. Accordingly, the majority of the uniform can be brought 'off the peg' from any high street outlet or supermarket; the only items which need to be purchased from our supplier are polo shirts, sweatshirts, cardigans and ties. Clare Community Primary School is committed to an annual appraisal of the uniform cost in order to ensure that it continues to be affordable for everyone.

We have clear expectations for uniform, jewellery and PE kit and will strongly enforce these expectations.

The Headteacher, on behalf of the Governing Body, will make the final decision regarding what is permissible in school.

