



**CLARE COMMUNITY**  
PRIMARY SCHOOL

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Headteacher: Mrs Rebecca Loader BA (Hons) NPQH

Friday, July 10<sup>th</sup>, 2020

Dear Parents and Carers,

With this letter, you will receive an Information Sheet on our return to school in September. We are very much looking forward to welcoming the whole school back on site, with some sensible and proportionate control measures built into our routines and systems to ensure that we are operating with the lowest possible risk to our families and staff. Our Risk Assessment is available on request.

Please note that our uniform expectations will return to `normal`, particularly regarding hair and shoes. I have enjoyed seeing the inventive styles and colours (!), but please make sure your child returns in September with an appropriate cut for school with shoulder-length hair tied back and a small matching hair accessory if necessary. Nail varnish or jewellery should not be worn apart from one pair of stud earrings or a watch (not a Smart Watch).

Below you will also find a link to a Parental Survey concerning our Catkins Wraparound care. We would like to run this as we have in the past as one group of up to 30 children for the normal timings, as we recognise that this has become an essential service for many of our families, enabling parents and carers to have the reassurance of knowing that their child is receiving high quality out of school care while they are at work. The guidance states that mixing into wider groups for this purpose is allowable, but it is important to us that we collect the views of families using this service before details are finalised: <https://www.surveymonkey.co.uk/r/YYZKP2J> This survey will close on Monday, 13<sup>th</sup> July at 5pm.

Government guidance also asks parents and carers to limit the amount of childcare providers they use over the holiday period, as far as possible. Depending on the events of the next seven weeks, and the changing picture nationally and locally, this plan will be reviewed at the end of August to ascertain whether or not it remains applicable. Any updates will be communicated to parents and carers as soon as possible. Please ensure that you are checking emails from 23<sup>rd</sup> August onwards.

May I take this opportunity to wish you and your family a happy and safe summer holiday as restrictions are gradually eased.

Kind regards,

Rebecca Loader  
Headteacher



## SCHOOL RE-OPENING- September 2020

### Information for Parents and Carers



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Class Arrangements	We will be resuming school with normal class arrangements, although, for the first half-term 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 the Autumn term, now the prevalence of the Coronavirus has significantly decreased and schools are clear about the measures that need to be put in place to create safer environments within schools. Returning to school is vital for children's education and their wellbeing. Government guidance states that the risk to children themselves of becoming severely ill from coronavirus is very low and the balance of risk is now overwhelmingly in favour of children returning to school.
Entry and Exit points and times	<p><u>Entry</u> All children should enter the playground by the main gate. Reception parents can escort their child directly to the Reception classroom. All other parents should wait with their child on the playground. When they see their class teacher on the top playground, children should walk <b>unattended</b> to their lines. Parents should stay on the bottom playground and exit as soon as possible adhering to social distancing guidelines.</p> <p><b>WE WILL BE OPERATING A ONE-WAY SYSTEM. PARENTS SHOULD ENTER BY THE MAIN GATE AND EXIT BY THE SIDE GATE ON THE BOTTOM PLAYGROUND IN THE MORNING. Please note that this system will be reversed at pick-up time.</b></p> <p>Entry Times:</p> <p>Acorn (Reception class): 8.35am Beech and Cedar (Years 1 and 2): 8.40am Elm and Hazel (Years 3 and 4): 8.45am Larch and Oak class (Years 5 and 6): 8.50am</p>



	<p>Unaccompanied children <b>should not</b> arrive on the playground before these times. Please do not arrive on the playground more than 5 minutes before your child's entry time.</p> <p>Children will sanitise or wash their hands on entering their classroom.</p> <p><u>Exiting the School</u> The school will operate a staggered exiting procedure as normal. Parents should wait on the bottom playground, apart from Reception parents who can collect from the Reception gate. Children will be dismissed from the top playground and walk down to join parents on the bottom playground.</p> <p><b>WE WILL BE OPERATING A ONE-WAY SYSTEM. PARENTS SHOULD ENTER BY THE SIDE GATE ON THE BOTTOM PLAYGROUND AND EXIT BY THE MAIN GATE IN THE AFTERNOON.</b></p> <p>Exit Times</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><b>Parents and Carers should not use the staff carpark unless a prior arrangement with the Headteacher has been made.</b></p> <p><b>Dogs must be tied up at the entrance to the school site.</b></p>
Breakfast Club and Catkins	<p>We hope these will be available for up to 30 children, and should be booked as normal through Parentpay and the School Office. 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.</p>



	<b>PARENTS AND CARERS USING BREAKFAST CLUB SHOULD NOT USE THE STAFF CARPARK.</b>
School Lunches	All lunches will be consumed in the school hall on a staggered timetable. Our offer will be extended to include hot lunches as well as a cold option.
Extra-Curricular Clubs and Instrumental Tuition	We hope these will run as normal for different key stages. A timetable will be sent out early in September.
Parent Events/Meeting with Teacher	Information on the Information Evening and Parents' Evenings will follow. If you wish to make an appointment with your child's teacher, please contact the School Office. Short messages should be left on the school answer phone before 8am.
Medication	Please ensure that medication is dropped off at the school office as usual with the appropriate permission forms.
Absences	<p>Please report absence as usual. If your child or anyone within their household shows signs of Covid-19, then they <b>must not</b> attend school- please follow the current guidance for isolation.</p> <p><b>In the current climate, we ask you to err on the side of caution if your child appears to be at all unwell, and not send them into school if this is the case.</b></p>
Personal Belongings	<p><b>WATER BOTTLES ARE ESSENTIAL AS WATER FOUNTAINS WILL REMAIN DISABLED.</b></p> <p>Please limit personal belongings to a bag for holding a packed lunch (if required) and water bottle and waterproof coat if necessary. In Key Stage 1, no other equipment is required as each child will be given writing equipment which will be kept exclusively for their use. Children in KS2 will be allowed to bring into school their own pencilcase which they should keep in school at all times. Please do not bring in any toys.</p> <p>Children are encouraged to bring in a break-time snack as we are not providing fruit during this time. <b>Please remember that we are a nut-free school.</b></p>



	<p>A PE kit should be kept in school.</p> <p>School Uniform should be worn, with the guidance followed regarding hair styles and colour, jewellery and nail varnish-please see separate sheet.</p>
Reading and Library Books	These will be sent home as normal. Books that are returned to school will be kept out of general circulation for 72 hours.
Home Learning	In the case of a local lockdown, we would revert to the Home learning system deployed during the Summer term using Tapestry, our online Learning Platform. It is likely that we will still be using this for weekly home learning.
Visitors	We hope to welcome regular volunteers and teaching trainees, subject to the usual safeguarding checks.
Hygiene	<p>Door and windows will be open where possible.</p> <p>Hands will be sanitised when entering the school site by children and staff.</p> <p>Hands will be washed at the classroom sinks at the beginning and end of new sessions.</p> <p>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.</p>
Shielding and Clinically Vulnerable children	The majority of pupils will be now able to return to school following the latest government guidance. Please call the office to speak to Mrs. Loader if you believe that your child falls into this category and you are concerned about them attending school.
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.

<b>TERM</b>	<b>EYFS and KS1 (Acorn, Beech and Cedar classes)</b>	<b>KS2 (Elm, Hazel, Larch and Oak classes)</b>
<b>Autumn/ Spring</b>	<ul style="list-style-type: none"> <li>• School burgundy polo shirt with logo</li> <li>• Dark grey trousers, skirt or pinafore (worn to knee)</li> <li>• School jumper or cardigan with logo</li> <li>• Grey socks or tights</li> <li>• Black sensible flat or low-heeled shoes (not trainers or boots)</li> </ul>	<ul style="list-style-type: none"> <li>• White school shirt (short or long-sleeved- any supplier)</li> <li>• School tie</li> <li>• School jumper or cardigan with logo</li> <li>• Dark grey trousers, skirt or pinafore (worn to knee)</li> <li>• Grey socks or tights</li> <li>• Black sensible shoes (not trainers or boots)</li> </ul>
<b>Summer</b>	<ul style="list-style-type: none"> <li>• Dark grey shorts or red gingham dress may be worn</li> <li>• Dark grey or white socks</li> <li>• Sensible sandals may be worn with socks</li> </ul>	<ul style="list-style-type: none"> <li>• Burgundy polo shirts with logo may be worn instead of shirts and ties</li> <li>• Shirts should not be worn without a tie</li> <li>• Dark grey shorts or red gingham dress may be worn</li> <li>• Dark grey or white socks</li> <li>• Sensible sandals may be worn with socks</li> </ul>
<b>Jewellery</b>	One small stud to be worn in each ear (these should be removed for PE) No nail varnish A watch	
<b>Hair</b>	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	
<b>PE Kit</b>	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)	
<b>Outer Wear</b>	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.

