

Dear Parents and Carers,

### **IMPORTANT INFORMATION ABOUT SCHOOL OPENING IN SEPTEMBER 2020**

In accordance with government guidance, we have planned for a full return to school for all pupils in September. Parents of children in EYFS will have received their individual timetables for the first few weeks but it is really important that you are familiar with the gate location and timings for September for when the induction period ends.

The following information is applicable to **Years 1 to 6 from Thursday 3<sup>rd</sup> September**. The design of our building, with classrooms off halls and corridors, and shared cloakrooms, means that we cannot restrict our bubble size to 30 throughout the entire day. Whilst children will spend **most** of their day in their own classroom with their own teachers, at breaktimes and lunchtimes they will be sharing facilities with other children from their year group and if they access wraparound care (which we hope to restart in week 3), they may mix with children from their phase. Our cleaning schedule has been enhanced to maintain good hygiene and children will be asked frequently to wash/sanitise their hands.

The important information about drop off in the mornings and collection in the afternoons is outlined in the coloured table in this letter; ***we ask that you keep it safe and refer to it in September so that you stick to your allocated times and avoid overcrowding at the school gates and on pavements.*** Access to the school site will be restricted; we will obviously be sensitive to children's needs if they are in any way distressed but adults will not be allowed through the gates into the playgrounds unless it is absolutely necessary. This is not how we would normally operate but we have to accept that at the moment, school life is not fully back to normal and we cannot have hundreds of adults gathering on the playground each day. We also have a duty of care to our staff and we need them to stay healthy so that they are here to teach and support your children.

We will not be taking children's temperatures at the gates next term, so they will not have to queue to enter the site as long as they arrive at the correct gate at the correct time. We know it is a nuisance to have to wander round the site to different gates if you have children in more than one class, but we obviously need to minimise the numbers of children entering the site together. If you are using the car park gate, it is essential for their safety that you hold your child's hand and keep them on the footpath, even though there will be restricted access for vehicles at the appropriate times. There will be a school adult on hand at each gate. ***If children arrive late and miss their entry slot, you will have to bring them to the school office and wait outside in a designated area with them until we can let them in. Be aware that due to the size of the entrance area we can only admit one family at a time.*** We might find after working to this timetable for a week or so that the time needed to get children in and through hand-washing can be reduced and if this is the case, we will let you know.

We would like children to wear school uniform when they come back in the Autumn term, and to restrict what they bring in with them. Initially they will need: a coat, water bottle, and a packed lunch if they do not have school dinners. PE kit should be brought in each Monday and remain in school until Friday, when it should be taken home to be washed ready for the following week. Children will not need to bring in any stationery as school will provide this. In Years 5 and 6 we recommend that unless your child really needs a phone in school, they simply don't bring one. If they are brought to and collected from school by an adult, we can't see any reason for them needing a phone during the day.

If any child displays symptoms of coronavirus in school (including but not limited to: a new continuous cough, high temperature, loss of taste or smell), we will tactfully remove them from class and they will be supervised by a member of staff who will wear PPE – face mask, face shield, apron and gloves. We

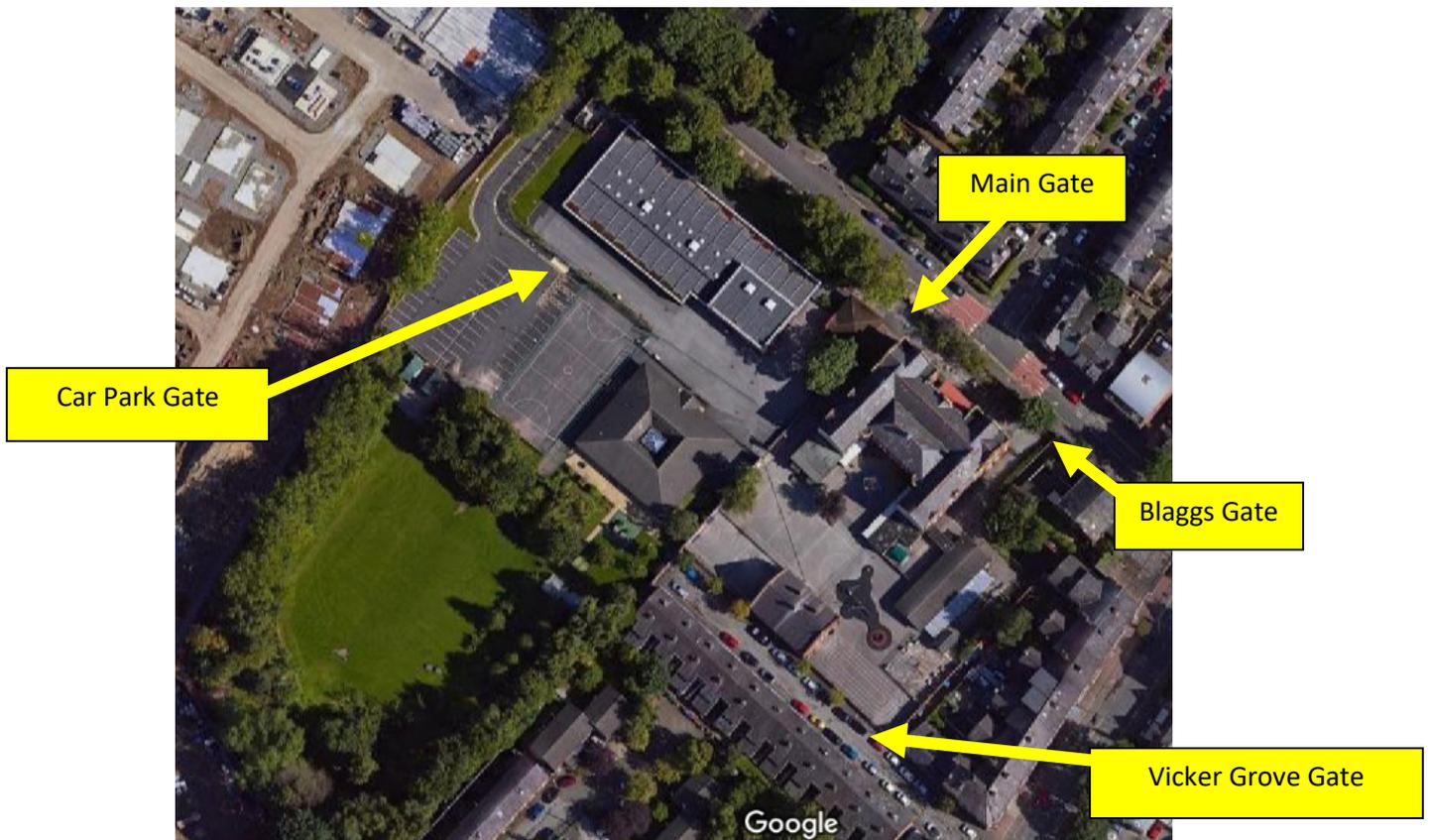
will call you and ask you to come to school immediately to collect them, or that you arrange for another named adult to collect them asap. We will strongly recommend that your child has a test for coronavirus. They will not be able to return to school for 14 days unless you can provide us with evidence that their test was negative. If their test is positive we will follow group closure advice. If there are 2 or more confirmed cases of coronavirus within a 14 day period we will inform the local authority and follow advice from the Director for Public Health in relation to localised closure.

We implore you **NOT** to come to school by car unless you absolutely have to. You are all well aware of the traffic problems we have previously experienced at Cavendish and if people continue to drive and park selfishly then there is an accident waiting to happen. ***In particular do not park, or attempt to park, on Vicker Grove under any circumstances. This road is too narrow, crowded with residents' own vehicles and therefore already very busy; it will be dangerous for you and your child if we have cars parking on there as well as all the other children coming in and out of school.*** If you really must come by car, please park well away from school and walk the rest of the way in.

Our school meals service will be slightly different to normal. Children in Nursery and Reception who have school meals will have packed lunches only to begin with. Once they are settled in we will review this and make some provision for hot meals. Children in Years 1 to 6 who have school lunches will have packed lunches for the first 2 days, then they will alternate as follows: a week on cooked dinners which will be eaten in the dining hall, and a week on school packed lunches which can be eaten in classrooms. In week beginning Sept 7<sup>th</sup> Years 1, 3 and 5 will have cooked lunches, in week beginning Sept 14<sup>th</sup> Years 2, 4 and 6 will have cooked lunches – and so on.

Here is the information relating to drop off and collection:

	Entry/departure gate	Arrival time	Departure time
<b>Nursery</b>	Car park gate	8.30 – 8.45am	3.00pm
<b>Reception</b>	Blaggs gate	8.50 – 9.05am	3.20pm
<b>Year 1</b>	Vicker Grove gate	8.30 – 8.45am	3.00pm
<b>Year 2</b>	Vicker Grove gate	8.50 – 9.05am	3.20pm
<b>Year 3</b>	Blaggs gate	8.30 – 8.45am	3.00pm
<b>Year 4</b>	Main gate Cav Road	8.30 – 8.45am	3.00pm
<b>Year 5</b>	Car park gate	8.50 – 9.05am	3.20pm
<b>Year 6</b>	Main gate Cav Road	8.50 – 9.05am	3.20pm



In summary:

- All children to return to school full time in September.
- Children to spend most of the day with their own class but will occasionally be with year group.
- Please stick to the gates and times in the table (above). If you are late, go to the school office. You may have to wait in a queue.
- No adults allowed on site unless absolutely necessary.
- Children should wear uniform.
- Children need only a coat, bottle, packed lunch if not on school meals.
- Bring PE kit on Monday, take home Friday to wash, return it on Monday etc.
- Children with symptoms of coronavirus will be sent home and not allowed back for 14 days unless you provide evidence of a negative test result.
- Try not to come to school by car; under no circumstances drive onto Vicker Grove.
- From Sept 7<sup>th</sup>, children in Y1 to 6 who have a school lunch will have alternate weeks on sandwiches or hot meals. EYFS will have packed lunches initially.

Message from the office: the office will not be available in the mornings for face to face enquiries, purchases etc. We will be available from 2:00pm if you need to see us in person for any reason but we hope that almost all business can be conducted via email or telephone to help prevent

the spread of infection. Obviously if there is an emergency and you need urgent support we will make an individual arrangement with you – just phone or email us to discuss this if you need to.

Tel no: 0161 445 1815

Email: [office@cavendish.manchester.sch.uk](mailto:office@cavendish.manchester.sch.uk)

Our aim is for wraparound care to start from Sept 14<sup>th</sup> and we will send out information separately about this.

Whilst this all sounds like a military drill and makes me feel more like an army general than a headteacher (nice to see that my years working in Germany were not wasted!), we will do our utmost to make each child feel happy, safe and cared for on their return in September, and we can't wait to see Cavendish come fully back to life. We cannot guarantee to keep the school virus-free - no organisation can do that - but we have a comprehensive risk assessment in place to keep everyone as safe and healthy as we possibly can.

Have a great summer, contact us by email if you have any queries, and we will see you in September.

Best wishes

Janet Marland

Headteacher