



St Peter`s C of E (Aided) Primary School

Potters Green, Station Road, Cowfold, Nr Horsham, West Sussex RH13 8QZ

Tel No: 01403 864365

E-mail: office@st-peters-cowfold.w-sussex.sch.uk

Headteacher: Mr. G. Kolter BSc (Hons) PGCE NPQH

**west
sussex
county
council**

22nd May 2020

Return To School Plan

Dear Parents,

Thank you; to parents of Yr R, 1 and 6 (plus KW & EHCP parents); for all your timely responses to our return to school survey. I am sorry if you asked me questions, or made comments, and you didn't receive an individual response. I decided it was most sensible to address queries through this single communication to everyone. However, if you do have questions after reading this, please do contact me or the school office and we'll do our best to respond. (N.B. The office will re-open on 2nd June, after half term). Thank you also for the many positive words of encouragement that you sent to the staff and myself about SeeSaw. It has meant a great deal to us. In response we would like to thank you for all the effort that you are putting in to home schooling.

After much consultation with the governors, parents, staff, headteachers in other Horsham schools and West Sussex Council I have developed the following plan for our return to school. Our local situation is such that all the schools in the Horsham Schools Partnership intend to return to school over the first 2 weeks of June in some wider capacity. However, saying that, we have made up our own mind to open from our individual risk assessment which has been carried out by myself, Mr Dimmock and The Governing Body.

The responses to our parental survey roughly indicated that about 45% of Yr R, 1, 6 and Key Worker parents do want to send their children back at this point and 35% would like to home school for a while longer. There's an element undecided in the middle too.

Therefore, I have devised a system that means we can run an offer at school for Yr R, 1 and 6 (plus Key Worker & EHCP parents); and continue to run SeeSaw for those remaining at home.

The rationale for this was to ensure we can offer school to the years the government selected, in the way Boris Johnson has guided us to, whilst doing our best to ensure those continuing to learn at home are not disadvantaged. That way no parent feels under pressure to send their child back to school until their family are ready to make that step.

• THE PLAN

- **We will return to school on Tuesday 9th June.**

This gives us time to thoroughly prepare the school environment so that it is as safe as possible and to ensure that the government's testing procedures for children, and adults, are functioning quickly.

- **We begin with all of YrR, 1 and 6 + Key Worker Children & EHCP pupils who's parents need / want them to come.**

We are likely to operate the 4 Bubble Groups like this:

- Bubble A – Reception Children – Miss Herbert, Mrs Finch & Miss Fraser
- Bubble B – Year 1 Children (& Year 2 Key Worker Children) – Mrs Sims, Mrs Miller & Mr Kolter.

Miss Herbert, Mrs Baroni & Mrs Finch will plan the work for these groups in school as well as the work on SeeSaw, for Years R, 1 & 2.

- Bubble C – Year 6 pupils & Year 3, 4 & 5 Key Worker Children – Mr Dessena
- Bubble D - Year 6 pupils & Year 3, 4 & 5 Key Worker Children – Ms Whitley

Mr Ritchie will plan the work for Year 6 in school as well as the work on SeeSaw.



*N.B. – This set up may well change if pupil uptake differs from the initial survey or if any of these staff members become ill. This just gives you an idea of how it could work.

- **We will open: TUESDAY, WEDNESDAY, THURSDAY & FRIDAY.**

We will run a 4 day week model –

This is so we can maintain the 'SeeSaw' provision at home for those pupils that aren't coming back yet. We will also have a deep clean on Mondays in addition to the daily cleaning regime that will occur on days we are open.

Pupils coming in to school can work on SeeSaw on a Monday, at home, should they wish.

- We will try to ensure a degree of comminality between the work at school and that on SeeSaw but we don't have capacity to make them exactly the same. We're doing our best to be fair to both groups and we don't want anyone to be disadvantaged by staying at home.

- **ATTENDANCE- Safeguarding**

We ask parents to book their child's / children's attendance a week at a time by 9am on Wednesday of the week before they come*. This will be done by emailing the office.

(We have explored whether there's an easier system but emailing in is the safest way.)

*Except for 9th June start – see end of letter.

When parents book a week of school they will be committing to a whole block of four days in the following week. We are not offering a 'one day in one day out' offer.

We believe we need this weekly review as parents will be returning to work gradually, if the 'R – rate' remains low. Therefore we need to be flexible, whilst staying safe.

We have to have a robust system, so we know exactly which children are expected to arrive at school on any one morning for safety purposes. The same processes occur as for normal school – if your child is expected at school but is ill, you need to ring the school office by 9:10am, please.

- **PACKED LUNCHES**

Myself, and the governors, have decided that it safest for each child to bring their own packed lunch from home for the first couple of weeks until we have got our systems up and running. This also gives us time to sort arrangements with Chartwells, the catering company we use.

- **CHILDREN IN OTHER YEAR GROUPS**

The Governors, staff and I realise that this partial return to school may be tough for those children who's classes have not been identified as ones to return. This may especially be the case if they have a sibling who is going back to school.

We would like to assure you that you aren't forgotten. Your teachers will continue to engage with you on SeeSaw.

The way current safety systems and staffing levels need to be, it won't be possible for all the school to be back all at the same time. However, as we enter July I am determined to explore ways other year groups can come in to school, on a rota basis, even if it just for transition events.

- **TEST & TRACE**

More detail of our safety systems is attached separately but the most important part of the plan is that:

If we, at school, suspect your child is showing signs of Coronavirus we will ring you and ask you to come and collect your child. It is very important that you go to the [111 online coronavirus service](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) if your child is 5 or over, or call 111 if they're under 5. Then you will probably be advised that your child has a test to see if they have the virus.

This is important because, once we have a confirmed case, all the children and adults in their bubble go home to self-isolate for 14 days. To arrange a test you would go to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

The school has to assume that, by sending your child to school, you are agreeing to organise a COVID-19 Test, if they become symptomatic and you are advised by 111 NHS to take your child for a test. You are also committing to inform us of the result A.S.A.P.

The safety of everyone else coming into school depends on this. If you wouldn't want to organise a test for your child, please don't send them to school at the moment. Thank you.

- **SAFETY FIRST**

I realise that this plan, whilst offering in school provision, will throw up logistical problems for parents (e.g. Monday child care). However, the governors and I have to put safety first. We are going back a week later, than Boris Johnson wanted, for that reason. Also, the Monday closure allows us to provide SeeSaw for Class 1 pupils, not at school, and an opportunity for further cleaning.

- **NEXT STEPS**

Please respond again, if you have a child on Reception, Year 1, Year 6 or are a Key Worker / have a child with an EHCP. Please let us have your final decision.

Now that you have more information about the systems that will be put in place for a return to school, we would like you to confirm that your original intention in last week's survey is now your final decision. We are asking everyone who emailed in before, to do so again – so we can confirm the plan. You can, of course, change your mind from what you indicated in the survey.

In making this decision please be mindful of these factors:

- The Government has 'strongly recommended' you to take up this offer of face to face school.
- You will **not** be fined, or penalised, for keeping your child at home at the moment.
- We do not want you to feel pressured in to making a decision either way but make the choice that best suits your family.

To: office@st-peters-cowfold.w-sussex.sch.uk

The deadline for this is Wednesday 27th May at 9am. Thank you.

N.B. – This is all conditional on the government 'go-ahead' which is expected on 28th May.
'all our plans are under constant review and we'll continue to follow local and national advice'

I would like to close by saying that, by sending your child back to school, we are assuming that you understand that there is an element of risk in the current school environment. We will do all we can to minimise the risk of transmission of Coronavirus, of course.

Please see the separate document, attached with this email, that outlines the Health and Safety system we will operate; if you would like further details about the measures we will be taking to minimise the risk to pupils, parents and staff. There will be further details released in a week's time with a 'child speak' guide to school and a F.A.Qs document for parents.

Thank you, once again, for all your support. We look forward to receiving your confirmation email.

Finally, I would like to thank all the staff and governors of St Peter's for making this plan become a reality. Everyone is playing an important part and I am very grateful.

Take care and have a nice half term,

Mr Kolter

P.S. – Children are not expected to work on SeeSaw on our INSET Day (Monday 1st June).