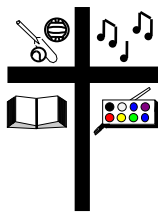


Telephone: 01928 788230
Head Teacher: Mrs. H. Harris
e-mail: head@crowton.cheshire.sch.uk
Website: www.crowton.cheshire.sch.uk/



Crowton Christ Church C of E
Primary School
Kingsley Road
Crowton
Cheshire
CW8 2RW

we **A**chieve, we **B**elieve, we **C**are

Wednesday 15th July

Dear Parents,

I hope you and all your families are continuing to keep well. In this our final week of the school year, we are filled with mixed emotions as we say farewell to our current, amazing, Year 6 pupils and their families. We are sad that we haven't been able to share the Summer Term we had hoped for with our Year 6 children. On behalf of all the staff, I would like to wish each and every one of them the best of luck for the future and hope they always carry with them a piece of 'Crowton' in their hearts.

Just to remind you, school closes to all pupils on Friday 17th July 2020.

We now have some initial plans in place which we can share with you of what school will 'look' like in September. Please take time to read and digest this letter it contains very important information (it is the longest I have written in 23 years of teaching!) Please keep this letter for your future reference.

All being well, Year 1 to 6 pupils return to school on Wednesday 2nd September 2020. Reception pupils will be starting at a later date – potentially Monday 7th September.

It is not possible to ensure a totally risk-free environment while COVID-19 remains in our communities but we can make judgments at a school level to balance and minimise the risks as best we can. Schools have been provided with guidance and have been asked to put in control measures.

Our essential measures will be:

- **A requirement that anyone who is ill STAYS AT HOME and actively engages with NHS Test and Trace.**
- **Robust hand hygiene and respiratory hygiene is to be used.**
- **Enhanced cleaning – for example wiping tables and chairs and touch points through the day.**
- **Consideration of how to reduce contacts (minimise contacts) and maximise distancing for pupils and staff.**

To further drive down the transmission of coronavirus (COVID-19) all pupils, staff and other adults **MUST NOT** come into the school if they have or have tested positive in the last 7 days for the virus. Anyone developing symptoms during the school day will be sent home and are advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Schools have been told that they must ensure that staff members and parents understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Swift action will be taken if school becomes aware that someone who has attended our site has tested positive for coronavirus.

Schools have been asked to ensure that pupils clean their hands regularly including when they arrive at school (all staff must clean theirs on arrival to work), when they return from breaks and before and after eating (snack and lunch). Staff will remind pupils about good respiratory hygiene - to 'catch it, bin it, kill it'. Please can parents ensure all children understand what is meant by 'catch it, bin it kill it'.

Touch points around the classroom will be cleaned at times through the day – door handles, table tops, chair tops, drinks machine buttons etc.

We will be working on the principle of reducing the number of contacts and maintaining distance whenever possible in school this may include – avoiding close face to face contact and minimising time spent within 1 metre of anyone, seating pupils side by side and facing forwards when possible, avoiding whole school gatherings such as collective worship, staggering play and lunch time. Pupils will have individual pencils/crayons and it is recommended these items are not shared. Classroom resources can be shared and cleaned, however resources across/between classrooms will need to be cleaned thoroughly or left unused for up to 72 hours.

Staggered arrivals/collections

Changes to times are temporary following government guidance on minimising contacts. They will be in place the first few weeks of term and then reviewed.

Arrivals

The top gate will be opened to pupils from the years 2 through to 6 at 8.50am. We request that parents from these year groups do not come on to site without an appointment.

Parents and children from Reception and Year 1 **and their siblings from school** need to arrive at 9am. Reception and Year 1 parents may come on site (please observe social distancing guidance and please when possible only one parent) and bring their children down to class 1. Siblings may also go straight to their external classroom door. Reception parents may come in to the classroom. Year 1 parents may come in if needed to support their child or can say their 'goodbyes' under the canopy area.

Collection

Only the parents from Reception, Year 1 and Year 2 (KS1) may come on to site at 3:10pm to collect their children. Please avoid congregating and leave promptly as KS2 (Years 3 to 6) will be dismissed at 3:15pm.

New System for Morning Snack

To minimise contact, children will no longer 'go up to the hatch' at playtime to buy snack. Children can bring a healthy snack from home or if you prefer school can provide a snack to them in their classroom. The choice will be limited to toast, bagel or crumpet at a cost of £1.50 for a week. Money can be paid once a week on a Monday and **must be in a named sealed envelope** when it is brought in. As we return on a Wednesday it would be 90p for that week. It is also possible for you to send in a one off payment £11.40 for the first full half term (£10.50p for new reception children) again in a named sealed envelope.

Staggering Lunch/lunch boxes

School will be able to provide a school dinner there will be a cold and hot choice. Lunch times will be staggered into KS1 and KS2 to minimise contacts in the hall and allow staggered outside time. If your child brings a lunch from home, please provide it in a plastic lunch box which can be wiped on arrival if needed. Between sittings of pupils in the hall, touch points will be cleaned.

Classroom drinks


All children will need to bring a water bottle each day - **NAMED**, for water only. School will not provide cups by the drinks machines at this time. Staff will wipe the touch points on the water machines through the day.

Homework/Bubble or school closure

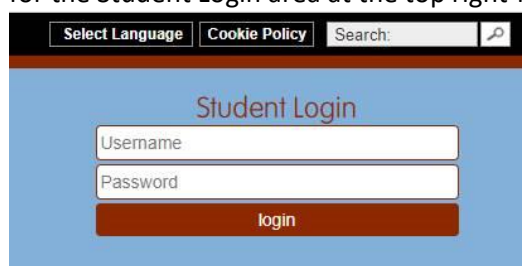
In September teachers will set their weekly homework/home learning on the school website. There will be no exchanging of homework/home learning books. All pupils do have a username and password which enables them to access the Home Learning section of our website.

To access your child's username and password, please go to our **website** (N.B. You cannot use the App for this): <http://www.crowton.cheshire.sch.uk/>. At the top of the page, click on "Parent Login".

A new web browser page will open, and you should enter **YOUR** username and password here (this will be the same username and password as you use for the app).

When you have accessed the Parent Area of our website, you will see various tabs along the top of the page (survey, parent's evenings, etc.). Click on the settings button (cog-shaped wheel)  and you will see the username and password information for your child (if you have more than 1 child at the school, click on the down arrow at the very top right-hand side of the page to navigate between the children).

When your child wishes to access the Pupil Area of the website to access their homework/home learning (younger children will need help), they should go to our **website page** where they will see the white boxes for the Student Login area at the top right-hand side of our homepage.

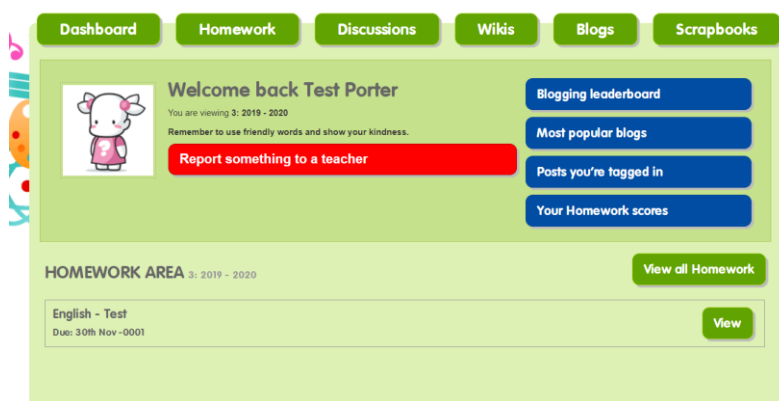


Your child should enter **their** username and password as appropriate, and on the next page they will be asked for a Pupil Verification code – this will be sent to you separately via a smartphone message/email in the next few days.

As with usernames and passwords, please ensure that you DO NOT share this code, as it is an extra layer of protection for the website and your information.

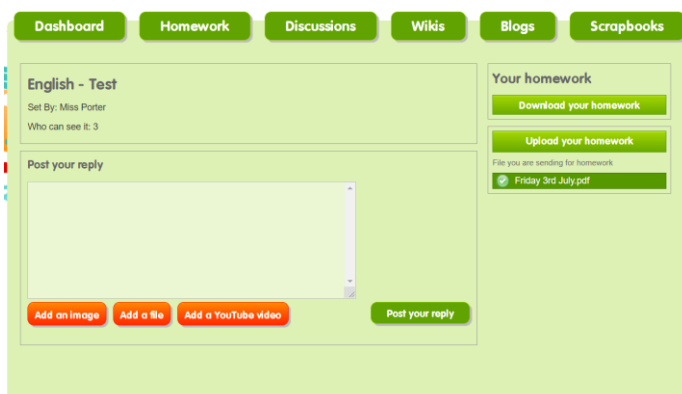
If you have forgotten your username or password then click on the "forgot password" button and School Spider will email you a temporary password. You will then have to change to a new password straight away.

This is the pupil view after log in.



From the dashboard, pupils can view recently uploaded homework and they can use the homework tab. They can download, comment, upload a response, upload completed work, pictures etc. in reply to a homework/home learning posting. Teachers will be able to 'mark' and/or 'feedback' comments through the website.

Online safety concerns can also be reported to a teacher using the red box. School will provide an exercise book for you to **keep at home** for home learning and work that cannot be uploaded for example a writing piece or handwriting.



If a 'bubble' is closed within the school term and all its pupils are self-isolating, school will use this system to add home learning instead of the more recent system of 'files to download'. Teachers (if not ill) will set work and be available by email during 'bubble' closures too and will provide comments on the home learning.

Uniform

When school reopens in September we are planning on asking children to wear school uniform. We are requesting that when possible can it **be clean each day**. Some classes will keep coats on the back of chairs, some will use cloakrooms, please wash coats regularly too. At the moment ties are not required, as often children only have one. Please name all items of clothing. These procedures will be subject to review.

PE Kit

We have previously allowed pupils to wear PE kit each Friday and after reviewing this have found it to have been successful. We would now like to trial that pupils can wear PE kit on a Wednesday and a Friday. Again this will be reviewed through the year. In order to minimize adult/pupil contact, we will not introduce a Sports Coach for the first week or so of term. This will be reviewed at the beginning of Autumn term depending on interim Government guidance.

Bags/Books

It is still recommended that we limit what pupils bring on site and what is exchanged between home and school. No bags will be allowed to be brought on site by pupils, only lunch boxes and drinks bottles. Initially in September we will not be sending reading books home, but will review our systems early in September.

After School Club (ASC)/Breakfast Club (BC)

Our plan is that these will be available with effect from Monday 7th September. It will operate as a fairly consistent group so falls within government guidelines.

At ASC/BC social distancing will be encouraged by the staff and both Clubs will have all their own resources. Children in KS1 and KS2, but from different classes, will be encouraged to maintain distance at club when possible. BC/ ASC will **use the hall** and additional cleaning will be in place. Drop off and collection will be at the main reception front door.

ASC prices in September will rise to £4.50p for the hour session (3:15pm-4:15pm) and £9.00p for a full session (3.15pm – 6pm). ASC closes at 6pm and children must be collected before this time. Snack provision will remain in place.

Please use the staff car park if there is a definite space free. If not please park at the village hall and walk down. There is strictly no parking/waiting on the road and zig zag area.

Pupils will not be allowed to attend ASC/BC without a confirmed, pre-booked session. Sessions can be pre-booked by emailing afterschoolclub@crowton.cheshire.sch.uk, or by completing and printing the booking form on our website and returning it to school with your child. If an emergency on the day ASC session is required, please email admin@crowton.cheshire.sch.uk stating whether an hour or full session is required or telephone the school office.

As always, please remember to pay for all Club sessions in advance.

All of our systems will continue to be reviewed and evolve when we return to school in September, in accordance with the Government advice we receive.

On a final note – again, on behalf of all the staff, I wish to thank you all for your endless support and we look forward to caring for and educating your amazing children in the Autumn Term.

Yours sincerely,

Mrs T Bramwell
(Senior Teacher)

