



COOMB BRIGGS PRIMARY SCHOOL

Inspire, Enjoy, Achieve

Royal Drive, Immingham, N.E. Lincolnshire DN40 2DY

Headteacher : Helen Redmond BA Hons QTS

Tel: 01469 572584

Website: www.coombriggsprimary.co.uk

13th July 2020

Dear Parent/Carer

I hope you are all well. I am now in a position to outline routines and procedures for September when we welcome all of your children back to school. Things look very different in school and our routines and ways of working have changed quite considerably. We ask that you please bear with us whilst we all get used to these new ways of working as undoubtedly some things may need to be tweaked.

We have been asked by the Government to ensure that certain systems of control are in place. There are four that we HAVE to ensure we follow, these are:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergent and bleach

We have to actively engage with the NHS Test and Trace system and also give formal consideration to how we will reduce contacts and maximise distancing between those in school wherever possible. In order to meet these requirements please find details below of routines we will be implementing. With regards to enhanced cleaning, we have asked our caretaker, Mrs Mooney, to remain on site all day to ensure classrooms and toilets are regularly cleaned and sanitized.

Drop off and Pick up:

The children will arrive in their bubbles and will have a 10 minute arrival slots. It is really important that you get your child/ren to school at the right time to help to reduce the number of adults around the school gates at any one time. Staff will be at each gate to greet the children but please be aware that NO parents will be allowed on site unless by prior appointment, this is to avoid any gathering at the gates and minimize the risk of transmission. Please adhere to social distancing guidance on your way to school and when you arrive at the gates. You will receive a text message during the last week of the holidays with the time you should arrive in the morning and also in the afternoon to collect your child/ren. If you have more than one child in the school then both/all will arrive at the same time irrespective of year groups. The children will line up at their class number on the playground and will be collected by their class teacher once everyone has arrived. If it is wet, the children will go straight round to the external door of their classroom and enter via there.

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Class/Group (numbers are approximate)	Morning		Afternoon	
	8.45am-8.55am Group 1: B-G surname	8.55am-9.05am Group 2: L-W surname	2.30pm-2.40pm Group 1: B-G surname	2.40pm-2.50pm Group 2: L-W surname
Siblings – 89 children				
Year 6	9.05am-9.15am		2.45pm-2.55pm	
Year 5	9.15am-9.25am		2.55pm-3.05pm	
Year 4	9.25am-9.35am		3.05pm-3.15pm	
Year 3	9.25am-9.35am		3.05pm-3.15pm	
Year 2	9.05am-9.15am		2.45pm-2.55pm	
Year 1	9.15am-9.25am		2.55pm-3.05pm	
Year R	9.25am-9.35am		3.05pm-3.15pm	

Daily routines:

On entering the classroom all children will have to wash their hands.

The only things to be brought from home will be their coat, trainers for P.E., lunch bag and water bottle – this is really important as the water fountains are currently out of action - if your child does not have a drink with them we will ring you and ask you to bring one for them. You will be met at the gate and we will take it in to your child.

The children will be asked to wash their hands regularly throughout the day, all classrooms have sinks in and there will be a constant supply of soap and hand sanitizer. If your child has any allergies to these please let us know.

The children will stay with their class all day. They will have staggered playtimes and lunchtimes and the same staff will stay with them all day. Classrooms will be cleaned during lunch ready for the start of the afternoon lessons. The lunch break will be shortened by 15 minutes to make up for the later start/earlier finish.

Tables will all be set out facing forward, however pupils will be able to sit side by side with another pupil. Groups will be kept apart and movement around the site kept to a minimum therefore there will be no assemblies until further notice.

Break times will be staggered and the playground sectioned off to allow two classes at a time outside.

A one-way system is in operation around the building which is working really well. It is all clearly marked out with yellow arrows. Children are not allowed to leave their bubbles other than to go to the toilet and staff will ensure they use the one way system as appropriate.

School uniform should be worn every day and laundered regularly. Your child's class teacher will let you know what days they will have P.E., on these days they may come to school in black jogging trousers and their school P.E. t-shirt, and then change into their trainers. This will avoid the need for

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changing in classrooms. As much as possible P.E. will be done outside so we would encourage you to try and get some black jogging trousers during the summer break before the weather starts to turn cooler.

Breakfast and After School Clubs:

Initially we will not be running clubs either before or after school. At the minute our hall, which is used for these clubs, is part of our one way system as initially advised by the government. This therefore limits our space as I do not have capacity or staff to run clubs in classrooms. We are also having building work carried out over the school holiday which involves the hall. Although it should be finished by the time we come back in September, there is always the chance that there will be delays and the whole hall may not be in use. For these reasons, it is impractical to consider running clubs from September. This will be reviewed on a regular basis with a view to being fully up and running hopefully after October half term.

Illness:

We would ask any child who feels ill to stay at home. If, during the day your child begins to feel unwell we will ring you and ask you to collect them so please ensure that we have the correct contact numbers for you and any person who is down as an emergency contact. If you or your child show symptoms of Covid-19 and you have a test, please inform school immediately of the test result as if the result is positive we would need to notify Public Health England immediately.

Lunches:

Hot lunches will be available again from September however, the children will be eating in their classrooms. A rota for lunches will be drawn up for all the year groups so that the 'bubbles' do not mix whilst getting their meal. If your child is entitled to free school meals these are ordered as normal via Chartwells once the children have broken up for the summer break. If your child has a packed lunch then please provide this as normal. If you require any further information please contact the school office. All Packed Lunch waste will be sent home.

We hope you understand why the above routines are in place and will work with us to ensure they are followed. We want everyone to be safe in school and hopefully by following these we can ensure this. We are mindful that things may change at short notice given the advice received from the Government but we will keep you fully informed of any of these changes as soon as we can. If any of the above routines cause any issues for you please do not hesitate to contact us at

hayness@cbriggs.nelcmail.co.uk/office@cbriggs.nelcmail.co.uk



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Please be aware that due to the building works no-one will be on site until the last week of the holidays, therefore your emails may not be answered straight away but we will endeavour to reply as soon as we can.

Thankyou for your understanding and patience – we can't wait to have everyone back and we look forward to seeing you all on Thursday 3rd September!

Kind regards

Mrs Helen Redmond

Headteacher

