

Thursday 4<sup>th</sup> March 2021

Dear Parents/Carers,

Following the government's announcement to re-open all schools from Monday 8<sup>th</sup> March I am writing to you to explain how we will be opening while maintaining our COVID secure environment.

We are having to make some changes to daily life at school, adapting to meet the Government guidance to keep people as safe as possible. Our priority for maintaining COVID safety is:

Hands – Face – Space – Ventilate

As such we are following the government's guidance on the Systems of Controls for schools, which consists of 2 main areas of Prevention and Response to any Infection. The systems of control are:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents
6. Minimise contact across the site and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated
8. Ensure individuals wear the appropriate PPE where necessary
9. Promote and engage in asymptomatic testing, where available
10. Promote and engage with the NHS Test and Trace process
11. Manage confirmed cases of COVID amongst the school community
12. Contain any outbreak by following Public Health England local health protection team advice

The guidance is different for primary and secondary schools so what happens in one school may differ from what happens in another. This is also true between primary schools as each school needs to consider its own environment, staff and children.

We are therefore making some changes, in response to the current COVID situation and taking into account what we have learnt from our previous lockdown.

Some of the changes are as follows:

---

Headteacher Mrs Lorraine Quirk

Deputy HT Mrs Saeeda Wilson-Andoh

Assistant HT Mrs Kaajal Mushtaq

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

[school@ctsmk.org.uk](mailto:school@ctsmk.org.uk) [www.ctsmk.org.uk](http://www.ctsmk.org.uk)

## Bubbles

We will continue to have the school divided into bubbles. Each Key Stage will form a bubble:

- Bubble 1 – Foundation Stage consisting of YN & YR (Daisy & Poppy)
- Bubble 2 – KS1 consisting of Y1 & Y2 (Thistle & Acorn)
- Bubble 3 – Lower KS2 consisting of Y3 & Y4 (Clover, Mustard, Teasel & Rosehip)
- Bubble 4 – Upper KS2 consisting of Y5 & Y6 (Catkin, Sycamore, Barley & Wheat)

Each class will be fairly self-contained. They will only meet up with children from other classes in their bubble at lunch time and play time. We will be teaching the children about self-distancing and COVID hygiene but the children will not be social distancing within their bubbles. This is in line with government guidance that recognises that younger children in primary schools cannot socially distance from staff or each other, but maintaining separation between bubbles is a protective measure.

## Classrooms

The classroom furniture in all classes will be arranged in a way that reduces the risk of COVID and helps children understand about social distancing. In KS2 all the tables will be facing forwards and the teacher will teach predominantly from the front of the class. In KS1 the tables may be arranged in groups but they will also be facing the front. The teacher may move around the class more but a lot of teaching will take place from the front. The children will be taught and expected not to touch staff. We will continue to encourage regular hand washing and sanitising equipment during the school day. We are lucky to have a fantastic site team who will ensure the school is properly cleaned every day.

Classrooms will continue to be clutter free, as they were in the Autumn term.

## Start and End of the School Day

We have made some changes to the start and end of the school day

Bubble	KS	Start	Lunch	End
1	FS	8.40am	11.30am	3.15pm
2	KS1	8.40am	11.45am	3.15pm
3	LKS2	8.45am	12.15pm	3.15pm
4	UKS2	8.45am	12.30pm	3.20pm

It is important to ensure that you and your children arrive at school on time. We will be continuing with a system of staggered start and end times to avoid congregations of people in and around the school. There is a one way system to keep everyone moving. Children in Y1 – Y4 will enter by the usual side gate and then walk through the playground to their classrooms. Children in Y1 & Y2 can be escorted by 1 adult per family who then walk through the playground and leave by the gate leading out onto the public car park. When you drop off you will not be allowed to come into the classrooms.

Children in Y3 & Y4 should also enter by the main side gate but will not be escorted by an adult. It is really important that the Y3 & Y4 children walk into school to their classrooms independently. Members of staff will be around the school to help you navigate this new system. Y5 & Y6 children will continue to enter by the front gate at the side of the school.

---

Headteacher Mrs Lorraine Quirk

Deputy HT Mrs Saeeda Wilson-Andoh

Assistant HT Mrs Kaajal Mushtaq

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

[school@ctsmk.org.uk](mailto:school@ctsmk.org.uk) [www.ctsmk.org.uk](http://www.ctsmk.org.uk)

Please arrive at school at your allocated time and not earlier as this restricts social distancing opportunities. Y1 & Y2 parents and carers please make sure you are social distancing at all times on school property. This means standing at least 2 meters apart from non-family members. Parents and Carers of children in Y3 – Y6 will not be allowed to come onto school premises in the morning. If you need to visit the school office then please wait until all the children have gone into school and visit the office from 8.55am onwards. You must also continue to wear face coverings while on school property. Wherever possible please avoid bringing younger (pre-school) children onto the school grounds but if you do please make sure they stand close to you and are not able to wonder around the school grounds or mix with other children.

At the end of the day all children in Y1 – Y5 can be collected from the playground. Please collect your children and then leave by the side gate as quickly as possible. This will be part of the one way system and there will be staff available to support you to keep moving and not to congregate on the playground. The side gate will be opened just before pick up time to minimise the possibility of gatherings. Y6 children can be collected from the exit gate, with written permission to leave the class independently, or the playground.

### Uniform

Children will be expected to wear the correct school uniform to school. However, trainers can be worn to school. This is to enable children to take part in additional PE lessons and outdoor activities. Trainers should be plain and not bright colours. They should not have bright logos or any flashing lights or be sparkly. The children should bring a PE kit into school and leave it in school for the week to be taken home on a Friday to be washed. There will be occasions when the children go outside for PE in their uniforms as we want to make the most of the warmer weather to get them outside as often as possible.

### What to bring to School

We want to reduce the number of things that children bring into school. This means they should not be bringing in anything other than a packed lunch, water bottle, book bag, PE kit and jacket. The children should bring in a reading bag for their reading books as these will now be exchanged more regularly. As we try and keep the class windows open all day your child might benefit from bringing an extra jumper into school to keep warm. This should not be instead of but in addition to the school jumper. Toys, cards or any other personal items should not be brought in. Please remember that only children in Y5 and Y6 can bring mobile phones into school. Mobile phones must be placed in the class container and taken home at the end of the day. Please be aware that the school is not responsible for mobile phones or anything else that the children may bring in.

### Face Masks

The current government guidance states that children in primary schools should not wear face masks in school. If your child travels to school in a face mask they will be asked to remove it, on arrival, and dispose of it in the bin. If it is a reusable face mask then they should bring a plastic bag to school, place the mask in the bag on arrival and take it home at the end of the school day. If advice on face masks should change we will notify you. Adults in the school will continue to wear face masks around the school and face shields in class.

### Travelling to School

---

Headteacher Mrs Lorraine Quirk

Deputy HT Mrs Saeeda Wilson-Andoh

Assistant HT Mrs Kaajal Mushtaq

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

[school@ctsmk.org.uk](mailto:school@ctsmk.org.uk) [www.ctsmk.org.uk](http://www.ctsmk.org.uk)

We would like to request that as many children as possible walk or cycle to school. This is the healthiest way to travel to school and could reduce the risk of spreading the Coronavirus.

### Communication

Please do not send letters into school. Letters will not be opened until 72 hours after they have been brought to school. If you would like to communicate with us please telephone or email the school office. Do not email staff directly as they will not respond to individual emails from parents or carers. Please do not try and talk to the teachers at the start and end of the day. If you need to make contact with a teacher please email or phone the office and we can arrange a socially distanced meeting for you. Please avoid visiting the school office unless it is absolutely necessary.

### Our COVID Recovery Curriculum

For the three weeks leading up to the Easter holidays we will be focusing on getting the children settled back into school. We will have a focus on teaching Maths and English, including either History, Geography or Science, as part of our Cultural Curriculum. We will also be offering RE, PE and creativity with a focus on well-being, socialising and collaborative learning. We will be offering the Interventions and catch up lessons we started before the lockdown but we will not be introducing anything new.

### What to do if your child or member of your household becomes unwell

If your children or someone in your household starts to display COVID symptoms do not come to school. This is really important in the fight against the virus. You must stay at home and book a test. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus they can stop isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they feel better. Other members of the household can stop isolating and children can return to school.

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID 19) infection'

(<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (Loss of smell) can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should self-isolate for the full 10 days.

You should inform the school as soon as possible if your child becomes ill and the result of the test.

### What we will do if your child becomes unwell

If your child becomes unwell at school we will contact you as soon as possible. If they are showing COVID symptoms then we will isolate your child in our medical room or alternative safe place. We will ask that you come to school immediately to collect your child. You will then need to follow the 'stay at home' guidance detailed above.

### Bubble Closures

---

Headteacher Mrs Lorraine Quirk

Deputy HT Mrs Saeeda Wilson-Andoh

Assistant HT Mrs Kaajal Mushtaq

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

[school@ctsmk.org.uk](mailto:school@ctsmk.org.uk) [www.ctsmk.org.uk](http://www.ctsmk.org.uk)

If a child or member of staff tests positive for COVID-19 then the children and adults from that bubble may be sent home and asked to self-isolate for 10 days from when the symptoms were first reported to us. We will inform Public Health England and follow any additional instruction they may give us. When a bubble is closed we will set work for your children to complete at home via google classroom.

### Behaviour

Behaviour is always important to us here at CtS. We will continue to follow our behaviour policy and guidelines. When the children return to school we will remind them of the behaviour rules and classroom rules. It is very important that all the children follow the rules, if a child is unable to follow the rules, which are in place to keep us all safe, they may not be able to come to school until you have helped them to understand them. This has been very successful to date so we expect it to be successful when we fully reopen again.

### Our Commitment to you

We really do want your children back in school with us on Monday 8<sup>th</sup> March and we are committed to doing everything we can to keep them as safe as possible. Some of our arrangements may seem unnecessary or inconvenient to you and we do understand that, however, everything that we are doing is in line with government guidance and we are doing our best. During the Road Map to Recovery period, there may be new guidelines and advice issued. We will keep you as up to date as possible and apologise, in advance, for any changes that have to be made. We will continue to:

*Provide the 'good earth' for all our children to flourish; where every child can learn and explore who they are created to be, with the high expectation that we, individually and collectively, will enable every child to be the best they can.*

*A loving place where we all care, learn and grow together.*

Yours sincerely,

Lorraine Quirk

---

Headteacher Mrs Lorraine Quirk

Deputy HT Mrs Saeeda Wilson-Andoh

Assistant HT Mrs Kaajal Mushtaq

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

[school@ctsmk.org.uk](mailto:school@ctsmk.org.uk) [www.ctsmk.org.uk](http://www.ctsmk.org.uk)