

26th February 2021

Dear parent/carer,

Thank you for your continued support during such a challenging time. The news that we have been waiting for about re-opening to all pupils has now arrived. As we are a secondary deemed setting and need to plan for Lateral Flow testing for pupils in Year 7 and 8, please read the information contained in this letter carefully so that you are fully aware of the arrangements and the day that your child will return. **There will be a further letter sent out on Monday 1st March with more specific information.** A letter has already been sent out to those parents with a link to fill in a form for consent, if you have not already done this, we urge you to do so.

The current remote learning offer available to all pupils will continue until Tuesday 2nd March. From Wednesday 3rd March, this will look slightly different and will require slightly less teacher input. This is so that teachers and school staff can prepare for the safe return of all of our pupils and to specifically prepare resources around a re-designed initial curriculum, which includes well-being, and to plan for the use of diagnostic provisions to establish the impact of the lockdown on progress. **Below are details of the phased re-entry over the course of the week for the year groups.** Pupils will return to very similar arrangements to those in place before the Christmas holidays. However, I would be grateful if you took the time to read the information below carefully.

***Please note** that Critical Worker provision will continue for any pupils who currently have a place until Tuesday 9th March. From the 10th March, they will be in school with other pupils following their usual timetable.

Symptoms of COVID 19.

It is absolutely vital that if you, your child or someone in your household has any of the following symptoms you must stay at home and inform us immediately and organise a test.

- A high temperature (37.8 or above as per guidance)
- A loss of, or change to, your sense of smell or taste
- A new continuous cough If your child displays any of the above symptoms, whilst in school, we will isolate them in our isolation room and request you are available to collect them immediately. Some of our staff are now taking twice weekly lateral flow tests which will support in the early identification of asymptomatic cases

***See Year group timetable on the second page.**

While we understand that the pupils coming back to school from the 8th March in a staggered way may cause some inconvenience, please understand the logistical difficulties we are faced with as a middle school. We have worked very hard to ensure that we can accommodate testing for all of the pupils in Key Stage 3 who need it as quickly as possible so we can then bring all other pupils into school as safely as possible. We have also needed to balance this with continuing to provide places for the children of critical workers, plan for the well-being of pupils returning to school and put a recovery curriculum plan and the necessary assessment arrangements in place to identify the next steps as your child returns to school. We have also had to revise the risk assessment again in order to comply with the latest Government guidance. This has meant that it has been necessary to action extra measures which school staff are implementing in preparation for the pupils' return.

Timetable for a return from 8th March

Please note that further information regarding the Lateral Flow testing will be sent out to parents on Monday 1st March. Only pupils whose parents have given consent for the Lateral Flow Testing will be permitted entry into school on Monday 8th March for year 7 and Tuesday 9th March for year 8. If you are not giving consent then your child's first day back will be on Wednesday 10th March.

Any pupils who have a positive Lateral Flow Test will be isolated along with anyone they have come into contact with and we will ask you to collect them so that you can book a Co-Vid Test at a local testing centre.

***Please note** that Critical Worker provision will continue for any pupils who currently have a place until Tuesday 9th March. From the 10th March, they will be in school with other pupils following their usual timetable.

Year group	Monday 8 th March	Tuesday 9 th March	Wednesday 10 th March	Thursday 11 th March	Friday 12 th March
7	<p>Pupils in Year 7 whose parents have consented to the Lateral Flow Test will be in school on a timetable to complete the test.</p> <p>Year 7 pupils without consent must not return to school until Wednesday 10th March</p> <p>Once in school, they will stay for the day. A timetable for the time your child will be asked to come into school, will be sent out on Monday.</p> <p>Year 7 children who have had their first Lateral Flow Test in school will return on Wednesday the 10th March. Tuesday the 9th March is for year 8 pupils who are being tested only.</p>	<p>Year 7 to remain at home and must therefore not attend school on this day so that Year 8 lateral Flow tests can be completed and access remote learning.</p>	<p>Year 7 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.</p>	<p>Year 7 in school following usual timetable and completing Lateral Flow tests. Some lessons may be disrupted due to testing.</p>	<p>Year 7 in school following the usual timetable.</p>
8	<p>Year 8 to access remote learning from home and must not attend school on this day.</p>	<p>Pupils in Year 8 whose parents have consented to the Lateral Flow Test will be in school on a timetable to complete the test.</p> <p>Year 8 pupils without consent must not return to school until Wednesday 10th March</p> <p>Once in school, they will stay for the day. A timetable for the time your child will be asked to come into school, will be sent out on Monday.</p>	<p>Year 8 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.</p>	<p>Year 8 in school following the usual timetable.</p>	<p>Year 8 in school following usual timetable and completing Lateral Flow tests. Some lessons may be disrupted due to testing.</p>

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Year group	Monday 8 th March	Tuesday 9 th March	Wednesday 10 th March	Thursday 11 th March	Friday 12 th March
5	Year 5 to access remote learning from home	Year 5 to access remote learning from home	Year 5 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.	Year 5 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.	Year 5 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.
6	Year 6 to access remote learning from home	Year 6 to access remote learning from home	Year 6 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.	Year 6 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.	Year 6 to return to school following usual timetable. Please see staggered entry and exit times as in place before Christmas.

The time below are the staggered drop off and pick up times for all pupils as they come in to school on the Wednesday 10th March onwards.

Drop off and Pick up times

Due to Government guidance and in order to maintain your children within year group/key stage bubbles, we will need to continue to stagger the drop off times for the different year groups to facilitate necessary social distancing. Pupils will come into school and line up on the school yard on arrival. They will then sanitise their hands before entering the school building. Please see the time below to see when your child will be able to enter and leave our school premises.

You must adhere to the following times for dropping off your child. These times cannot be changed or negotiated:

Drop off time	Year group	Year Group	End time
8.35am	Year 6	Year 8	3.31pm
8.40am	Year 7	Year 7	3.34pm
8.45am	Year 5	Year 6	3.37pm
8.50am	Year 8	Year 5	3.40pm

As pupils will be lining up on the yard before school, it is important that your child has an appropriate waterproof coat in the instance that the weather is cold and wet.

We do appreciate that staggering times is difficult for some parents. If you have requested already or are about to request that your child is dropped off earlier than the times stated above, between 08:15am – 08:30am, you must book them in by following this link and adding their name.

<https://forms.office.com/Pages/ResponsePage.aspx?id=2ZE04Wgo4kyLCjxLLqW-hPqXvOIDirdKluONGPkzMIhUQIU0M05SRjZNO1E3MDBHUFdRSFhCVkxMTC4u>

If you do not add your child's name, they will not be permitted on site until the allocated time slot for the year group that they are in.

Registered arrivals between 08:15am – 08:30am, must enter through the small gate (we call this the top gate) immediately next to our large double gates (by the barrier). They will then be directed to the hall where they will stay until the time that their year group is taken into school by a teacher.

After 08:30am, ALL other pupils will need to come into school via the side gates and only at the time stated above.

Please also note that under no circumstances are we able to permit your child onto our school site before 08:15am. We do not have the capacity to do this and so because your child cannot be supervised, we are unable to facilitate this.

Parents/carers on school site

Whilst we appreciate that it is incredibly important for you to drop your child off at school, if it is that you do choose to walk them into school, we are unable to permit you on to school grounds to wait with them. Therefore, due to restrictions on group gatherings and to promote healthy social distancing, if you are walking them to school we ask that you bring your child at the allocated time and minimise your time outside the school gates as best as you can. The same procedures must be adhered to if you are meeting your child at the end of each school day as well – these end times are given above also. **It will not be possible to permit you to drive on to site to drop your child off, so please can you factor this into your arrangements too.**

We feel that communication from parents/carers is extremely important to support our pupils and make sure they are happy and feel safe in school. However, we must reduce face to face contact between you and our staff. Therefore, please continue to communicate via the school office or e-mail and you will be signposted to the most appropriate person to help. If you wish to drop something off for your child you must ring the office first. If you need to give our office staff medicine or similar, you must book this in as an appointment with Mrs Salt, at your earliest convenience (cvm.office@ttl.org.uk).

Once inside of our gates, staff members will show your child where to go and we will place them with their teachers. This process will need to be done outside of our main building and may take a little while on the first day.

Key Information

Zones/classes

Our planning supports the Government's approach to continue to minimise as much as possible any unnecessary movement or mixing of pupils' year groups/key stages. To achieve this, children will be placed in year group/key stage bubbles. The current approach is to use mixed ability classes who will stay together for the majority of their subjects. These groups will only change for PE or DT as they may merge with another of their year group classes. Pupils will continue to the timetable they followed during the Autumn Term.

Uniform

All pupils will be expected in school in their school uniform. Although you will have the uniform you need by now, should you have any further uniform needs, please see a letter on the school website which details the other options you have for purchasing uniform.

<https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2020/06/Uniform-Shop-Info-letter-June-20-amended-1.pdf>

Here you will also find the school uniform policy. Please read it to make sure your child has the correct uniform. **Please note that girls are now only able to come in to school in pleated black skirts** <https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2020/05/NEW-Uniform-Policy-May20.pdf>

Equipment

Please see the link <https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2020/05/NEW-Uniform-Policy-May20.pdf> for the equipment that pupils must bring. **Please also include a small bottle of hand sanitiser, 2 x face coverings (see separate guidance for further details) and an A4 plastic popper wallet to store books and planners in.**

PE Kit

We will be asking pupils to come to school in their PE kits on the days that they will participate in PE lessons. We will inform your child of when this is as well as placing the information on to our website. These measures have been taken in accordance with Government guidance. There will be a return to extra-curricular clubs in PE so watch this space for more information from the PE department.

Facemasks/coverings

For important information regarding revised compulsory instructions on the use of face coverings on the return to school, please see separate letter attached to this e-mail.

Toilets

Due to the restrictions around cleaning, year groups will be assigned to specific toilets:

Year 8 will use the toilets by the Maths area

Year 7 will use the toilets by the diner

Year 6 will use the toilets by the Science labs

Year 5 will use the toilets on the corridor outside the year 5 area.

Other important information to remember

- As during the Autumn Term, our school site will be sectioned into year group zones outside and pupils will not be able to go into another year group bubble. ***Please note pupils will not be permitted to bring their own footballs or balls to play catch with, in school. They will be allocated year group equipment.**
- There will be an enhanced cleaning regime before, during and after school
- The school has provided the staff with access to aprons, gloves, masks and face shields. Staff will be asked to wear all PPE when dealing with a child who has had an accident, is poorly or is showing any symptoms of COVID19. Beyond this staff will need to wear face coverings in enclosed spaces, including classrooms at all times. The site has been thoroughly deep cleaned. Our classrooms will all have a cleaning kit and tables will be cleaned frequently. Tissues, swing-lid bins and hand sanitiser will be available in each classroom for frequent use. Additional cleaning of toilets and other equipment will be carried out throughout the school day.

Hand sanitation

To encourage good hygiene and to prevent the spread of the virus, please make sure that your child washes their hands thoroughly before they leave the house and then again when they come in after school. Pupils will sanitise their hands before they enter the school building in the morning and then they will be directed to do this by staff at regular points throughout the day. To support with this, please refer to the original equipment list and send your child into school with their own hand sanitiser. We have included an additional break in the afternoon to facilitate more regular hand sanitation and to prevent the need for pupils to leave lessons as often to use the toilet facilities.

Home Learning

Should we be required to close the school or ask classes/year groups to isolate, we will support our pupils remotely. More will be shared with you on this as required.

Mobile Phones

Please note that due to the increased need for communication between staff during the school day, staff will have their mobile phones/devices on them in lessons and around the school. This will not be for personal use but to contact the school office should an emergency situation arise. However, this does not mean that pupils are able to use their phones during the school day. Due to the concerns around hygiene, pupils will **no longer** be able to drop mobile phones off in reception. Where possible, we ask that they leave them at home. If they do need to bring them in to school for any reason, they must remain turned off in their bags. Any communication with home must be done through the school office. **Please be aware that if a pupil is seen with their mobile phone in use, or we are made aware that they have used it for any reason what so ever and without the permission of a member of staff, it will be confiscated until the end of the day.**

Lunchtime and break sale arrangements

Lunch and break time will broadly stay as they were before the Christmas holiday. However, further information around this will be added to the letter on Monday.

Free school meals

We understand that financial circumstances may have changed recently for some of our families. If you think you may now be eligible for free school meals please see the link below for the quick and simple eligibility check.

<https://cvm.ttl.org.uk/wp-content/uploads/sites/11/2019/09/Free-School-Meals-Letter.pdf>

Transport – Staffordshire County Council buses to school

Transport providers and not Churnet View Middle School are responsible for relevant health and safety measures when picking up, transporting and dropping off children at school. Any issues or queries in relation to measures taken must be directed towards the Staffordshire Moorlands transport provider: Tel 01785 278679.

SEND Provisions

Please be aware that due to the space and staffing needed to man the Lateral Flow testing of pupils throughout their return to school, support staff, including TAs may be deployed in different roles. This means that any interventions run in school will be on hold for at least the first two weeks. The school's TLC base will also be closed to pupils as it is being used as the base for lateral Flow Testing. While we appreciate that this may cause some disruption for some pupils, we will try to keep this to a minimum. Unfortunately, it is necessary to ensure we can return all pupils to school as quickly as possible.

Behaviour Expectations

Please also find our additional behaviour policy guidance, our COVID 19 school re-opening risk assessment and other important information under the CoronaVirus Tab- March opening of the school website. All arrangements and expectations will be explained to pupils on their return to school. Behaviour expectations will continue to be in line with the guidance published on the school website.

I hope that you now have all of the information you need to help you to understand what arrangements we have made to re-open safely. We are looking forward to welcoming your child back and I hope that you are reassured that we have taken all reasonable steps to ensure the safety of all on our school site. **Please bear in mind that these plans are subject to change and that we reserve the right to change any of them, if we believe it is necessary, in particular, as a result of scientific and medical guidance, along with guidance from the Government or local Track and Trace arrangements.** We will endeavour to communicate as quickly as possible with you if this is the case.

Links to current DfE guidance are as follows:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools>)

If you have any additional queries, please do not hesitate to contact the school office cvm.office@ttl.org.uk. All of the relevant documents and information you need can be found on the website here: <https://cvm.ttl.org.uk/returning-to-school/>

We hope that everyone is well and we are looking forward very much to seeing our pupils back in school at the relevant start points throughout the week commencing the 8th March.



S. Fryer
Headteacher
Churnet View Middle School