



Head teacher: Mrs Holden-Gough

17.07.2020

Dear Parents and Carers children at Caslon,

We hope that you are well, staying alert and staying safe. We have missed the children and our community immensely. Although nothing can beat face-to-face contact with our children, and the joy of being with them, we hope that you have found the provision we have put in place to be supportive. We are sure that many of you have created some special family memories during this extended time that you have been together and found the positives within uncertain circumstances.

The school that your child returns to will not be the same school that they left – we are having to reorganise many, many parts of the school to accommodate more children but I can reassure you that we will not compromise the care that your child receives, although it may have to be done in different ways. We are the same group of staff, dedicated to ensuring that your child is happy, confident, responsible, and successful.

As you are no doubt aware, there has been an immense amount of planning involved with preparing to re-open the whole school and very detailed risk assessments, along with the reorganisation of the environment and staffing – we are doing this to reduce the risk of infection to our children and our staff. Our risk assessment is available for you to view on the website <http://www.caslon.dudley.sch.uk/policies> In bringing your child to school you are agreeing that you are aware of the risk assessment and you are agreeing to the measures that have been put in place.

The guidance has so far detailed the following: working in ‘bubbles’ of class sizes; staggered starts and ends to the day; staggered break times; avoiding contact, where possible, between and with children; only one person dropping off/collecting with no congestion at the school gate; no PPE for school staff or children unless dealing with intimate care or first-aid; setting out the classrooms for social distancing and the cleaning of surfaces throughout the school day.

We need to be very honest with you – there is no such thing as social distancing in primary schools; we will encourage it and educate our children about the importance of it, but we cannot guarantee it. We also cannot guarantee a virus free zone but will do everything within our power to keep everyone safe at Caslon.

In return we ask please that children and parents follow some clear instructions to ensure safety of all whilst on our school site:

- Parents will follow the one-way system whilst on site when bringing their child to school. Entering from the top gate and leaving via the bottom gate.
- Parents adhere to the social distance measure in place of 2 metres apart from other family groups.
- Only one adult will bring their child to school.
- Your children will come to school in clean school uniform daily
- Your child will need to bring everyday a packed lunch in a lunch box and a water bottle (Year 3,4,5 and 6 will have a chrome book that they will need to use in school and at home. Parents will need to ensure this is fully charged everyday and that it comes into school. We ask please that you buy your child some wired headphones that means they can access the learning)





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- We will not be able to have conversations with parents at the gate, so we ask please that you use Dojo and contact staff.
- If your child develops any symptoms, you will self-isolate the family, you will contact school via 07572 679423 or 01384 818875
- Parents and children will not congregate at the school gates.
- Parents strictly adhere to the drop off and pick up staggered timings.
- Parents will not be allowed in the school building unless there is an emergency.
- Parents will need to drop off and collect their child from school during this time
- No person will be able to enter the school building with a mask on and will be asked to remove it and throw it in the bin.
- We also ask that children adhere to our Coronavirus Behaviour Policy Addendum – Sept 2020

Staggered Starts will be as follows:

- 8:20am – Day care
- 8:30am – Year 6
- 8:40am – Nursery
- 8:50am – Year 5
- 9:00am – Year 1
- 9:10am – Year 4
- 9:20am – Year 2
- 9:30am – Year 3
- 9:40am – Reception
- 9:50am – Nurture – Specific Children
- 12:15pm – Nursery

IMPORTANT
Parents will need to be on time for both starts and ends of the day for collections, if you are not on time you will be asked to stand to the side and await an appropriate time to enter school as we

Staggered End of day will be as follows:

- 11:20am – Day care
- 11:30am – Nursery
- 1:45pm – Nurture – Specific Children
- 2:00pm – Reception
- 2:10pm – Year 1
- 2:20pm – Year 2
- 2:30pm – Year 3
- 2:40pm – Year 4
- 2:50pm – Year 5
- 3:00pm – Year 6
- 3:10pm – Nursery

Siblings
When dropping off you can either drop off and collect at allocated separated times.
Or
You can drop all siblings at the last child's time (if you have siblings in Year 1, 4 and 5, you would drop off at 9:10 and collect at 2:10pm) and collect at the earliest time for the youngest child.

Reception Parents for Sept 2020
Further information to follow for the week beginning the 2nd September, when you will gain a 1:2:1 appointment with the staff. Children

We will be serving lunches, the first couple of weeks are looking like being a grab bag. Hot dinner hopefully should be starting week beginning the 15th September. The children will be staying in their classrooms to eat lunch, so please ensure if you send your child with anything that requires a fork or spoon, please also send this with your child in their lunchbox.





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As a school we will not be able to offer Breakfast Club or After School club, we will keep this under review and keep you informed if anything changes.

We have been amazed by the support our community has shown us during this difficult time. Closing the school to the majority of our children was hard, reopening our school to an increasing number of children, whilst putting measures in place to limit the spread of infection, is even harder. Every decision we make must be in the best interests of our children and our staff, whilst taking into account government guidance.

Please stay alert and stay safe, we look forward to seeing you on the 2nd Sept. Have a great Summer Break and make lots of memories with your families.

A handwritten signature in black ink that reads "Holden Gough".

Mrs Holden-Gough

Headteacher

