



## School Organisation Plan from Monday 8<sup>th</sup> March until Thursday 1<sup>st</sup> April 2021

Dear Parents/Carers

We are delighted to be welcoming the children back into school on **Monday 8<sup>th</sup> March**, we have really missed seeing all of the children every day. We have used all of the government guidance to create our risk assessments to reduce the risk to children, staff and families and a copy of the full risk assessment is available on the school website [www.courthousegreen.org](http://www.courthousegreen.org). It is essential that we follow all aspects of the Risk assessment to keep each other safe so please take time to read the arrangements in this letter.

Children will be coming back into their normal classrooms with their teachers and will have their full rich and exciting curriculum along with the usual playtimes, lunchtimes and PE lessons. When they first return children will be working and playing just in their class groups to help minimise the number of other people, they come in to contact with. **PLEASE MAKE SURE THAT YOUR CHILD BRINGS BACK THEIR IPAD (FULLY CHARGED AND READY FOR USE) AND CHARGER ON MONDAY 8<sup>TH</sup> MARCH.**

**We will return to children being in school fulltime from 8.50am Monday until 3.15pm (or their appropriate finish time) on Friday.**

### **Dropping off and collection at the beginning and end of the day**

We have a staggered start at the beginning and end of the day to ensure that adults and children can socially distance around the gates. To support this please come **at** your allocated time and ensure that you always follow the one-way system on site and **maintain a 2m distance** from other adults and children.

**Please use the same gate that you were using at the end of the autumn term. This will be the gate that children will leave site from. Reception children will use Heddle Grove gate.**

**At the start of the day children must arrive between 8.40am and 8.50am.**

<b>End of the day</b>	
Reception	2.55pm (Heddle Grove)
Year 1	3.00pm
Year 2	3.05pm
Year 3, Lime & Juniper	3.10pm
Year 4, 5, 6 & Blossom	3.15pm

### **Masks**

All adults must wear a mask when on school site, please support us in doing this so we can keep school safe. If you need to talk to teachers, then you must communicate by phone or e-mail. If you are exempt from wearing a mask, we will send your child to you at the gate.

### **Attendance**

It is the government and our expectation that **all children return to school on the 8<sup>th</sup> March** and attendance in school is mandatory. We understand that you may have worries or concerns about your child returning to school, but it is essential that you contact us to talk about these, rather than just not send your child, as we cannot authorise their absence from school.

### **Preparing the children**

Next week the teachers will be talking to the children about coming back into school and it is really important that at school and home we talk to them about all of the great things they will have back in school while allowing them to share any worries as well. If you think it would benefit your child to talk to someone in school, please contact their teacher and we can arrange this.



## Uniform

All children will be expected to be in **full school uniform** when they return on 8<sup>th</sup> March. If you are struggling with getting your uniform, please get in touch with school through the admin e-mail address (admin@courthousegreen.coventry.sch.uk). Children can still come in their PE kit on their PE day.

Reception	Monday
Year 1	Tuesday
Year 2	Thursday
Year 3	Monday
Year 4	Tuesday
Year 5	Wednesday
Year 6	Thursday

## Equipment

Please can children bring in their own **water bottle** that they can bring home to wash each day. Children should not bring any other equipment with them. Children are provided with their own stationary sets so do not need to bring in pencil cases. Children who walk home are allowed to bring a mobile phone that they must give to their teacher at the beginning of the day and will get it back at home time.

## Lunchtimes and School Dinners

School meal arrangements will continue as before Christmas so your child can have a school meal if ordered or bring their own packed lunch from home.

## Symptoms

It is essential that we continue to work together to keep our school community safe and your child **must not attend school** if they show any symptoms listed below. They must also not attend if any household member has symptoms or is awaiting a test result. <https://www.gov.uk/get-coronavirus-test>



If your child shows any symptoms you must book a test immediately and contact us immediately. E-mail address: [admin@courthousegreen.coventry.sch.uk](mailto:admin@courthousegreen.coventry.sch.uk) Telephone: 024 76 688022. We will share information via showbie/seesaw, e-mail or by phone to reduce contact between adults.

## Lateral flow testing

The community lateral flow test centres are open to all adults and children who are symptom free. This testing is very important in supporting the detection of asymptomatic cases in the community and we encourage adults and children to be tested weekly. This link gives information on where the test sites are across the city. <https://www.coventry.gov.uk/lateralflowtesting>

We thank you, so much, for working with us to keep the school community safe.

Yours faithfully

Sarah Malam  
Head Teacher