

Caythorpe Primary School  
High Street  
Caythorpe  
Grantham  
Lincs  
NG32 3DR

01400 272600

[www.caythorpe.lincs.sch.uk](http://www.caythorpe.lincs.sch.uk)

[enquiries@caythorpe.lincs.sch.uk](mailto:enquiries@caythorpe.lincs.sch.uk)

Headteacher: Mrs K Brockington

Friday 17 July 2020

Dear Parents/Carers,

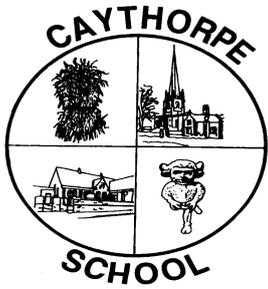
### Guidance for Parents for the Full Opening of School in September

We are planning to welcome all pupils, from all year groups back to school in September. To enable us to do this we have carried out a full risk assessment which will be shared on the school website. This guidance may sound a little clinical but it is important that we all know what the arrangements are for September so that we can ensure that we operate in line with government guidance and keep everyone as safe as possible. The children are at the centre of everything we do at Caythorpe Primary School, and we are desperate for us all to be back together again. However, health, safety and safeguarding are always our priority and with these factors in mind, we need to manage the risk for the children and staff. We do expect all children to attend fully in September. Please give the school a ring or email if you have any concerns about your child returning in September.

#### General information

- The **children have been organised into classes** and they will **remain with their class all day**, including break times and lunchtimes. They will not be able to mix with other classes.
- **Social distancing will be encouraged and maintained where possible**, however please bear in mind that we cannot guarantee social distancing.
- **Full school uniform should be worn by all children**, including black school shoes. Trainers are not part of our school uniform.
- **Cloakrooms will only be used to store PE kits and children will keep all of their belongings in the classroom at their work stations.**
- Staff may wear face masks and they will have access to gloves and aprons. Children are not expected to wear face masks.
- **Hot lunches** will be available from Farm Kitchen **from Monday 21 September**. It will be **packed lunches only for the first 2 weeks of term**.
- Mrs Madge will be working in the school office but to **avoid unnecessary face to face contact please continue to email or ring school with any general enquiries**.
- **Visitors will only be permitted in school by a prearranged appointment.**
- **No breakfast club or after school clubs for at least the first 2 weeks of the autumn term.** This will be reviewed in September.
- **Please ensure you inform school if you or a household member displays Coronavirus symptoms.**
- **Please walk, scoot or bike to school where possible.** There will be allocated areas for each class to park their bikes and scooters.





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### Class Structure for 2020/2021

**Enchanted Forest – Reception** – Ms Riches (Class Teacher), Mrs Dewey (Teaching Assistant) & Mrs Cooke (Teaching Assistant)

**Neverland - Year 1 & Year 2** – Miss Cook (Class Teacher) & Miss O'Rourke (Teaching Assistant)

**Narnia – Year 3 & Year 4** – Mrs Hunt (Class Teacher), Mrs Enstone (Trainee Teacher), Miss Binns (Teaching Assistant), Mrs Locke (Teaching Assistant) & Mrs Palmer (Teaching Assistant)

**Hogwarts Year 5 & Year 6** – Mr O'Mahoney (Class Teacher), Miss Foers (Class Teacher), Mr Liddiard (Trainee Teacher) & Mrs Laing (Teaching Assistant)

### Start and end of the day arrangements

- Timings for the school day are as follows:  
**Reception & Key Stage 1 – 8.50am – 3.20pm**  
**Key Stage 2 pupils – 8.45am – 3.25pm.**
- **Children should arrive and be collected promptly** to ensure that staggered drop off and collection times are effective and support social distancing guidance.
- **Only 1 parent/carer** to come to school **to drop-off and collect.**
- Parents and children to **arrive through the back gate** on Back Lane.
- Parents and children to walk to the playground where staff will be waiting, **allowing 2m distance between family groups.**
- The children will enter their classrooms with adult supervision and parents will **exit out of school through the front gate** to ensure no contact with other families.
- **Parents will not be permitted to come in to school.**
- Children will leave school through the same door at the end of the day and meet parents on the playground. Please wait for the teacher to call you over before you walk towards your child.

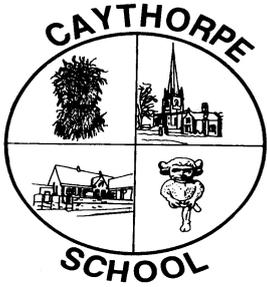
### Equipment

- **Water bottle** - clean and filled every day.
- **Packed lunch** if Farm Kitchen are not providing your child with one.
- **Book bag/folder** to store reading book and reading diary.
- **Coat** – this is essential as we want to get the children outside as much as possible.
- **No rucksacks**
- **PE kit** – this can be brought in on the first day back and then left in school.

### Daily routines to support safety measures

- **Staff and children will stay in their classes all day, and will not mix with people from other classes.**
- **Break times and lunchtimes will be staggered.**
- **Surfaces and equipment will be cleaned at regular intervals** during the day.





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- **Toilets will be cleaned at regular intervals** during the day.
- **Reception/KS1 will eat lunch in the hall and KS2 will eat lunch in their classrooms or outside when the weather permits.**
- **Classes have allocated spaces outside to play** to ensure they remain separate.
- **Staff and children will wash their hands at regular times during the day and hand gel will be available.**

### Illness

- If your **child becomes unwell at school**, we will call you and ask that you **collect your child from the front office**. A member of staff will be with your child until you are able to collect them.
- If any member of your household **displays symptoms of coronavirus**, it is advised that you **request a test** for your family.
- If any family member **tests positive**, you must **inform the school immediately**.
- If a positive case is reported to school, the relevant children and staff (track and trace) will need to isolate for 14 days. **We will only close a class if we have a confirmed positive case.**

### PPE

Following DfE guidance, we do not encourage the use of masks in school. PPE is only needed in a very small number of cases.

- Where a child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child already has routine intimate care needs that involves the use of PPE.

Whilst I know we are all continuing to live through unprecedented times and it is daunting for us all, please remember that the Caythorpe Team are always there for you and we are happy to support you wherever we can. Thank you for taking the time to read this lengthy letter! If you have any questions about the above arrangements or anything else, please do not hesitate to contact me via email at [Katie.Brockington@caythorpe-cit.co.uk](mailto:Katie.Brockington@caythorpe-cit.co.uk) or on the school mobile 07702 821569. **It is also important to add that all of this information is subject to change and we will inform you of any changes.**

I hope you all have a safe and happy summer break and I look forward to us all being back in school in September.

Kind regards,

Mrs K Brockington  
Head Teacher

