



**“A Safe Branch from Which to Soar”**

27.08.2021

Dear Parents and Carers,

**Back to School**

I hope you are all enjoying the holidays and your batteries are recharged!

**Returning to ‘normal’**

I have been reading the current guidance from our Local Authority and the government, and I am pleased to read that we can welcome our children back to school Thursday 02 September 2021, with procedures similar to that of ‘pre-pandemic’ times.

Please see the information below as a reminder of procedures.

Please read to the end of the letter for new procedures regarding the management of any incidences of COVID that may arise in school.

**Start and finishing times and Processes for drop off and collection**

Start of the School Day	
8.00	Early Club Starts: Please see procedures for booking below.
8.30	Children can be dropped off on the main school yard for a play prior to the start of the school day. Please can you say your ‘goodbyes’ at the yard gate or in the alleyway and leave your child to come into the yard. Children will be supervised by Mrs. Chappell and another member of staff. Catbells children are welcome to join us if they are happy to part from their parent/carer. ‘Taxi Children’ often arrive in school in time for a play on the yard prior to registration.
8.45	<b>Kidsty Pike, Blencathra and Helvellyn</b> children will be collected from the main school yard by their class teachers. Please make sure that your child(ren) are dropped off on the main school yard at or before 8.45. <b>Catbells</b> children to be dropped off at the Catbells / CDC entrance that they currently use. If they were dropped off earlier on the main school yard, they will be brought into the class by a member of staff.
11.45	‘Morning Nursery Children’ to be collected from the Catbells / CDC entrance.
12.15	‘Afternoon Nursery Children’ to be dropped off at the Catbells / CDC entrance.



SCHOOL MEMBER



## End of the School Day

<b>3.15</b>	<b>Catbells</b> children to be collected from the Catbells / CDC entrance. <b>Kidsty Pike</b> children to be collected from the wooden door by Helvellyn classroom. <b>Blencathra</b> children to be collected from the main school yard. <b>Helvellyn</b> children to be collected from the wooden door by Helvellyn classroom. If parents would like their Helvellyn child to walk home themselves, please see Miss Gorst to give your consent. Taxi children will be escorted to the taxi to return home. Shannon Crisp will gather the children who are attending After School Club
<b>3.30-5.30</b>	After School Club: Please see procedures for booking, below.

### Staggered Playtimes and Lunchtimes

Following on from the success of staggering playtimes and lunchtimes throughout the pandemic, we are going to continue to stagger playtimes and lunchtimes to allow for less children to be on the yard and in the hall at the same time.

- Playtimes – we will have a mix of Key Stage playtimes (Catbells with Kidsty Pike and Blencathra with Helvellyn). We will also organise the rota to allow some playtimes where our Catbells children are with their buddies in Helvellyn, allowing Kidsty Pike to play with Blencathra. We will also host a whole school playtime on Friday where all of the children can play together. Teaching Assistants Becky Mephram and Michelle Deighton will work together with play leaders over lunchtime playtimes to provide play opportunities over lunchtime.
- Lunchtimes – We will be trialling having two sittings: Catbells and Kidsty Pike eating from 11.50/12.00 – 12.30 and Blencathra and Helvellyn eating from 12.30 – 1.00.

Please order your child's lunches as normal using your *Lunchshop* app <https://www.lunchshop.co.uk/user/login> We will be having new menus in September, they will be displayed on our website here: <https://www.shap.cumbria.sch.uk/lunch-menus/> Our cook Teresa would like to see as many children as possible dining with us, so please get in touch with her (by emailing the school office) if you would like to ask her any questions about the menus, she can also adapt dishes so that they are GF, DF, vegan and vegetarian, just get in touch with us to arrange this.

### Taxi

The taxi service will continue to run for our children, and will accommodate the timings of the new school day. Stuart will drop-off the children in good time for the start of the school day, often in time to allow the children to play on the yard before school starts. He will collect the children just after the 3.15 finish. Stuart will ensure that he will be following the cleaning and hygiene measures that will be in place at the time. He will contact families over summer to arrange collection and drop off times for individuals.

If you have to rearrange your child(ren)'s transport arrangements within a school day, please give us advanced warning, ensuring that the school office is informed by lunchtime at the latest.

### Uniform

We will be returning to our traditional school uniform and PE kit as detailed on our website here: <https://www.shap.cumbria.sch.uk/uniform-information/>

The school colour is Maroon. Children are encouraged to wear a simple uniform:

- Boys School Uniform: grey trousers, maroon sweatshirt or cardigan, white or maroon polo shirt and sensible black shoes (not trainers). (Reception children may still benefit from wearing Jogging bottoms or leggings that are easy to pull up and down until they are confident toileting independently).



- Girls School Uniform: grey skirt, pinafore dress or trousers, maroon sweatshirt or cardigan, white or maroon polo shirt, white socks and sensible black shoes (not trainers). (Reception children may still benefit from wearing skirts, Jogging bottoms or leggings that are easy to pull up and down until they are confident toileting independently)
- Nursery School Uniform: is optional, with a combination of yellow and purple sweatshirts and polo shirts. Jogging bottoms or leggings that are easy to pull up and down are best for our Nursery children.
- PE Kit: White PE T-shirt, maroon shorts, pumps/trainers, (optional: maroon tracksuit bottoms, maroon hoodie). Kits should be brought into school on Monday and taken home on Friday, or left in school for the half term if the kit remains clean. Please send this in a simple named draw string bag so that it is easily accessible for your child and doesn't take up too much space in our cloakrooms.
- There is also the option of purchasing a school fleece if the children want to wear this instead of a jacket, however it is not waterproof.
- Replacement book bags can be purchased from Sam Scotts too.
- For health and safety reasons, no form of jewellery may be worn, except for small sleeper studs in pierced ears, which must be removed by the child for PE or games (or by parents on the morning of PE Sessions).
- Please ensure that your child brings in a named water bottle daily, and a named cap if the weather is sunny.

Uniform is available to purchase at Sam Scotts of Penrith (01768 866961) <https://samscotts.co.uk/collections/shap-uniform> where uniforms are already badged and may be tried on for size:

- Shap CE School Polo Shirt (burgundy, purple and yellow)
- Shap CE School Sweatshirt
- Shap CE School Cardigan
- Shap CE School PE Shorts
- Shap CE School PE T-shirt
- Shap CE School Hoodie for PE (optional)
- Shap CE School jogging bottoms for PE (optional) or useful for our Nursery / Reception children
- Shap CE School Fleece (optional)

Alternatively, uniforms may also be ordered from Lakeland Embroidery (01768 899095).

**Please ensure that all items of uniform are clearly marked with your child's name**, and easily identifiable by your child if they do not recognise their name or initials, they may recognise a picture or symbol.

## Wraparound Care

*Early Drop Off Club* and *After School Club* will run as per normal:

- *Early Drop Off Club* will run from 8.00 – 8.30, coordinated by Chloe Kendal [ckendal@shap.cumbria.sch.uk](mailto:ckendal@shap.cumbria.sch.uk). Places must be booked in advance for Early Drop Off Club to ensure that a member of staff will be present to meet your child at 8am. Chloe will meet your children on the yard, and activities can be organised to suit your child(ren)'s interests e.g. outdoor play, indoor play including board games, construction and small world play. Although we don't provide breakfast, your child can bring their breakfast to eat if preferred.
- *After School Club* will run from 3.30 – 5.30, coordinated by Shannon Crisp [scrisp-hunter@shap.cumbria.sch.uk](mailto:scrisp-hunter@shap.cumbria.sch.uk). It will take place in Mardale classroom and outdoors. Activities are reviewed on a half termly basis, and will be led by school staff and external coaches. If the children stay for two hours, they also get to have a snack time, and a 'chill and relax' in the final hour, with free choice of activities.

Please pre-book *Early Drop Off Club* and *After School Club*. Booking forms are available from the school office, Shannon and Chloe, or on our Wraparound care section of our website:

<https://www.shap.cumbria.sch.uk/wraparound-care/>



Please return completed booking forms with payment to the school office as soon as possible, or by Tuesday 31 August at the latest. Please note that it is preferred if Early Club and After School club is pre-booked for each month rather than adhoc on the day.




### **COVID Outbreak Management Plans**



The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the Covid-19 pandemic.

We will continue to implement our current robust control measures which include regular testing of those required to do so; ensuring good hygiene for everyone; maintaining appropriate cleaning regimes; keeping occupied spaces well ventilated and following local public health advice on testing and managing confirmed cases.

We have drawn up plans, procedures and control measures to manage individual positive cases of Covid-19 and for dealing with an individual (staff, pupil or visitor) who displays symptoms of Covid-19 whilst attending the school.

Detailed information can be found in our [Covid Outbreak Management Plan](#). The tables below are useful illustrations as to how we will manage any incidences of Covid in our school.

<p><b>When should my child self-isolate or miss school?</b></p> 	 <b>NO</b>	<ul style="list-style-type: none"> <li>• All children <b>MUST attend school unless they are ill.</b></li> <li>• From 16<sup>th</sup> August 2021, children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid.</li> <li>• Instead, they will need to book a PCR test but can continue coming to school so long as they have no symptoms, and the test result is negative.</li> </ul>
	 <b>YES</b>	<ul style="list-style-type: none"> <li>• If your child develops Covid symptoms at home, they should <u>stay at home</u> and should book a PRC test), <b>NOT a Lateral Flow test.</b></li> <li>• If your child develops Covid symptoms at school, they will be sent home and you should book them a PRC test.</li> <li>• If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PCR test.</li> </ul>

Community Covid Risk	Description	Actions
 <b>Low Community Transmission. No School Cases</b>	<ul style="list-style-type: none"> <li>• There have been no cases of Covid within school for 10 school days.</li> <li>• Cases of Covid locally are low and/ or stable.</li> <li>• Hospitalisation/ Deaths due to Covid nationally are low.</li> </ul>	<p>No Covid measures are necessary beyond:</p> <ul style="list-style-type: none"> <li>• Reminding children of good hand-hygiene.</li> <li>• Ensuring good ventilation encouraged where practical.</li> <li>• Ensuring Children / Staff to stay at home if they have Covid Symptoms (and to book a PCR test).</li> </ul> <p>Staff will continue to test themselves using Lateral Flow Device tests until the end of September.</p>
	<ul style="list-style-type: none"> <li>• No current Covid cases have been recorded at school, but...</li> <li>• Cases of Covid are rising rapidly in the community causing</li> </ul>	<ul style="list-style-type: none"> <li>• Ventilation of classrooms increased and hand-washing supervised.</li> <li>• Large indoor public performance audience numbers reduced or event postponed.</li> <li>• Staff-room capacity is reduced.</li> </ul>

**Rapidly Rising Community Transmission**

disruption to other local schools.

- Local Public Health team/Public Health England issue warnings of expected local/national infection wave.

- Whole-school Worship Times are replaced with Zoom Worship Times.
- Clinically Vulnerable staff meet with Line-Manager to review their individual risk assessment and discuss additional protection (e.g. use of face coverings, reduction in movement between classes/groups).

**Number of Cases:**

**Description:**

**Actions:**



**A single child tests Positive**

- A single child tests positive for Covid in a class.
- There are fewer than 5 cases in the class.
- No other classes are affected.

- The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete it, as detailed [here](#).
- The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.
- Likely contacts will be contacted by NHS Track & Trace and advised to book at PCR Test. The school will contact parents to advise this if close contacts are known.
- Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid Symptoms.**



**5 children or staff or 10% of the school population who have mixed closely within a year group or across the school who test positive within 10 days of each other.**

- There have been 5 cases or 10% of children/staff with Covid who are likely to have mixed closely within 10 days which could mean that Covid is spreading within our school.

- As above for each positive case.**
- The school will discuss the outbreak with the Public Health team and agree strengthening protective measures including:
  - Re-introducing staff face masks for corridors & communal areas.
  - Adapting, limiting or postponing indoor sporting events, trips, open days and performances.
  - Reducing the number of classes staff work across.



**Covid cases continue to increase rapidly within a 10-day period.**

- Despite the measures indicated above, Covid cases within the school continue to rise within a 10-day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.

- Incident Management Team meeting held between the school and local Public Health team to agree further measures, for a further 10 school days, including:
  - Re-introducing class bubbles.
  - Reverting to dining and playing in class bubbles
  - Limiting all non-essential visitors to school.
  - Postponing all non-essential events.
  - **Re-introducing remote learning for individual classes for 10 school days considered, as outlined above.**

There is a lot of information in this letter, if after reading, you have questions that remain unanswered, please do not hesitate to contact me by emailing [head@shap.cumbria.sch.uk](mailto:head@shap.cumbria.sch.uk)

Please note that the school office is currently closed, emails will be checked when our staff return on the INSET day on Wednesday 01 September.

Please enjoy the remainder of the holidays, and we look forward to welcoming your children back into school on Thursday 02 September from 8am.

Kind Regards

A handwritten signature in black ink that reads "K A Chappell". The signature is written in a cursive style with a long horizontal stroke underneath the name.

Katie Chappell  
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