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Head of School Mrs S Sullivan

Friday 10 July 2020

Dear Parents/Carers,

Firstly, many thanks for the positive comments and emails received during this period. We know it has been challenging for all of us and it really boosts the staff to receive your kind words. Apologies for the length of this letter! We have tried to share as much information about our September opening as we can at this point in time!

Since the publication of the government's guidance on 02 July – www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 'It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.' - we have been developing our Risk Assessment and now feel able to share more information regarding opening up of school to all pupils from 02 September 2020.

Confirmation of these plans is due on 11 August 2020. If the guidance changes, we will endeavour to let you know ASAP. If you do not hear from us by 01 September, the plans laid out in this letter will continue.

It is often mentioned that in September there will be a 'new normal'! Having planned in detail and managed the risks for the new school year, unfortunately there is not much that is 'normal' or would be as expected in school. In essence, all that is 'normal' about school in September will be the fact we have all our children and all our staff back in the building! We **are** all looking forward to this!

Before explaining the greater detail, we want to strongly urge our families and children to ensure that you all take a break during the summer. The past few months have been extremely challenging and your children and you need a rest and will need to take a break. We totally understand the challenges many of you have faced – home schooling, working from home, parenting (being mum or dad!) and managing anxieties and the complexities of the circumstances! It isn't easy and you have done a fantastic job!

Whilst we encourage you to have a break, we will be doing the same for our whole staff team. In order to fully meet the needs of our children returning in numbers in September, our staff will need to recharge and reenergise; many of whom have not had a break since February.

The staff will continue to signpost activities and online learning via SeeSaw and/or the class pages for the summer - these are purely at your discretion and are there to support any learning during the break. There will not be feedback and interaction from the staff during the holiday.

Return dates for identified groups

Tuesday 01 September 2020 – **Open to staff only** (Training and Safeguarding updates)

Wednesday 02 September 2020 – Open to Years 1, 2, 3, 4, 5 & 6 (timings below)

Monday 07 September 2020 – New Reception Home Visits

Monday 14 September 2020 – New Reception Classes – **mornings only** (including Lunch)

Since the updated government announcement and guidance, we have been working to ensure that measures are in place to allow the safest possible return to school for all children, within the confines of the school environment and taking into account the ages of the children. We will be continuing with the measures already in place:

Classes will form their own ‘bubble’, classes are part of a wider Year Group bubble – these will then be part of a ‘team bubble’ (Please see Appendix 1 below).

Physical distancing

Children are expected to stay in their ‘bubbles’ and will not have the opportunities to mix outside of these groups. Children within these ‘bubbles’ are not expected to physically distance from each other, but much of the school day has been staggered so that bubbles are not able to mix – lunch, breaks, drop-off, collection, PE etc. However, it is still expected (where possible) that adults physically distance from the children and other adults.

Drop-off and Collection

When you arrive with your child, there must **only** be one adult and no other individuals (only siblings) who are not attending the school that day.

Drop-off and pick-up times will be staggered to ensure that large groups do not congregate. Staff will guide you to the correct location. You will see distancing tape, boundary markings and signs which will indicate where you will need to wait.

Any children who are struggling to leave their parents at drop-off will be asked to wait at the back of the line to allow a speedy entry for other children.

You must be prompt to ensure the smallest amounts of people are arriving or leaving at the same time.

Class	Drop Off Time	Drop Off Location	Collection Time	Collection Location
1A	8:55am	Wooden gate by Old Hall	3:00pm	Outside classroom
1B	8:50am	Wooden gate by Old Hall	3:00pm	Outside classroom
2G	8:45am	Wooden gate by the field	3:05pm	Outside classroom
2S	8:45am	Wooden gate by Old Hall	3:05pm	Outside classroom
3C	8:55am	Main School Entrance	3:10pm	Outside classroom
3T	8:50am	Main School Entrance	3:10pm	Outside classroom
4DF	8:45am	Main School Entrance	3:10pm	Outside classroom
4H	8:40am	Main School Entrance	3:10pm	Outside classroom
5H	8:55am	Wooden gate by the field	3:15pm	Outside classroom
5R	8:50am	Wooden gate by the field	3:15pm	Outside classroom
6M	8:40am	Wooden gate by the field	3:15pm	Outside classroom

6H	8:45am	Wooden gate by the field	3:15pm	Outside classroom
Year 6 Walkers			3:05	Via field gate

Family groups

Drop off - any siblings in different groups will need to follow the directed timings as above – we apologise in advance for any inconvenience that this may cause. We have tried to time our staggering as to reduce the impact, but managing the arrival of 420+ children and their parents is a huge feat at the best of times.

Collection – any siblings will be able to be collected at the **earliest timed group**.

Parking

To aid drop off and collection please follow the guidance below:

The government has had an “intense drive” on walking and cycling since lock-down. We would urge parents to follow this advice, where possible.

During the day, the school staff carpark will be closed to visitors and the drop off zone is extra pedestrian space, due to physical distancing.

Parking, before and after school, will be in the Village Hall Car Park or on Church Hill. We know some parents also park at Kingsnorth Recreation Centre and on surrounding roads.

If you wish to speak to a member of staff, please telephone the school. No parents will be permitted to enter the school building. We will be available to speak to you via telephone or email.

Children will then be met by a member of staff and directed to their classroom to begin the day. On entry to the classroom, children will be given antibacterial gel to clean their hands. If there are any allergy issues with the hand gel, please let the school FLO know.

Please leave the school site promptly and do not stop to talk to other parents as this will prevent the safe drop-off and collection of other pupils and will make physical distancing on and around the school site very difficult.

Lunch time

Due to the current situation and the way lunch times will be organised, children will need to specify school meals or packed lunches and stay with that choice for the **whole week**. It will be possible to change from week to week, but please let the school office know.

All school meals will be asked to specify their meal preference in the morning to allow the kitchen to prepare effectively. Any allergy issues, please contact the school FLO.

If children are bringing their own packed lunch, we ask that this is brought in a **plastic or paper bag** that can be thrown away at the end of lunchtime.

Lunches for Years R-2 will be in the main hall as year groups but bubbles will be physically distanced. Children will sit at a specific table each day and adults will take the school meal to the children.

For Years 3-6, school and packed lunches will be eaten in the classroom.

Children will take the rest of their lunch break outside in a designated area (weather permitting). This will be the same place every day to add consistency and routine to the children’s day. If raining, children will go back to their classrooms.

It is imperative that children bring in their **own NAMED water bottle** that can be kept in school for the week.

Breakfast and Afterschool Clubs

It is with huge regret that at this point we are **unable** to run breakfast or after school clubs within the government guidance. This will be reviewed regularly and we will inform you by half term of any changes to this. We are looking to restart these as soon as we possibly can.

Uniform

Children are expected to wear full uniform every day. The uniform policy is on the website. The government guidelines stipulate that children should maintain the highest levels of hygiene. **We would like children to wear black trainers (NO AstroTurf) that they are able to put on independently** so that they do not need to change when doing physical activities.

As many of you will be buying new 'shoes' over the holiday period, we have decided to keep this policy for the whole of the academic year.

Under the new guidance, face coverings are not allowed in school:

'Public Health England does not recommend the use of face coverings in schools.'

'Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school.'

Of course children can wear face coverings to and from school, but they will need to be able to remove them safely on their own.

Behaviour Expectations

The behaviour as set out in the policy (available on our school website) is still expected at all times. We have amended the policy to include an appendix that covers alterations in light of the current COVID-19 situation.

Classrooms

Every classroom will be organised to try to ensure children are safe and learning activities will be carefully planned to allow for this. Children will be sat in rows facing the front, as per the government guidance.

Members of staff will socially distance from each other and children at all times of the school day. Children will have their own pack of stationery kept in a zipped plastic wallet.

Shared resources and classroom equipment will be thoroughly cleaned throughout the day.

General guidance

Children will apply hand sanitiser when entering school (we will provide this). If your child has an allergy to this, please inform contact the school FLO.

Strict hygiene measures will be adhered to throughout the day, including regular hand washing.

The curriculum will continue to be broad and balanced. In some circumstances, we have shortened lessons and some aspects will be on hold until later in the year when guidance changes.

We will assess all children, early in Term 1 to base our planning going forward, to ensure we provide provision and opportunities to 'catch up.'

All of the above measures are being taken to ensure the safest possible environment and quality education for your children. We are pleased to say that we have recently had an external health and safety inspection which confirmed that the measures we have in place are comprehensive and robust. We will continually review the risk assessment and it will be available on the school website.

We will always work very hard to continue to provide a happy, comforting and secure environment so that no child becomes anxious and they continue to enjoy their time in our school.

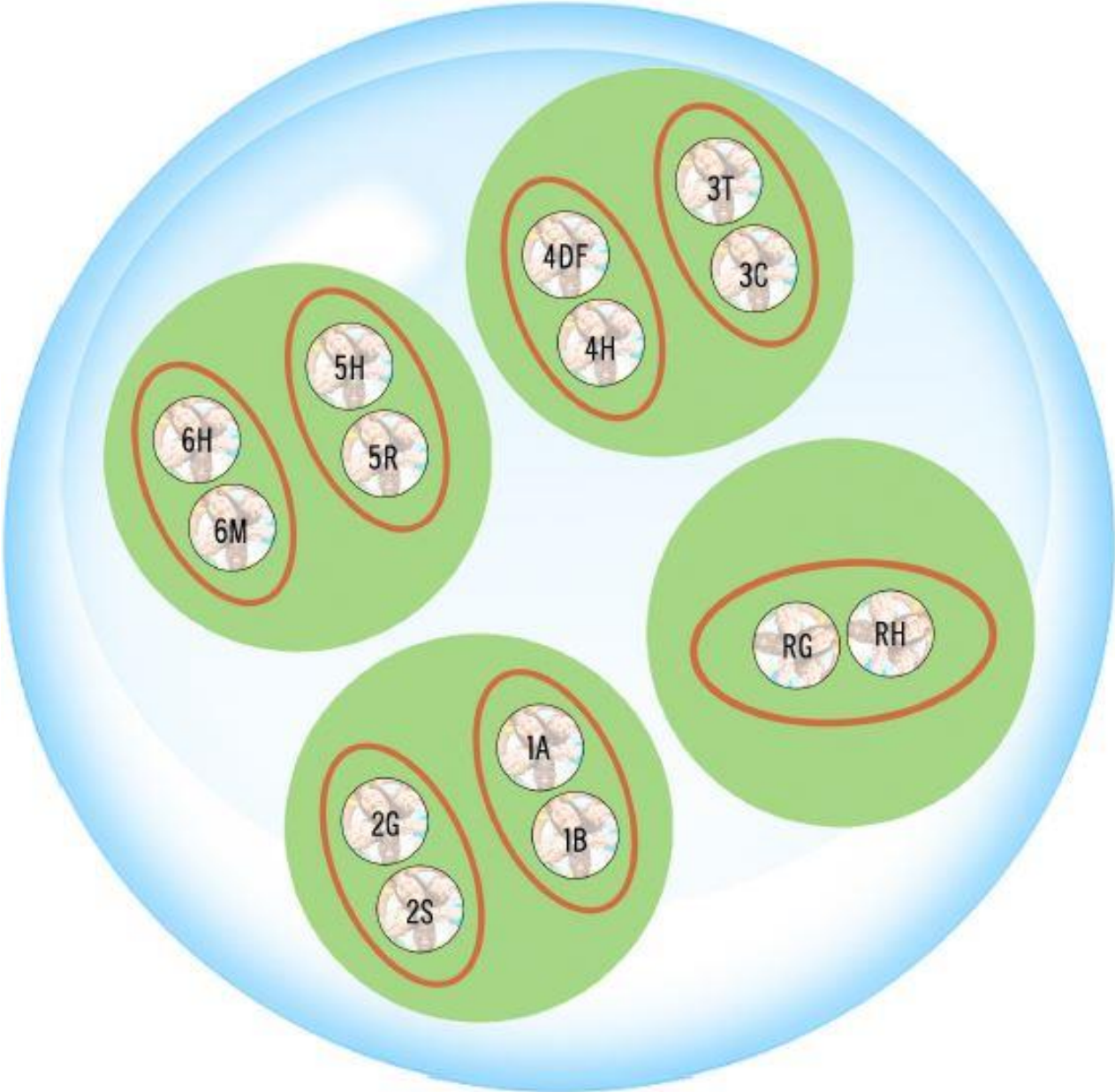
As always, your child's emotional well-being is of the utmost importance to us. Please talk about the content of this letter and the social stories with your child, especially if they have not been in school during lock-down. This will reduce anxieties or worries they may have.

Thank you for your ongoing cooperation and support at this time.
Have a wonderful summer!

Best wishes,

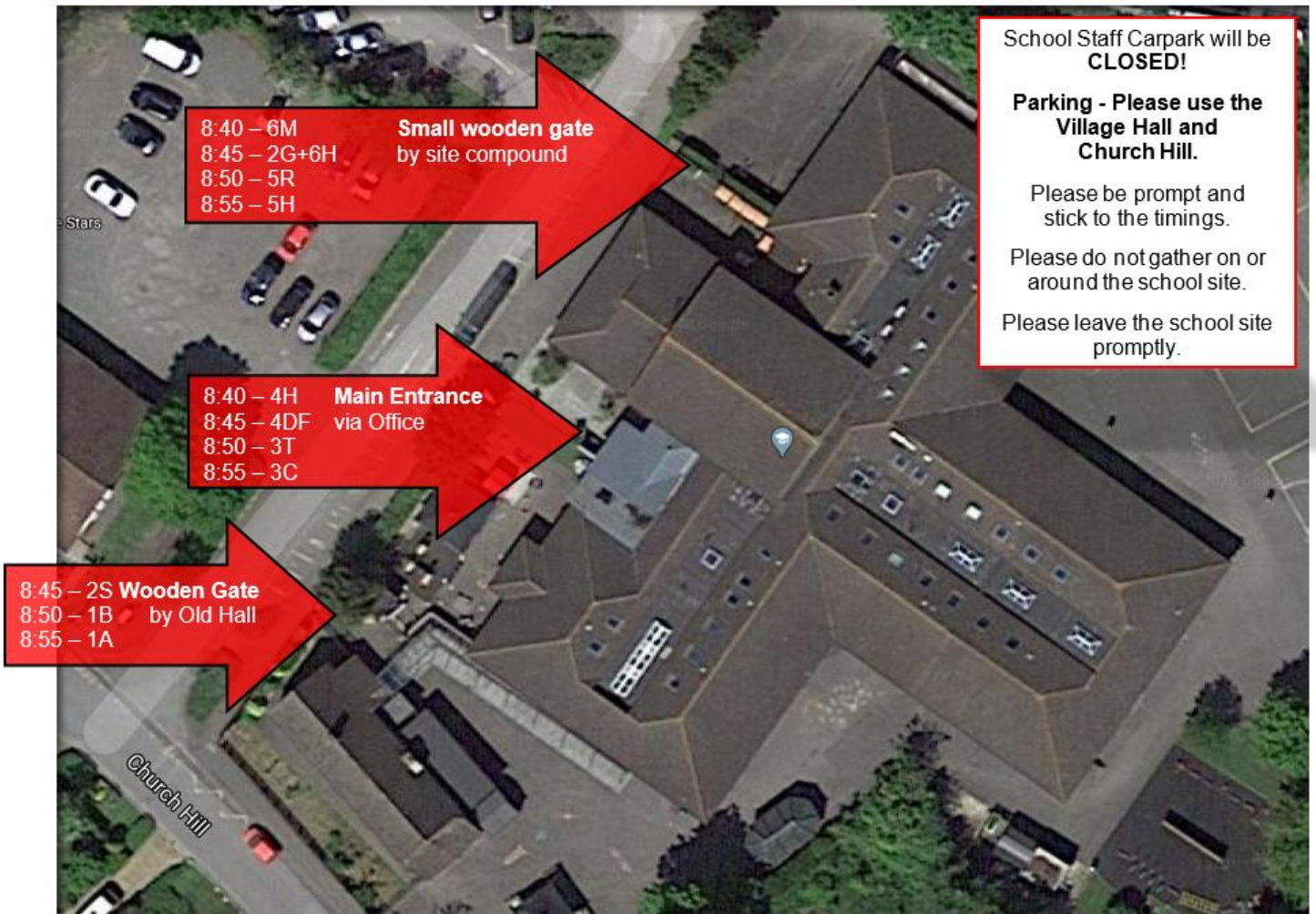
The School Leadership Team

Appendix 1 – Bubble Illustration

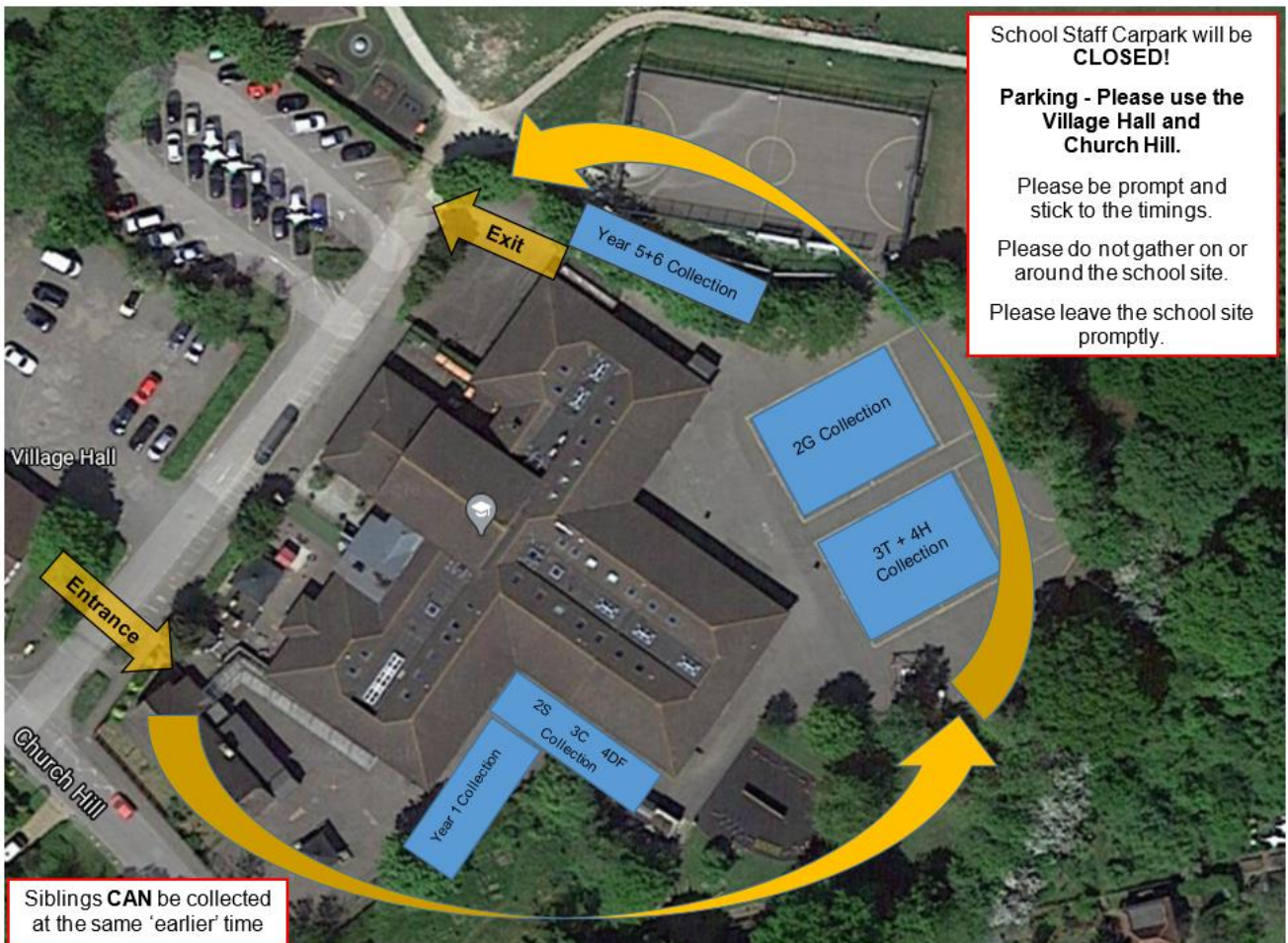


-  Kingsnorth School
-  Team
-  Year Group
-  Class: see above

Appendix 2 – Drop Off September 2020



Appendix 3 – Collection September 2020



Appendix 4 – Break Zones September 2020

