

24/8/2020

Dear Parents and Carers,

As promised, here is the full updated information regarding the return to school in September. I appreciate that it is lengthy, but significantly shorter than the 35-page Government document! We recognise that some of the children will not have attended school for six months, so please explain to them what it will look like, using the information below, and I know that you will talk positively about returning to learning at school, seeing their friends and meeting their new teachers. Try to avoid using phrases such as, 'There's nothing to worry about' – if they are worried, which is natural for any child starting a new class each academic year, with or without a global pandemic, ask them to be specific about their worries and use the information below to help allay their concerns. As parents and carers you might also be worried. I cannot promise that your child won't come into contact with another child – it would be unrealistic to do so - but I can promise that we will implement every measure below to ensure that he or she is as safe as they could be at school.

For children in EYFS, the information below regarding attendance, drop off and pick up will be for when they are in school full time. Until then, please follow the information sent out by the EYFS team for each individual activity that your child will be undertaking.

- All children will return to school on **Thursday September 3rd**.
- School attendance will be compulsory from September 3rd and the school will take its usual statutory actions in the case of non-attendance, in accordance with our Attendance Policy, which can be found on the school website
- If you have taken a holiday after which you will need to self-quarantine and this affects the start date for your child, please let the school know as soon as possible
- All children will be expected to wear their full school uniform on the first two days back at school
- Children should bring a pair of trainers/plimsolls to school, which will remain in their locker for the term. If your child cannot tie his or her own shoe-laces, please make sure that trainers have a Velcro fastening
- Your child's teacher will let you know which days your child has PE, this will also be included in the termly newsletter
- On PE days, children should come to school wearing their school PE kit, a school jumper and their school shoes. This will minimise the amount of space usually needed for changing for PE, as well as the number of individual belongings in school. They will then change into trainers for their PE lesson. Please make sure that, if the weather is cold or damp, your child's PE kit is suitable for the weather, and they also have a coat
- Children may bring only one bag to school containing a packed lunch (if needed), a coat, hat and sun cream (if needed) and a water bottle. The bag can be a rucksack but must be able to fit into their locker or hang on their peg
- All KS2 pupils are allowed to bring a wrapped, healthy break-time snack
- Children must not bring their own pencil cases etc. All school equipment will be personalised and provided by the school. They should bring nothing else to school other than what I've listed above
- There will be a strict one-way system around the school for arrival and departure.

- There will not be a staggered start or end to the school day but we are expecting children to go straight into classes on arrival and for parents to leave the school site immediately.
- Children will be able to arrive from when the gates open at 8.45am, with the gates locked at 9.00am. The day will finish at 3.30pm.
- Children will be able to walk to and from school unaccompanied, with parental permission, as previously
- Any children arriving after the gates have been locked will need to report to the school office
- Children will be in year-group bubbles, split into their two classes, and there will be staggered break and lunchtimes
- There will be no school clubs for at least the first half term, and possibly the whole term
- If and when clubs do resume, these are likely to be offered in year group bubbles
- At this moment in time, we are not allowed to run external clubs on the school premises
- We will continue to hold Celebration Assemblies virtually every Friday, and class assemblies will resume in the spring term
- Our breakfast and after school club will start again from **Monday September 7th**.

Below I have detailed the safety measures being undertaken in school in accordance with the Government guidelines. I hope that they answer any questions that you or your child may have, but please do email the school office if you have any queries not covered below on: admin@kingsworthy.hants.sch.uk

Managing Risk in Classrooms

- All soft furnishings, and anything else that is not essential in the classroom environment has been cleared away
- Tables and seating have been organised so that children are facing toward the front of the classroom, or at least two meters apart if facing another child
- Each child will have their own, labelled learning implements, which will stay in school
- Workbooks are now able to be transferred between home and school, with staff ensuring handwashing and sanitising between books. We would appreciate it if you could do the same when handling your child's homework book at home
- In EYFS there will be only the resources that are needed and these will be washed at the end of each day
- External doors will be propped open if it is warm enough to do so
- If any communal equipment is used, it will be wiped down with sanitising spray or washed before subsequent use. The use of communal equipment will be avoided wherever possible
- At the end of the day, all tables and chairs used will be wiped down with sanitising spray, and also at the start of lunchtime. Children will be encouraged to join in with the cleaning regime where it is safe to do so
- At the end of the day, chairs will be placed on the clean tables to enable thorough floor cleaning by the cleaners

Managing the Children

- The adults in school will talk to the children about the measures and expectations, listen to their concerns and reassure where they can
- Children will sit in their allocated seat or carpet space whenever they are seated throughout the day
- Children will work in the same learning space throughout the day, other than if they are doing outdoor activities or for specific, controlled activities such as adult-led interventions
- When outdoors, they will have an allocated outdoor space for their year group
- Children will be in year group bubbles. They must stay with their year group and will not mix with other groups during unstructured times such as lunchtime and break time
- We may mix class groups in a controlled manner in order to effectively deliver elements of the statutory curriculum with greater personalisation, such as phonics

- Children must bring nothing into school other than the essentials as stated above

Children will:

- Enter and exit the school onto the playground through their own teaching space only
- Walk carefully along the corridors and, wherever possible, keep themselves at least 2m apart from their classmates and adults when moving around the school, with smaller children encourage them to test this by spreading their arms
- Stay with their year group throughout the day
- Walk carefully up and down corridors and ensure a distance if they need to pass another pupil
- Stand back when going to the toilet to let anyone out who is already in the toilet
- Only use the toilet nearest to their teaching space, even at break and lunchtimes
- Wash hands when they come into school, before and after break, before and after lunch, and after any activity for which they may have shared learning resources (if this is unavoidable, such as in EYFS, or they have played a sport such as rounders, for which the ball is shared)
- Tell a teacher if they feel unwell
- Cough into the crook of their arm
- Flush any used tissues down the toilet and wash their hands after doing so
- Tie back long hair at all times
- Not need to wear PPE, other than by parental choice
- Not need to bring their own hand sanitiser unless they have a skin condition which means that they require medically prescribed cleanser. Please notify the school office if this applies to your child

Staff Self-Management

Staff will:

- Keep own belongings in cupboard/tray
- Wash or sanitise hands after sign-in and at least as frequently as the children
- Wherever possible, maintain social distancing with the children and other adults, particularly when working in year groups that are not their own
- Ensure social distancing in the staff room
- Use whatever PPE makes them feel safe and respect other people's choices
- Ensure that specialist visitors such as peripatetic teachers and clinicians understand all of the risk reduction measures in place and adhere to them

Managing the School Office

Office staff will:

- Only allow one adult or family (maximum of three people from one family) into the office area at a time – please queue outside allowing 2m before the next person in front of you, and adults should wear a face covering when entering the school office
- Wear gloves, an apron and a mask if administering first aid
- Call a parent if a child appears unwell, or if they have a toileting accident that cannot easily be managed with the PPE and distancing measures that we have implemented.
- Take any messages carefully and pass on promptly to teaching staff
- Not share phone handsets and wipe down phone handsets after use
- Use hand sanitiser or wash hands after every parental or child contact
- Clean own areas down at the end of each day with sanitising spray, this includes the HT and DHT
- Wipe down printer lid and keypad after each use

Drop Off and Pick Up

At the start of the day:

- There will be a strict one-way system around the school for arrival. Children from years 4 to 6 should enter at the gate alongside the school kitchen and at the back of the school hall and exit via the top gate. Years R to 3 should enter at the bottom gate alongside the pre-school and exit via the top gate. If you are dropping off a child in year R-3 and have a sibling in years 4-6 then you should encourage your older child to enter via the 4-6 entrance or bring them with you through the bottom gate before dropping off at their classroom.
- There will be a strict one-way system, with drop-off starting from 8.45 a.m. Please be prepared to queue at a safe distance and leave sufficient time to park properly to drop your child at school and then get to work if you need to. For safety, please avoid stopping in the middle of the drop-off area to drop your child off. There is no facility for you to drop your child earlier than 8.45 a.m. so please advise employers that the drop off of your child may be longer than normal.
- If possible, please try to have only one adult accompanying your child/children to school
- All gates will be manned by a school adult to ensure that the one-way system continues to flow – there is strictly no returning the way that you have come in
- There will be no opportunity for parents/carers to talk to school staff – please email in to the school or phone
- Please do not be offended if a member of staff reminds you of this or of the one-way system – it is important that we get the children into school and adults away from the site as promptly and smoothly as possible
- If your child is reluctant to come into school, please be aware that we cannot help you by taking your child from you and you will need to leave with your child and try again later through the school office
- All gates will be locked once the children are in school
- When you have dropped off your child, please walk around the outside of the buildings and leave the school site via the gate at the top of the school by the Year 6 classrooms – do not head back the way you came in

At the end of the day:

- There will be a strict one-way system around the school for pick-up. Parents of children from years 4 to 6 should enter at the gate alongside the school kitchen and at the back of the school hall and exit via the top gate. Years R to 3 should enter at the bottom gate alongside the pre-school and exit via the top gate. If you are picking up a child in year R-3 and have a sibling in years 4-6 then you should collect the younger children first before moving to the upper key stage 2 classrooms
- Please try to have only one adult collecting your child/children from school
- Parents/carers should come into the school grounds and leave in exactly the same way as at the start of the day
- Parents/carers should ensure 2m social distancing while waiting for their child and must not let pre-school siblings run around the playground or go on any of the play equipment
- The departure of the children will be controlled by the class teachers to ensure that they release only one child at a time. Please be patient
- In class, children must remain seated until they are called by their teacher to go to their parent. The teacher will leave a suitable amount of time between calling each child so that they and their parents/carers have the opportunity to start to leave the school premises. Please leave as soon as you have your child and expect this to take a little longer than it usually does
- The teacher will not have the opportunity to talk to parents/carers, hence should phone or email if they need to pass a message on

- Please do not be offended if a member of staff reminds you of this – it is important that we get the children and adults away from the site as promptly and smoothly as possible
- Parents/carers should ensure that anyone collecting their child understands the protocol

Break and Lunchtimes

- Each year group will have their own, separate break and lunch times, with the children spread across the school site. The year groups will not mix
- Contact games will not be allowed

Lunchtimes:

- All children wanting a school lunch prepared by the kitchen, whether free or paid for, will be able to have one
- Children will eat in 30-minute sittings, with their year group – they will not be mixed
- Lunches will be set out in the hall ready for the children to sit and eat them, with all seating facing the back of the hall in rows (only year R and year 1 will eat lunch in the school hall)
- Children who bring sandwiches will eat them in their designated spaces.
- Children will remain in the hall for the full 30 minutes of their sitting
- Each lunch sitting will be followed by a 30-minute playtime
- Once one sitting has finished, tables and chairs in the hall will be wiped and set up for the next sitting.

Shared Spaces

- Children will not be allowed to loiter in shared spaces such as the corridors and toilets
- The library can now be used, and children will be able to take books home. Please sanitise hands before reading the books and encourage your child to do the same. When books are returned to school, they will not be put back on the shelves for 72 hours to allow any potential virus to dissipate
- If the IT suite is used, keyboards, mice and monitors will be wiped over
- The children may do PE in the hall, with the equipment being wiped over once it has been used, and the children washing their hands

If anyone is unwell:

- No adult or child should attend school if he or she appears to be unwell with a high temperature, loss of smell or taste or a new, continuous, dry cough
- Anyone developing these symptoms over the course of a day will be sent home
- They must stay at home and book a Covid test immediately
- Other members of the household must self-isolate until the test result is obtained
- If the Covid test is positive, the school must be notified immediately
- Following a positive test, the symptomatic person must self-isolate for 10 days with other members of the household self-isolating for 14 days from when the symptomatic person developed symptoms
- If the test is negative, then the child or adult should return to school as soon as he or she is well enough to do so and other household members can resume usual activities
- Pupils or adults who have been in contact with the symptomatic person but do not share the same household do not need to stay at home, unless they develop symptoms themselves
- If the symptomatic person receives a positive Covid test, we will contact the local health protection team which will carry out a rapid risk assessment to determine which other pupils and adults should be sent home
- If we are directed to send any pupils home who are not themselves ill, we will implement online learning for those pupils. This includes any pupil who is awaiting the outcome of a Covid test for a member of their household

- Household members of those contacts sent home do not need to self-isolate, unless they themselves develop symptoms, in which case they should book a test

Thank you for reading this – please keep it somewhere safe to refer to and I will put it in the Newsletters section of the school website should you need it.

This is as new to all of us as it is to you, so please bear with us while we iron out any teething problems – it is very unlikely to be perfect and run seamlessly.

I am very much looking forward to seeing all of the children back in school, and I know that every member of staff feels the same.

Thank you again for your support.

Kind regards

A handwritten signature in black ink, appearing to read 'Jamie Dodson', with a stylized flourish at the end.

Jamie Dodson
Headteacher