

# LEYBOURNE SS PETER & PAUL C E PRIMARY ACADEMY



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Dear Parents,

I hope you are all well, and are looking forward to the half term break. I am sure it will be a welcome relief not to worry about home learning for a few days. Hopefully the weather will be kind to us! I am afraid that this will be a very lengthy letter – I am sorry, but I feel it is important to share with you all the arrangements we have made to extend opening of the school after the half term break, even if they may not directly concern you at this time. ***Please note that all of the arrangements below are still provisional, and are subject to confirmation from the Government that it is safe for schools to open to increased numbers of children.***

## **Thank you**

Before I set out these arrangements, I would like to take this opportunity to thank you all for your understanding and cooperation since we had to close the school for most pupils from 20 March. I know that this period has been very challenging and frustrating for many families, in particular when you have had to juggle work commitments with supporting the education of your children during the day, but I hope that the resources and support our teachers have provided during this time have assisted you in this task.

## **Which pupils can attend from 1<sup>st</sup> June?**

As you know, Monday 1<sup>st</sup> June is a Staff Development Day. When school reopens on Tuesday 2<sup>nd</sup> June, it will be for those pupils identified as being in a priority group (those children who have been attending during the closure period so far, or other pupils whose parents are key workers or have been invited back into school.) Parents of these pupils will be receiving a separate letter today, asking them to book their children in. ***It is important to note that all pupils in this category MUST be booked into school in advance – we will not be able to accept children in school if they have not been booked in.***

From the week beginning **Monday 8<sup>th</sup> June**, we will be inviting all children in **Reception and Year 1** to come in to school on a rota basis. These children will be in school on a “week on, week off” rota, in groups of no more than 15. I will write to you separately to let you know if your child is in Group A (starting in school on Monday 8<sup>th</sup> June) or Group B (starting on Monday 15<sup>th</sup> June) when we have our final numbers of pupils returning. Please be aware that we shall put your child into one of these groups even if you are not sending them back to school initially, as this will help us to manage our

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groups effectively and safely, should you wish to send them in at a later stage. *I would be grateful if parents of children in Reception and Year 1 would confirm to school by Tuesday 2<sup>nd</sup> June if they intend to send their children back to school, please.*

Whilst the Government expressed a wish for Year 6 pupils to return to school because they are finishing Key Stage 2 and preparing for the move to secondary school, ***we are not in a position at this time to safely accommodate them alongside the priority groups, Reception and Year 1 pupils.*** This situation will be kept under constant review, with the hope that we may be able to extend our opening in due course, when the most up-to-date assessment of the risk posed by the virus indicates it is appropriate to have larger numbers of children within schools. We are obviously keen to welcome Year 6 back into school before the end of the year, to allow them to benefit from time with their friends and teachers before moving on to secondary school, but must manage the safety of increased numbers of children and staff on site incredibly carefully.

Unfortunately, at the present time we are not able to cater for any pupils who do not fall into one of these categories. Please note that this also means *we are not able to accept siblings of Reception and Year 1 pupils who are in Years 2 - 6 at this time.*

Some categories of children with serious health conditions, or living with people with serious health conditions, should not come to school even if they are in one of the eligible groups. We will be in touch with parents/carers of these children separately. If you think we may not know about a serious health condition your child has, please contact us. The attached [parents Q&A](#) from the Department for Education sets out which children should stay at home.

### **How will we organise the school day?**

We will be making a number of changes to the school day and to the organisation of classes to create a safer system, where the risk of transmission of infection is substantially reduced. All decisions and actions that we have taken are with the intention of ensuring that, whilst we cannot eliminate the risk of infection at school, we are doing all we can to reduce it. I know that some of the actions we need to take will cause inconvenience, and you may wonder why we are insisting on certain actions being taken. We are really not trying to make life awkward for you! However, the Health and Safety of all children, staff and parents on site is my responsibility and I must do all I can to minimise the risk for us all.

### **Arrival and Departure Arrangements**

All children and parents arriving in school must follow a ***one-way system*** through the grounds, entering through the gates in Oxley Shaw Lance and leaving via Rectory Lane North. Parents will *not be permitted to use the staff car park.* **Social distancing** measures must be taken at all times whilst on the school premises -when you arrive, please queue along the pavement and path with a 2-metre distance between you, as you may have seen at entrances to supermarkets. We would ask that only ***one adult*** accompany the children when bringing them to school please.

In order to reduce the number of people arriving on site at the same time, we are introducing designated times for arrival and departure. Where families have more than one child in school, siblings will arrive altogether at the time of the latest sibling and will depart at the time of the earliest sibling.

	Arrival time	Departure time (Monday to Thursday)	Departure time (Friday)
Priority Groups	8:30am	3:15pm	3:15pm
Year 1	8:50am	2:55pm	12:15pm
Reception Class	9:00am	2:45pm	11:45pm
Late Arrivals	9:10am		

When you arrive, staff will be at the gate to receive the children. We ask that as soon as you have handed them into the care of our staff, you leave the gate area, following the one way system to Rectory Lane North. We regret that it will not be possible for parents to come into the school playground or buildings at arrival time. This is to minimise contact between adults on the school site. If you need to speak in any detail or confidentially with a member of staff, please email us and we will arrange to speak to you on the telephone if possible, or make an appointment when you can come into the school at a suitable time.

On arrival, we will be taking the temperature of all staff and children. Anyone with a high temperature will be sent home.

***If you arrive later than your stated time, you will need to join the queue outside the Oxley Shaw gates at 9:00am.*** It will not be possible for you and your children to mix with the children from other groups on the school path whilst waiting in the queue, so please do respect these times carefully. If you arrive later than 9:20am you will need to come to the school office.

Your children will be ready for you to collect from the playground gate (again following the one-way system) at an allocated time. Please do not come to school before this time, as we shall be keeping the different groups of children apart and will not be able to release your children to you before their allotted time slot.

You will see from the departure times above that on Friday we shall be closing the school to pupils in Reception and Year 1 (except those pupils who are also in the priority groups) at lunchtime. This is to allow us to deep clean the classrooms and main areas of the school more thoroughly before the next groups of children come to school the following week.

### **Group Organisation**

<b>Children</b>	<b>Adults</b>	<b>Room</b>	<b>Toilets to be used</b>
Reception	Miss Dale and Mrs Mitchell	Reception classroom	Reception toilets
Year 1	Mrs Martin and Miss Brooks	Year 1 classroom	KS1 toilets
Priority Groups - Years 2 and 3	Week A: Miss Courtney Mrs Gibbs	Year 2 classroom	KS2 toilets in the main building
	Week B: Mrs Pattanshetti Mrs Patterson		
Priority Groups- Years 4, 5 and 6	Week A: Mrs S-Bishop Mrs Miller	Year 4 classroom	KS2 toilets in the main building
	Week B: Mrs Wardle Mrs Ward		

In school, children will be organised in smaller groups to reduce the number of contacts they have. They will remain in these groups all day, including at lunchtime, and will not have any contact with children outside their group. This is to reduce the risk of catching or spreading any infection. The maximum group size will be 15 children. We realise these changes may be unsettling for some children, but we are confident they will settle quickly into the new routine, especially as they are with their own teacher and teaching assistant (Reception and Year 1), or will have time with their own teacher or teaching assistant on a regular basis (Years 2-6).

In order to reduce social contact as much as possible, there will be staggered starts, break times, lunchtimes and home times. Breakfast Club will only be available for children in the priority groups, rather than the Reception and Year 1 classes, to avoid mixing of groups.

### **How will risks be managed during the school day?**

- 1. Social distancing** We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. However, these smaller groups will enable pupils to have more space and they will not mix with any other children. We have been advised that putting in place a hierarchy of controls, including good hygiene and frequent cleaning, will create an inherently safer system, where the risk of transmission of infection is substantially reduced.
- 2. Hygiene routines** We will be teaching and practising some important hygiene measures with children at school. Classrooms have hand washing facilities and hand sanitiser is available throughout the school, including at the entrance. Pupils and staff will be cleaning their hands frequently during the day, including on arrival and before and after eating and using the toilet. We will have adequate supplies of tissues and paper handtowels for children to use. Each group will have their own toilets to use, as detailed above.
- 3. Cleaning routines** We have put in place additional cleaning routines, including washing door handles, hard surfaces, toilets and any equipment children touch several times a day. We have also removed some items which are not essential for learning or play, in order to reduce the number of items that need frequent cleaning.
- 4. Equipment** We ask that children come to school with only basic equipment, and we will be asking them not to share equipment with each other during the day. We would appreciate it if parents could provide their child with a (preferably plastic not fabric!) pencil case, with the following items please: an HB writing pencil, colouring pencils, a glue stick, a pencil sharpener and an eraser. These pencil cases will remain in school. Please note that we will not be able to have "Show and Tell" in class – the children cannot bring in additional items from home please. Shared water fountains will not be used. Use of the ICT suite will be timetabled to reduce the risk of cross infection through the shared use of the room and equipment, with each group having access to it on a different day. Children must have their own named P.E. kits in school.

## **What will pupils be doing during the school day?**

1. **Mental well-being, stress, anxiety, bereavement** We recognise that many children will have been through a very unsettling time, and we are putting in place support for them, including some additional teaching on how to cope with unusual or difficult situations. We will be doing this as part of our normal PSHE teaching, but with a special emphasis on dealing with the current situation. It is vitally important that we deal with the children's emotional well-being, before their academic learning.
2. **Focus on re-establishing learning in important core areas for Reception and Year 1** Our academic priorities for younger children will be focusing on reading, writing, numbers and counting.

## **What can parents do to help?**

There are a number of things parents can do to help us make these arrangements effective, in addition to the points listed above concerning arrival and departure, and bringing the correct equipment to school.

1. Please work with us to reassure your children. Whilst school may look a little different, and there may be some changes to the usual school routines, this is still their school, and all of the staff still care for them and will support them as they always have. Please reassure them that we are not making their classrooms resemble something from the Victorian era!
2. Please continue to support their children with their learning, whether they are returning to school in June or not.
3. It is very important that the children's clothes are washed daily, especially as the children are following the "sneeze and cough into your elbow" practice! This will further reduce the risk of infection for everyone.

**Home learning** will continue to be set by all class teachers, although Reception and Year 1 will work on a rotational basis each fortnight. We realise that this will mean that those children who do not return to school will have less home learning material than they are receiving currently, but I am afraid that it will be impossible for class teachers to be teaching fulltime in class whilst continuing to provide the same detailed home learning opportunities. Instead they will signpost parents to additional activities you can do at home to support your children, notably the Oak National Academy and BBC Bitesize. Similarly, they will not be able to engage with the class emails to the same extent as they are currently and I would ask parents to be mindful of this. Thank you. Paper packs of home learning materials will continue to be provided for all children who require them, although these can only be collected after 10.30am on Mondays please. Similarly, to reduce the number of people on site at one time, and to ensure that parents do not cross with parents dropping off their children in the morning, **reading books** may *only* be changed after 10.30am on Mondays and Wednesdays.

**Uniform** I fully appreciate the difficulties in sourcing school uniform and shoes at this time, and also that many children will have grown hugely since they were last in school! Whilst I would like as many children as possible to wear school uniform each day, I do appreciate that this may not be possible. If you are unable to send your

child in in the correct uniform, please do try to keep their clothes as plain and sensible as possible. As mentioned above, the key consideration is that the clothes are washed daily, please.

### **What happens if someone gets ill with Covid-19?**

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

### **What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

I am sorry for such a lengthy letter today, and thank you for taking the time to plough through it. I do hope, however, that it has given you the information you need to understand what arrangements we are making to enable some pupils to begin coming to school again as part of a carefully phased return. We are looking forward very much to working with children again in school and providing the education and care that we know children very much want and need at this time. I hope that you are reassured that we have taken all possible steps to ensure safety for all in school, and we do encourage you to take this opportunity to send your children back in from the week beginning 1<sup>st</sup> June. As mentioned previously, *I would be grateful if parents of children in Reception and Year 1 would confirm to school by Tuesday 2<sup>nd</sup> June if they intend to send their children back to school, please.*

If you have any questions or suggestions, please do let us know in the normal way. In the meantime, I wish you all a very happy and peaceful half term – enjoy a very well-deserved break from home schooling!

Kind regards

Tina Holditch