

LEYBOURNE SS PETER & PAUL C E PRIMARY ACADEMY



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Dear Parents

I cannot quite put into words what a strange end to a school year this is. The academic year 2019-2020 can certainly be considered a truly memorable one! At this time, I would like to both thank you for your support this year, and to outline our plans for the full return to school of all pupils in September. *Please be aware that these plans are based on the current position regarding the Coronavirus, and, as such, may change if the national or local position alter. Should we need to amend these plans before the start of the new term in September, please be assured that I shall write to you and update you as soon as I am able.*

I am delighted that we are able to fully open in September. The prevalence of the Coronavirus (COVID-19) has fallen to low levels and the Government's *Test and Trace* system is in place, meaning that we can quickly identify and contain any isolated infections which may occur.

In asking all pupils to return in September, we will be building on the success of the partial opening which has been in place since June. The children who have been in school since then have enjoyed being back, seeing their friends and teachers again, and have very quickly adapted to the new procedures we have put in place. We have all enjoyed the time we have spent with the children who have been in school this term, and are hugely looking forward to having all of the children back in September - we have all missed having our school community together.

The Government are clear that school attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including the duty of parents to ensure that their child attends regularly at school and the responsibility of schools to record attendance and follow up absence.

In preparation for September, we have carried out a detailed risk assessment to identify how we can lower risks to pupils and staff in all areas so that the school is a safe environment for all. In this letter we set out a summary of the steps we have taken. *There are some new practical arrangements which will impact on children and parents, so we ask that you read this letter carefully and keep a copy of it to refer to in September.* A copy is also available on the school website.

First day of term

In order to safely welcome all children back to school with the new measures in place, we will be asking pupils to come back for their first day at school on the following dates:

Wednesday 2 nd September	Years 5 and 6
Thursday 3 rd September	Years 3 and 4
Friday 4 th September	Years 1 and 2

**We promote the learning and development of all children to achieve their full potential
in a caring, happy Christian environment**



This will allow us to support the children as they adapt to the new routines and to make any changes that are necessary before the whole school return. *Please note that siblings or children of Key Workers / Vulnerable Pupils will not be able to return to school any earlier than the dates above.*

Arrival and going home times

We have made some small adjustments to arrival and going home times to ensure that we do not have too many people around the school entrance at the same time. However, we are mindful that many families have more than one child so we would like you to *both arrive and depart at the earliest relevant time, please.* If you are unsure of timings for your particular family, please do check with me.

We would ask that wherever possible you come to school as close to the given time as possible. Signs will be posted on the gates to the car park in Oxley Shaw Lane and I would ask that you do not make your way down the path until it is your allocated time slot, please.

When you arrive, staff will be at the playground gate to receive the children. We regret that it will not be possible for parents to come into the school playground or buildings at arrival time. As soon as you have dropped off or collected your child you should move away from the school entrance so that it remains uncrowded for those who follow you. As I have explained previously, the one-way system through the school grounds will remain in place – entering through Oxley Shaw Lane, and following the path by the school to exit into Rectory Lane North. Thank you for your support with this.

	Arrival time	End of school day
Years 5 and 6	8:30am	2:45pm
Years 3 and 4	8:40am	2:55pm
Years 1 and 2	8:50am	3:05pm
*Reception	9:00am	3:15pm
Late Arrivals	<i>To the school office AFTER 9:20am</i>	

**Reception will be in school from Monday 21st September 2020 for half day sessions until they join fulltime on Monday 5th October. Timings of the half day sessions have been adjusted in line with these staggered starts and finishes: Morning groups: 9:00 – 11:30am; Afternoon groups 12:45 – 3:15pm.*

If you arrive after your designated slot, PLEASE DO NOT join the queue. You will need to make your way round to the main office AFTER 9:20am.

Visitors to school

During the first weeks of opening from September, we will aim to have as few as possible external visitors onto the school site. This is to reduce further the risk that anyone could unintentionally bring in infection from outside. Any visitors who do need to be on the site will be asked to observe the same hygiene measures as everyone else and will be asked to keep a full 2 metre social distance from children and staff.

To support this, we would ask that parents do not come on to the school site at the start and end of the school day. If you do need to speak to a teacher or another member of staff, please try to do so by contacting the school office in advance so we can either answer your query that way or arrange to meet you in an appropriate location away from other children or adults. We know this may feel difficult for some parents and carers but your support with it is greatly appreciated. If there is anything of a more confidential or sensitive nature, you can email me direct on headteacher@leybourne.kent.sch.uk

Hygiene measures while at school

The most important things we can all do while at school are to do with hygiene. The commonest way infection is transmitted is by people getting it on their hand and then touching their face. In order to deal with this risk, we will be asking everyone at school, children and adults alike, to wash or sanitise their hands at frequent points during the school day. This will include immediately on arrival, in case any infection has been picked up on the way in to school, and then frequently throughout the day. We are aware that some children, especially younger ones, need some support to wash their hands really thoroughly and we will of course make sure that support is provided.

Secondly, we will be taking additional steps to ensure that all hard surfaces, especially those touched by different people, such as door handles and toilet facilities, are kept clean during the school day. We hope this does not lead to an interruption to teaching but children will need to get used to seeing this activity happening.

Thirdly, we will need to be very careful about any coughing or sneezing, as germs can easily be spread in this way. As we explain below, children with a cough should not be sent to school. However, if a child coughs or sneezes during the day we will need them to use a clean tissue and to flush it away immediately afterwards. It would be very helpful if parents and carers can reinforce this message and practise always using a tissue when coughing or sneezing.

Please ensure your child has tissues in their pockets when coming to school.

Not coming to school if symptomatic

We are asking parents to be very vigilant for any signs of infection in their children, and should they occur, **not to send the child to school**. The symptoms to look out for are a new continuous cough, a temperature or a loss of sense of smell. Should any of these occur, you **must** keep your child at home. Testing will be available for any children or family members who develop these symptoms, and we can tell you how to access the test if you contact us.

If children develop any of these symptoms while in school, we will need to send them home **immediately**. We will need your support as parents or carers to manage this. **Please ensure that the school office has your up to date contact details**. We will send out data collection sheets this term – please return these by Wednesday 22nd July. If your details change over the summer holidays, please do let us know.

A child who develops symptoms which could be COVID-19 will immediately be taken away from other children and supervised safely until they can be collected. At that point we will tell you how you can quickly get your child tested for COVID-19.

What will happen if someone tests positive

In the relatively unlikely event that someone, either child or teacher, tests positive for COVID-19, we will immediately contact our local NHS Public Health Team. We will give them, and the Test and Trace service, the information they need to identify the risks that others may have become infected, and we will follow their instructions immediately about containing that risk. In some cases, this could mean asking children or adults with whom the person has come into contact to stay at home for a period of time to make sure the infection does not spread any further.

Reducing contacts

In school we will be taking a number of measures to ensure that if we did get a case of COVID-19 we would be able to contain it without it impacting on a large number of people. When children are in class, they are obviously with only their own class, and are generally sitting down, in the same place all the time. This means that if we should get a case we can easily identify who else may be at risk. However, at play time and lunch time children will need to move around. To reduce the chance of someone passing infection to large numbers of other children, we will only be allowing children to socialise with others from one other class. Thus, we will have four

“bubbles” in school from September – Reception, Years 1 and 2, Years 3 and 4 and Years 5 and 6.

We will, for the time being, not be having our usual whole school collective worship in the school hall. This is so as not to bring children into close proximity with other children from other groups. Instead, we will be having collective worship in children’s own classrooms, or in the hall in their own particular bubble.

Because the risk of transmission of infection is a little bit higher if people are face to face, we will be making some alterations to the layout of our classrooms to reduce the chance of children spending a long time facing each other directly without a significant distance between them. Children who have been in school this term will have become familiar with sitting in rows, facing the front of the classroom (perhaps a little like Victorian times, but definitely less intimidating!), and this form of classroom organisation will continue in September.

Lunchtimes

Each bubble will have a separate lunchtime, and an allocated Midday Supervisor. At this time, we are planning that all children will have a packed lunch – either provided by you from home, or ordered from our catering company. I am delighted that Nicky and Danielle, our fantastic school cooks, will be returning to us in September to prepare the packed lunches on site. Until we are in a position to offer hot lunches, all children will eat their lunches in their classrooms. Packed lunch boxes will remain in the children’s bags until lunchtimes, rather than being stored on shared trollies.

Due to needing to stagger the lunch breaks, some children will have a later lunch than they are perhaps used to. For this reason, we would ask that all children come to school with a healthy breaktime snack of a piece of fruit please. At this time, we are waiting for information regarding the Government Fruit and Vegetable Scheme, we will let you know if we receive any details of a start date.

Resources

As in the period of partial opening, we are asking that children limit the amount of equipment that is moved between home and school each day. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. We are therefore asking that pupils in all year groups provide their own named (preferably plastic) pencil case and stationery, please. Pencil cases should contain the following items, please: HB writing pencils, colouring pencils, a glue stick, a pencil sharpener and an eraser. These resources will remain in school as far as possible.

Reading books and reading record books will continue to be used in home and school. We ask that all pupils bring a named water bottle to school each day, please, as we are unable to use shared water fountains, and that their PE kits remain in school. We remain unable to host “Show and Tell” sessions. Pupils in Years 5 and 6 only are permitted to bring mobile telephones to school. These will now be collected by the class teacher and stored in the classroom, to avoid pupils walking around school unnecessarily.

Uniform

We do expect that school uniforms will be worn consistently by all pupils once again. We allowed a little leeway with uniform during our period of partial opening, but must ask that the full uniform policy is adhered to once again. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Breakfast Club

At this stage we plan to reopen Breakfast Club for those children who have booked in advance and are able to come to school between 7:30am and 7:45am. Unfortunately, due to the staggered

start times and other practical considerations, we are unable to accept pupils for Breakfast Club after 7:45am. In order to reduce the number of contacts between the children, they will be seated at tables for the duration of the Breakfast Club session. They will sit with either their siblings or members of their own bubble, and will not be able to mix with pupils from other bubbles at this time. Booking of, and payment for, Breakfast Club places will need to be made via Schoolcomms please – we will be unable to accept cash payments in school. Thank you.

Before and After School Care, including child minders.

I fully appreciate that whilst we are maintaining our bubbles inside school, many children will be mixing across these bubbles outside of school! Whilst there is nothing I can do to prevent this, I would ask that parents are mindful of the possible implications of children mixing outside of school and try to limit such interaction as much as possible, please. I would also be grateful if all parents could complete the attached form and return it to school by Tuesday 1st September 2020, please. This will help us to trace any possible cases of infection, if we have a confirmed or suspected case of COVID-19 in school. Thank you for your support and understanding.

Extra-Curricular Clubs and Educational Visits

We do not intend to offer extra-curricular clubs or educational visits during Term 1. At this time, it is important to re-establish the children in school and to allow them time to settle back into school routines. Until we are confident that the local and national situation is improving, it is prudent to continue to limit the number of visitors to the school site, and to maintain our bubbles as best we can.

What we will be teaching

We recognise that some children may need some support in catching up on their learning following an extended period not at school. With the children who have returned this term, we have made very good progress with catch up, and it is clear that the remote provision we put in place while children could not come to school has helped enormously in children not getting too far behind. Once we have children back in class we will be able to see more easily exactly where extra help is needed and will do all we can to provide the support that is required. We will communicate with parents individually to keep you informed and give you ideas on how you can support this.

We are also aware that for some children these past months may well have been very difficult, for a range of reasons. We will be supporting children in readjusting to school life and will of course be available to talk with you as parents or with children if there is a need to do so. We will aim to strike a good balance between acknowledging everything that has been happening and talking to children about the pandemic on the one hand, but also focussing on getting back to a normal school life on the other.

I am so sorry that this is such a lengthy missive! I hate to bombard you with information, but felt it important to reassure you that we have followed the guidance we have received closely, and have taken every step to reduce risk for all. We very much hope that this letter gives you the assurance you will rightly want that we have planned the return to school very carefully. We are confident that we are ready to reopen for all children in September and look forward very much to welcoming them back. It will be lovely to have our school together once again. These plans are for the initial period of school reopening, and will be kept under constant review. As always, please do not hesitate to contact me if there is anything about which you are unsure.

Kind regards

Tina Holditch
Headteacher

Name of child _____ Class _____

My child attends the following Before / After School Care Provision or Childminder

On the following days _____

Signed _____