

King Athelstan Primary School

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Headteacher: Emily Newton

17th July 2020

Dear Parents and Carers,

Return to school in September

Apologies in advance for this very long letter. Please read it carefully and keep it safe so that you can refer to it at the start of the new academic year. It will also be on the school website.

As you will be aware, the government has announced that all children will be returning to school in September. The DfE has provided guidance on this and we are expecting that there will be updates over the coming weeks, prior to actually starting school. The arrangements in this letter are therefore provisional and subject to change, even late in the holidays. Please keep an eye on emails and the school website for the latest updates.

School attendance will become mandatory again in September, with all children expected to attend every day from the start of term unless they are unwell or have been directed to self-isolate by NHS Test and Trace.

The same rules that are in place now (and before lockdown) will be in place regarding very regular handwashing within the school day and additional cleaning. Masks and other PPE will not be worn in school by staff or children, except when staff are dealing with significant first aid or toileting issues.

Uniform

Children will be wearing their normal school uniform with school shoes. PE kit should be brought in as usual (not Nursery and Reception). KS2 children may wear trainers for playtimes.

Organisation

Each class will be treated as a "bubble" within a larger year group "bubble." Once in school, the children will not mix bubbles during the school day. They will carry out the majority of their learning in their classroom and the specialist teaching spaces (e.g. art room where the tables and resources will be wiped with anti-bac wipes in between year groups). The staff and any other adults on site are expected to socially distance from both the children and each other and therefore we will be retaining the areas that are currently sectioned off at the front of the class for the teacher. Children are not expected to socially distance from those in their bubble in the same way as now, however we will be encouraging children not to have physical contact with each other. Clearly, it is harder for staff to socially distance from our very youngest children who require more support and therefore you can expect children to be supported in the usual way when necessary. Similarly, some children need specific support due to their SEND status and this overrides the need to socially distance. Although this will be maintained where possible, other measures, such as smaller groups and different seating arrangements, will help to reduce the risk when it is not feasible.

To reduce the risk of transmitting infection, children in Years 1-6 will be using their own named resource packs, provided by the school, as they have been doing throughout the lockdown period. Children in Reception will have a basic resource pack to use on the carpet (white board, whiteboard pen etc). Shared resources will be washed regularly. Children should **not**, therefore, bring any stationary or pencil cases in from home.



All pupils will be facing the front of the classroom (except in EYFS and, in the first half term, Year 1 where the 'free-flow' arrangement will remain). As usual, children should only bring in absolutely essential items - their book bag, PE kit and packed lunch. **Back packs are not allowed.** Children should **not** bring in mobile phones unless it is absolutely essential. These can no longer be stored in the main school office but will be kept in classrooms in Years 5 and 6. All phones are brought in at your own risk.

School Curriculum

The school will be prioritising children's social, emotional and mental health and general wellbeing when they return to school. We will incorporate this in the children's learning and in the PSHE lessons, too. We will also be supporting children with any gaps in their learning as a result of being off school. We will write to you more about this next term. We will not be having large gatherings such as assembly for the foreseeable future. We may hold year group or virtual assemblies.

School Lunches

We are currently working with our caterers, WilsonJones, to confirm the lunch offer in September. It is likely that initially it will be packed lunches provided by the company, which will be ordered in advance on ParentPay as usual. These will be eaten in classrooms, with the exception of Reception and Year 1 pupils who will eat in the large and small halls respectively. We will reinstate hot meals as soon as this is possible. You can book school lunches now for up until 2nd October on ParentPay in the usual way. We will send parents and carers new to the school a letter about ParentPay.

Playtimes and lunchtimes

Playtimes and lunchtimes will operate on a rota basis with year groups as bubbles. The Key Stage 2 playground will be completed so this will provide lots of opportunity for outdoor play.

Breakfast Club and YMCA

We are expecting to run Breakfast Club and YMCA after school as normal although the internal arrangements mean we will be spreading out over more space within the school. From 3rd August, you can book **YMCA** on this online link: <https://ymcaspg.magicbooking.co.uk/>. To book **Breakfast Club**, you need to be registered. Please register using this Google form: <https://forms.gle/SvA1rt7VExaqdE2p6>. Once you have registered, all sessions must be pre-booked and paid for on ParentPay. Please see the website for details of Breakfast Club and YMCA: <https://www.kingathelstan.kingston.sch.uk/for-parents-and-carers/breakfast-after-school-and-holiday-clubs/> Other school clubs will not run at the moment.

Office Arrangements

The school office will be closed to parents and carers except by appointment. At drop off and pick up, a member of the office team will be stationed at the main front door where they will be able to accept medicines and welcome families who are new to the school (Years 1-6) on their first day. They will also be able to deal with other **urgent** matters. Please do not give this person general messages such as pick up arrangements/medical appointments. Before the beginning of term we will send you a new email address that is specifically for messages so that we can manage these efficiently.

In addition, the school office will not be able to accept items during the school day, unless it is absolutely urgent. Please ensure your child has everything with them (book bag, PE kit, lunch) when they come to school in the morning. Historically, some parents/carers have brought packed lunches in during the morning- they will not be able to do this in future.

Please ensure we have all your correct current contact details and emergency contacts for anyone who will be collecting your child; we will not be able to dismiss your child to someone who is not on our contacts list. The government continues to recommend using as few childcare settings outside the home

as possible to limit the spread of COVID-19. Please take this into consideration when planning your arrangements for September for the safety of the school community.

Arrival and Dismissal

To allow for social distancing of adults and following government advice, there will be very strict, staggered drop off and pick up times. Whilst we know that this might be inconvenient, we have based this around the most straightforward arrangements for parents and carers. This means we have considered sibling groups for children in KS1 and KS2 to reduce the numbers on site and to aim to limit to one (and in some cases two) drop off and pick up times per family.

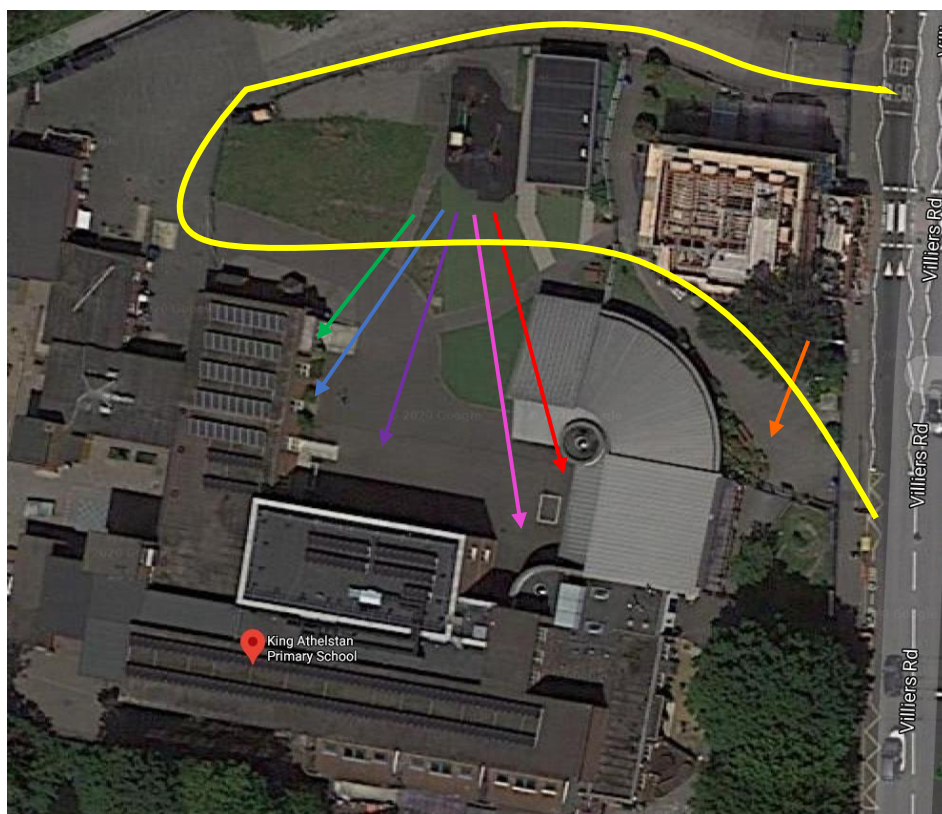
It is essential that children do not bring bikes or scooters to school, as we cannot accommodate them on site; that only one adult drops off and collects; and that all dogs are left at home.

Drop off arrangements

There will be a one way system (see yellow loop on the map below) starting at the main gate, with a route through the KS1 playground, leading onto a pathway through the car park and finally exiting through the car park gate. There will be no cars allowed to enter or exit the car park during these times to ensure everyone's safety. This will be a continuous 'conveyer belt system' and parents and carers will **not** be permitted to stop at any point, as we need to keep the line moving to allow for the next group of parents and carers dropping off or picking up. Adults must not congregate anywhere on-site or immediately outside. Staff will not be able to take messages or receive notes at the gate, and the school office is not open for messages in person.

There will be clear marking and colour codes for each year group to help them follow the correct path when they enter the building.

Drop Off' Map



Timings:

Please note all EYFS children will be dropped off at the main blue gate by the whole school external notice board. For children new to Nursery and Reception, one parent/carers will be able to take their

child to the classroom door **on their first day only** at 9.15am - these parents/carers will be sent a separate letter with more information.

Please note that if you are new to the school and in Years 1-6, you should go to the main door of the school office on your first day. If appropriate for your child - parents/carers are encouraged to support their Year 5 and Year 6 children's independence by encouraging them to arrive at school on their own. You may consider letting them walk the last few minutes or alternatively drop them at the main gate. This would help reduce numbers of parents/carers coming through the gate.

Strict Drop off Time	Year Group	Details
8:30am	AM Nursery	2 year olds and all Nursery children except those new to Nursery - see above
8:40am	All Reception	Except those new to Reception on first day only - see above
8:40am	All Year 6	Year 6 must come at their allocated time of 8:40am, unless they are siblings arriving with the rest of the family; if they are travelling alone please ensure that they keep to this time slot.
8:45am	Siblings Years 1, 2, 3, 4, 5	Families with siblings: Surnames A - L ONLY Families with more than one child at the school.
8:50am	Siblings Years 1, 2, 3, 4, 5	Families with siblings: Surnames M - Z ONLY Families with more than one child at the school.
8:55am	Years 2, 4	All families with one child at the school in Years 2 and 4.
9.00am	Years 1, 3, 5	All families with one child at the school in Years 1,3,5.
12:30pm	PM Nursery	2 Year olds and all Nursery pm children

If you have siblings with different surnames please select one drop off time.

Entrances for Year Groups:

Please note that parents/carers must remain moving in the 'conveyor belt' queue and not walk their child to their respective entrance. In the unlikely event that your child is struggling to separate from you, you may wish to walk a second 'loop' of the one way system to allow more time to prepare them. A member of staff will assist you if and when they are able. It is important to not arrive early to avoid congestion but, should you arrive before the gates open, please form a socially distanced queue from the gate and along the pavement towards the Children's Centre.

Year Group	Map Key	Details
Nursery	Orange Arrow	EYFS gate, near main entrance: please do not congregate in this area. Nursery - arrangements for your child's first day to follow.
Reception	Orange Arrow	EYFS gate, near main entrance. Reception - arrangements for your child's first day have been sent separately.
Year 6	Green Arrow	Small hall doors in the KS1 playground, then through the hall doors on the right and up the 'Hogsmill' stairs.
Year 1	Red Arrow	Year 1 corridor entrances in the KS1 playground, leading

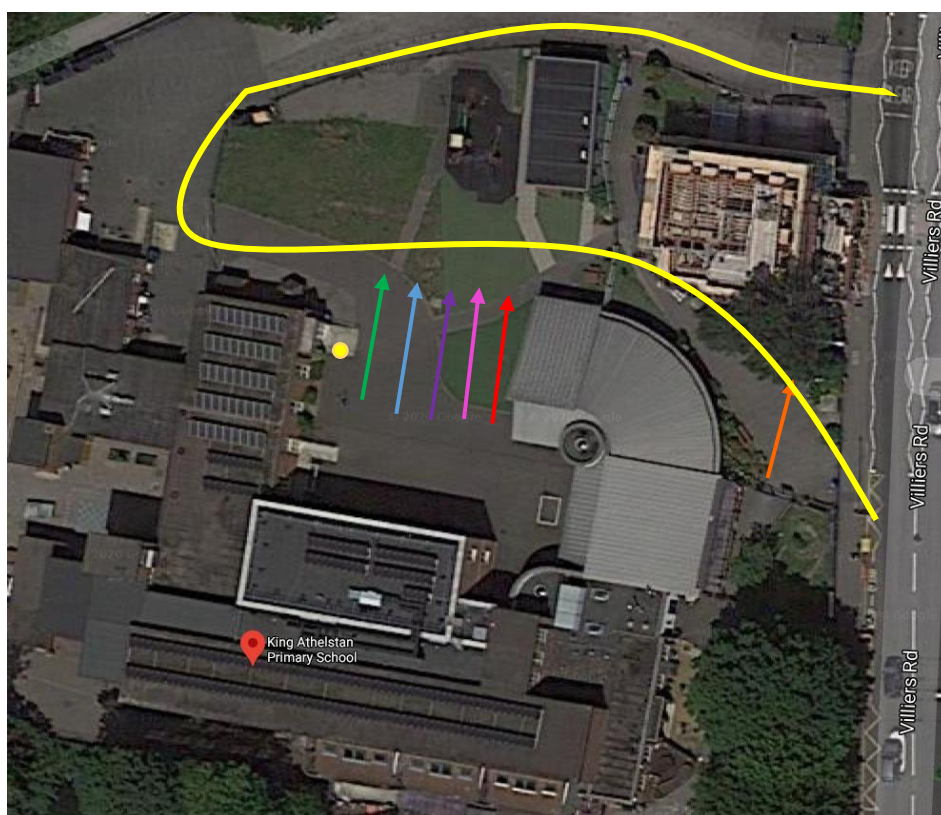
		to the Year 1 classrooms.
Year 2	Purple Arrow	Straight into the Year 2 classrooms though their external doors.
Year 3	Blue Arrow	Large hall door in the KS1 playground and through the hall doors on the left.
Year 4	Green Arrow	Small hall doors in the KS1 playground, then through the hall doors on the right and up the 'Hogsmill' stairs.
Year 5	Pink Arrow	'Fish Tank' doors in the KS1 playground and then up the fish tank stairs.

There will be colour-coded signage in school for children to follow.

Pick up arrangements

As you can imagine the pick up arrangements are slightly more complex and it is **vital** that parents and carers are on time (and not overly early or late). There will be the same one-way system as there is for drop off and the children will be waiting in year group lines ready to be collected in the KS1 playground. Again, once we open the gate, parents and carers will not be permitted to stop as we need to keep the line moving to allow for the next group of parents and carers picking up. If it is an emergency e.g. your child is hurt, you will need to step at least 2m out of the line onto the grassy area behind to allow others to keep moving. As mentioned before, if you need to speak to a member of staff or the office team please continue to do this via email or telephone. There will be clear marking and colour codes for each year group to line up, ready to be picked up.

'Pick Up' Map



Strict Pick up time	Year Group	Details
11:30 am	AM Nursery	The morning nursery and 2 year old children will line up at the EYFS entrance gate by the main school

		external notice board to be collected.
2:55pm	Kusama	The children will line up at the EYFS entrance gate by the main school external notice board to be collected.
3:00pm	Nelson	
3:05pm	Year 6	If your Year 6 child walks home alone or has no siblings they will leave at this time. If they have siblings they will wait for their sibling group.
3:10pm	Siblings Years 1, 2, 3, 4, 5, 6	Families with siblings: Surnames A - L ONLY Families with more than one child at the school.
3:15pm	Siblings Years 1, 2, 3, 4, 5, 6	Families with siblings: Surnames M - Z ONLY Families with more than one child at the school.
3:20pm	Years 2, 4	All families with one child at the school.
3.25pm	Years 1, 3, 5	All families with one child at the school.
3:30pm	PM Nursery	The afternoon Nursery and 2 year olds will line up at the EYFS entrance gate by the main school external notice board to be collected.

If you have siblings with different surnames, please select one pick up time and inform us via email so that we can ensure that your children are ready on time.

Test & Trace

If a child develops COVID-19 symptoms during the school day, they will be isolated from other people and supported in a well ventilated area by first aiders wearing PPE until a parent/carer collects them. Parents/carers will be expected to take their children for a test and report back to the school on the outcome. In the unlikely event that there was a confirmed positive COVID-19 case within the school community, the Health Protection Team will work with the school to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure that they self-isolate. Close contact is defined as:

- *Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)*
- *Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *Travelling in a small vehicle, like a car, with an infected person*

We hope the measures outlined in this letter will reassure you that the systems and procedures in place at King Athelstan will significantly reduce the risks for the whole school community. Please support us by following our guidelines and maintaining social distancing on the school site, as well as the government guidelines within the wider community.

Thank you for your cooperation.



Emily Newton

Headteacher