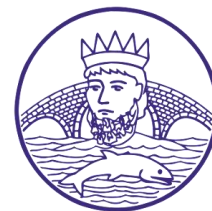


# King Athelstan Primary School

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Headteacher: Emily Newton

22<sup>nd</sup> February 2021

Dear Parents and Carers,

## **Return to School on 8<sup>th</sup> March**

**Apologies in advance for this very long letter. Please read it carefully and keep it safe so that you can refer back to it as necessary. It will also be on the school website. The arrangements are very similar to those we put in place in September and so much of this letter will be a reminder for most, however we have a number of new families so have included the arrangements in full - significant changes are in a **green font** for your convenience.**

As you will be aware, the government have announced that all children will be returning to school on 8<sup>th</sup> March. The DfE has provided guidance on this and we are expecting that there may be further updates over the coming two weeks, prior to actually starting school. The arrangements in this letter are therefore provisional and subject to change. Please keep an eye on emails and the school website for the latest updates.

**School attendance will become mandatory again on 8<sup>th</sup> March**, with all children expected to attend every day unless they are unwell or are self-isolating. Please note that if you have a child who is starting nursery on site for the first time, you will be contacted regarding your specific start date.

The same rules that have been in place previously will continue regarding very regular handwashing within the school day and additional cleaning. Masks and other PPE will not be worn routinely in classrooms by staff or children, except when staff are dealing with significant first aid or toileting issues. **However, in line with the revised guidance for schools, staff and visitors will be wearing face coverings in corridors and communal areas. They will not be worn when they are in their main teaching/work spaces unless in the exceptional circumstance whereby this is deemed necessary through individual risk assessment. The guidance remains that children of primary age do not need to wear face coverings in school at all, however, if they are already 11 years old they will need to wear them if travelling on public transport to and from school. If this is the case, reusable masks should be stored in a sealed container (e.g. a ziplock bag) during the school day and disposable masks placed in a lidded bin for the safety of all. If you choose for your younger child to wear a face covering on their journey to school, this must be handed to the parent or carer dropping them off before entering the school building.**

## **Uniform**

Children will be wearing their normal school uniform with school shoes. PE kit should be worn on PE days as outlined below (not Nursery and Reception). KS2 children can use the MUGA, when it is available, during break and lunch times on their PE days only. You may wish to consider additional base-layers (e.g. vest or thermals) as the windows will continue to be open in classrooms for ventilation.



The days for PE are as follows:

Year 1 - **Van Gogh**: Monday and Tuesday / **O'Keeffe**: Thursday and Friday

Year 2 - **Hockney**: Monday and Tuesday / **Matisse**: Tuesday and Thursday

Year 3 - **Da Vinci**: Monday and Tuesday / **Cassatt**: Wednesday and Thursday

Year 4 - **Mehretu**: Monday and Friday / **Wiley**: Monday and Wednesday

Year 5 - **Dali and Warhol**: Thursday and Friday

Year 6 - **Kahlo and Riley**: Wednesday and Friday

### **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 other children in their bubble, 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 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 continue to use their own named resource packs, provided by the school, as they had been doing throughout the Autumn Term. 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 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.

**All children need to bring a named water bottle every day as there will be no access to water fountains.**

### **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 this National Lockdown. We will write to you more about this next term once we have had the opportunity to assess what is needed. We will not be having large gatherings such as assembly for the foreseeable future. We may hold year group or virtual assemblies.

## School Lunches

The lunch offer provided by our caterer, WilsonJones, will return to the usual menu. Please ensure you book this as normal via ParentPay. Children will be eating in their year group bubbles in the hall, seated as 2 separate classes, with cleaning in between each sitting.

## Playtimes and Lunchtimes

Playtimes and lunchtimes will operate on a rota basis with year groups as bubbles. Children will wash their hands before and after going outside and eating lunch.

## 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 1<sup>st</sup> March, 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. *Please note that the revised guidance stated that parents should only access this provision where "the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group.*

## Other Childcare Arrangements

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 from 8<sup>th</sup> March for the safety of the school community.

Where parents/carers are using other childcare providers, the revised guidance for schools advises that they should:

- limit use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible
- check providers have put in place their own protective measures
- read the guidance for parents and carers (<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>)

## Office Arrangements

The school office will remain 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. Please continue to email [messages@kingathelstan.rbksch.uk](mailto:messages@kingathelstan.rbksch.uk) that is specifically for these particular arrangements so that we can manage them 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, water bottle, lunch) when they come to school in the morning. Parents/carers will not be able to drop off packed lunches during the morning.

Please ensure we have all the 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.

### **Arrival and Dismissal**

To maintain social distancing of adults and following government advice, there will continue to be very strict, staggered drop off and pick up times. These will be the same as in the Autumn Term. 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 drop off and pick up times per family. We have included the detailed arrangements again below for your information and for the benefit of families who have joined the school during the lockdown.

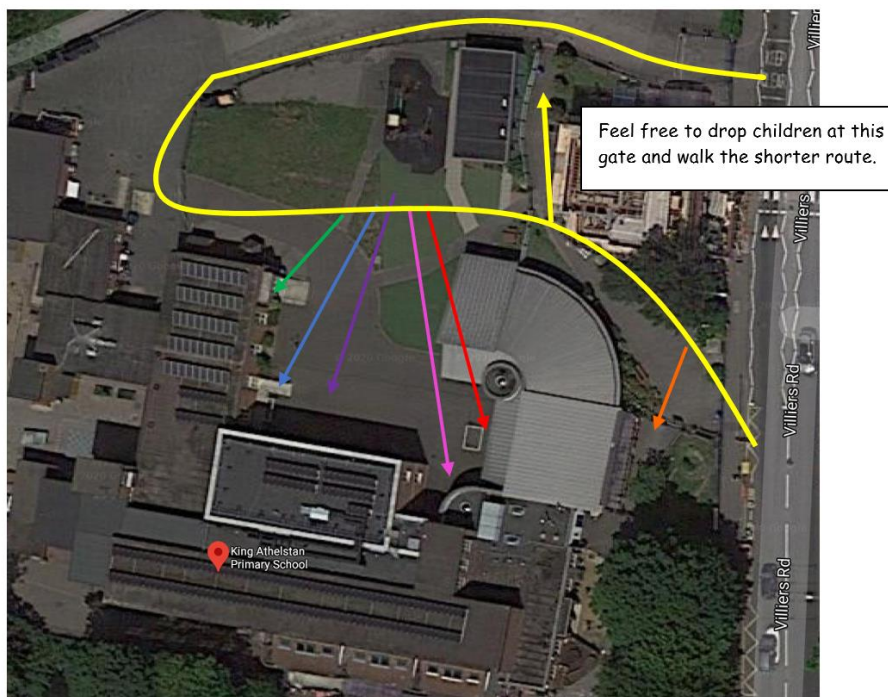
**It is essential that children do not bring bikes or scooters to school, as we cannot accommodate them on site; that only one adult drops off and collects; and that all dogs are left at home.**

### **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, one parent/carer will be able to take their child to the classroom door **on their first day only** at 9.15am/12.45pm - 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
8:35am	All Reception	Children in both Kusama and Nelson Classes
8:40am	All Year 6	Year 6 <b>must</b> come at their allocated time of 8:40am. If they are travelling alone please ensure that they keep to this time slot.
8:45am	Siblings Years 1, 2, 3, 4, 5	<b>Families with siblings:</b> <b>Surnames A - L ONLY</b> Families with <b>more than one</b> child at the school.
8:50am	Siblings Years 1, 2, 3, 4, 5	<b>Families with siblings:</b> <b>Surnames M - Z ONLY</b> Families with <b>more than one</b> child at the school.
8:55am	Years 2, 4	All families with <b>one child</b> at the school in Years 2 and 4.
9.00am	Years 1, 3, 5	All families with <b>one child</b> 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:

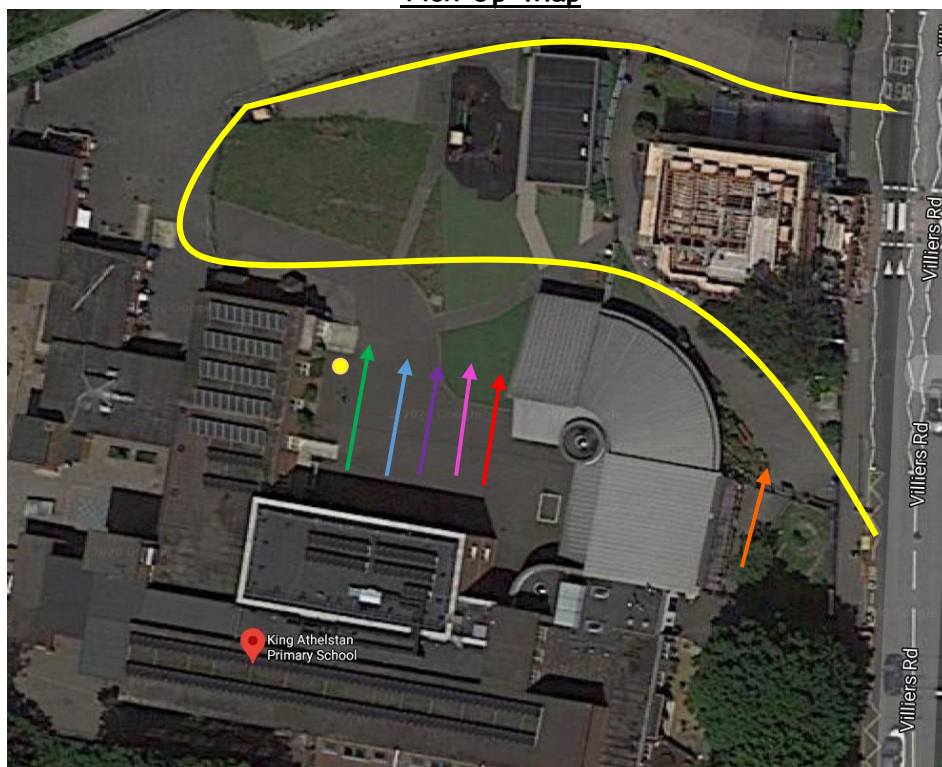
Please note that parents/carers must remain moving in the 'conveyor belt' queue and not walk their child to their respective entrance. Most children are very confident in the new way of coming in to school and parents/carers can take the short cut to the car park by dropping children at the KS1 gates in the morning. 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. **Please do not queue at the front if you are not the next group in.**

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 through 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.

### 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	All Year 6 children leave at the same time.
3:10pm	Siblings	<b>Families with siblings:</b>
	Years 1, 2, 3, 4, 5, 6	<b>Surnames A - L ONLY</b> Families with <b>more than one</b> child at the school.
3:15pm	Siblings	<b>Families with siblings:</b>
	Years 1, 2, 3, 4, 5, 6	<b>Surnames M - Z ONLY</b> Families with <b>more than one</b> child at the school.
3:20pm	Years 2, 4	All families with <b>one</b> child at the school.
3.25pm	Years 1, 3, 5	All families with <b>one</b> 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 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.

Please note that if any member of your household develops COVID-19 symptoms, the whole household must self-isolate **immediately** (even if this means collecting children from school during the day) until test results have been received. If the result of the household member is positive, the whole household and any close contacts must isolate as directed by Test and Trace.

Close contact is defined by the government as:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)

- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

### Travel From Abroad

In the unlikely event that you have returned from abroad, please ensure that you follow the quarantine rules set out in the following document. Your child may not attend school until the quarantine period is completed.

<https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>

### Community Testing

All school staff are being provided with home tests and have been testing themselves twice weekly since January. It would be really helpful if as many families as possible make weekly use of the community testing that we have been promoting. This is particularly important before coming back on 8<sup>th</sup> March and we would strongly recommend adults in each household (and children where possible) do this in the few days prior to returning and at least weekly from then on. Many of you may already be doing this via your workplaces. The test centre sites are:

- Chessington Sports Centre at Chessington School
- Richard Challoner Secondary School
- Kingston University, Penrhyn Road Campus
- The Kingston Academy

To book a test, click here: [Rapid test booking and consent form](#)

This action will help to keep us all safe and also reduce the need to close bubbles due to positive cases.

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