

Friday 29th May

Dear parents and carers,

Arrangements for ALL children from 1st June

You will probably have seen yesterday's announcement by the Prime Minister that its tests for the next stage of lifting restrictions have been met and confirmed the phased partial reopening of schools from Monday 1 June.

This letter contains final details of how our arrangements will work for all our various groups of children: those who are returning in YR, 1 and 6; those in our keyworker care; those in Y2, 3, 4 and 5 who do not yet have the option of returning to school; and those in YR, 1 and 6 who are not returning to school. It adds more organisational detail to go alongside the 'Frequently Asked Questions' information that I sent out a week or so ago which I will resend today. Most of the information is about arrangements for those children who will be coming into school. Towards the end of this letter, there is information relating to what we aim to continue to offer for Years 2, 3, 4 and 5 and children in YR, 1 and 6 who are not returning to school.

Apologies in advance for the length of this letter. There is vast amount of information to share!

Reception, Y1, Y6 and Kedington Care (childcare for keyworkers and vulnerable children)

Before going into all the details, I would like to reassure you that all the Kedington staff are determined to make the return to school as positive as possible for our children. We want them to be as happy in school when they return as they were when they left. However, we know that some children will be feeling anxious about this and school will be very different for them. The adults in school will make sure your child is greeted with a warm smile and a clear message that we are delighted to see them again. Teachers are planning lots of fun activities, as well as activities designed to reduce anxiety from breathing exercises to singing together. It is going to be very important that all the trusted adults in their lives (including their parents) do their best to shield them from their own anxiety and focus on the positives.

To help children to remember social distancing in a positive way, we will be using the term 'bubbles', as our Kedington Care children explained on the video I posted on Dojo at the end of last week. I have attached a poster to the end of this letter

Appreciating what we have ... aspiring to greater things.

which we will be displaying all around the school that you might want to talk through with your child. The wonderful Sue and Annie from OM Wellbeing have also advised us to use the phrase 'this is what we do now' when we explain things to children and you might want to use that too.

We feel it is important for children to get back into a school routine and to continue to learn at school so will be providing a timetable of lessons in maths, English, phonics and other subjects each day as well.

Risk assessment

A comprehensive risk assessment has been drafted which sets out all the measures we will be taking to keep everyone as safe as possible, following the guidelines published by the DfE. If you would like to see this, it will be posted on our school website shortly and I will send out the link. This will be a live document and will be amended and updated as new issues arise.

Classes and staffing

As you know, not all staff are able to return to work and we will need to split each class to keep numbers below 15. This means that children will not all be with their normal teacher and there will only be a teaching assistant to support in one class. Each class will be split into two groups e.g. Kittens 1 and Kittens 2.

This is how the groups will be organised:

	Reception		Year 1		Year 6		Kedington Care
	Kittens 1	Kittens 2	Tigers 1	Tigers 2	Cougars 1	Cougars 2	
Staff	Mrs Kirby (M- W) Mrs Dearman (Th & F)	Mrs Ahlquist (M- W) Mrs Jordan (Th & F) TA – Mrs Prince	Mrs Murray (M & T) Mrs Dodman (W, Th & F)	Miss Jolland	Miss Page	Miss Poole	Teaching Assistants
Location	Y1 Classroom	Y2 Classroom	Y3 Classroom	Y4 Classroom	Y6 Classroom	Y5 Classroom	YR Classroom

If you have let us know that your child is returning to school, their new teacher will contact you later today via Dojo to let you know that they are going to be in their group. The teacher will also post a video on Dojo at some point today to say hello, show them the classroom, and talk them through arrangements for coming in in the mornings.

Arrangements for drop off and pick up

To reduce the number of people on site we will be staggering drop off and pick up times:

	Drop Off	Wed Pick Up	M, T, Th, F Pick Up
Kittens 1 & 2	9.00 - 9.10	12.40 – 12.50	2.35 – 2.45
Tigers 1 & 2	8.45 – 8.55	12.55 -1.05	2.50 – 3.00
Cougars 1 & 2	8.30 – 8.40	1.10 – 1.15	3.05 – 3.10
Kedington Care	8.35 – 8.45	Optional collection 12.50 – 1.00	3.05 – 3.15

This will potentially be a difficult time of the day, especially while we are all getting used to the new arrangements. It would be very helpful if you could share the videos with your child and talk them through the routine their teacher has planned so they are confident with what to do when they arrive.

Please be aware that staffing is stretched with just one teacher in each class to bring the children in one at a time, support them to wash their hand and put their things away and supervise children already in the classroom.

To help this run smoothly and to help ease the children back into school, we are going to stagger the first day on 1st June even more:

Start times for <u>1st June only</u>	Drop Off Time
Kittens 1 & 2	1.00pm – 1.10pm
Tigers 1 & 2	11.00am – 11.10am
Cougars 1 & 2	8.30am – 8.40am
Kedington Care	8.35am – 8.45am

When arriving, please wait in the marked spaces outside the classroom for your child to be welcomed into their classroom. The location and route for each class are on maps at the end of this letter. Staff will be on hand to help on the first day. Please note Kedington Care and Kittens 1 children will come through the gate by the bike shed (to the left of the school entrance).

As part of our school's risk assessment, drop off and pick up needs to be done as quickly as possible. Teachers will not be able to chat with you as usual and any messages will need to be sent by Dojo or by emailing or phoning the office.

Year 6 children need to be dropped off at the gate but can be collected from the classroom at the end of the day. If you are happy for your child to continue to walk to and from school independently, they may do so.

You MUST arrive within the 10 minute window for your child's class. Please do not come on site before the allotted time and we may have to turn you away if you arrive after the window has ended.

When collecting children, please stand in line on the markers, the same as when dropping off. Children will be dismissed to the adult collecting them one at a time to the person who is at the front of the queue. Please try to stagger the time you arrive across the 10 minutes so all parents are not there at the same time.

I imagine that it will be tempting to stop and chat with other parents as you will not have seen each other for a long time, but we need to ask you to leave the school site promptly and do not wait around on site, including in the car park.

We have purposefully made the school day short for our Kittens children as we feel they may find the new arrangements difficult for the length of a whole school day. However, this does make the day short for working parents. If your child is in Kittens and you need us to hold on to them until 3.00pm or 3.15pm to fit in with your working day, please let us know and we will do our best to support you.

Kedington Care

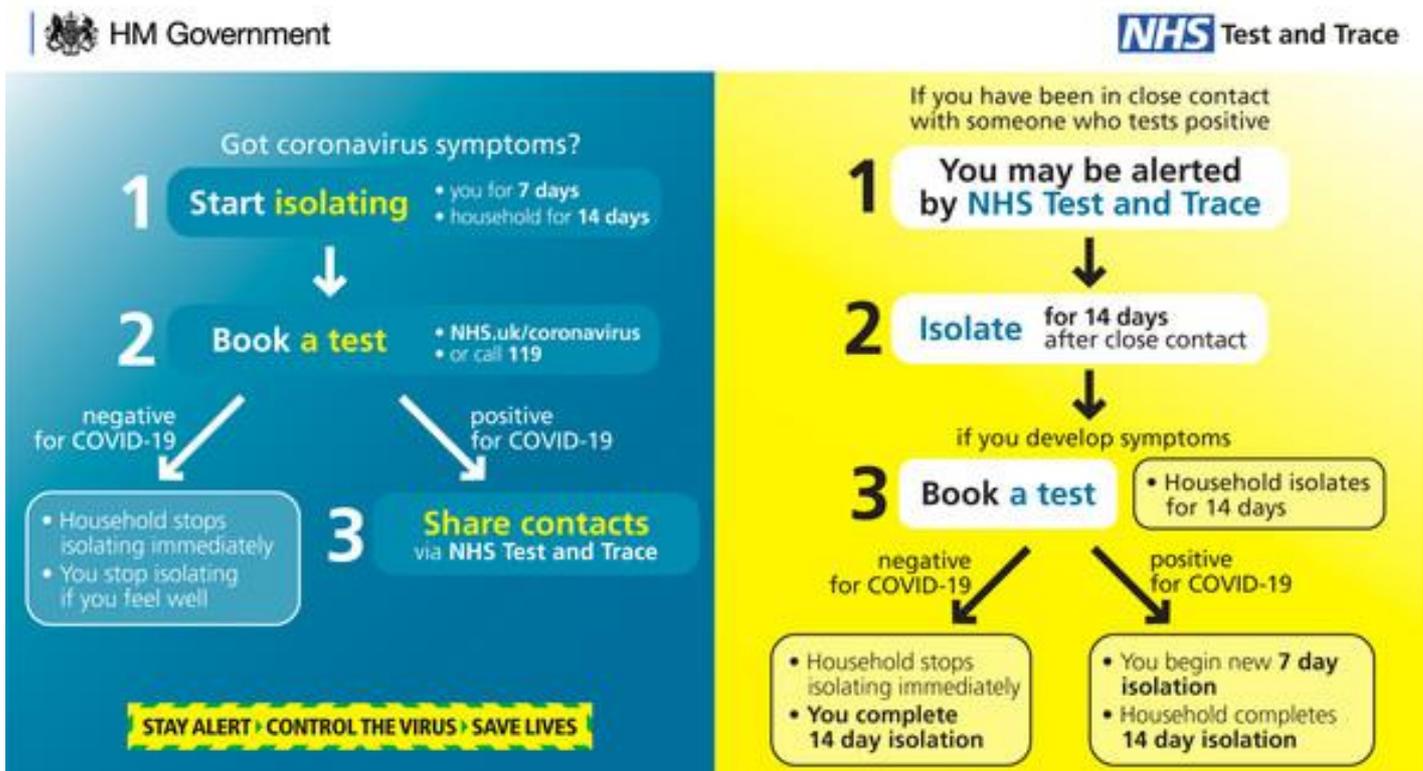
We will continue to support vulnerable children and the children of critical workers who are in Y2, 3, 4 and 5 in Kedington Care. However, as our number have grown and our staffing is more stretched, we are unable to complete school work with the children who attend and this will be a childcare facility.

We will no longer be able to offer flexible drop off and collection times for children attending Kedington Care and ask that you drop off and pick up during the 10 minute slot as above. By prior arrangement, parents who only need half a day's childcare and collect or drop off at 1pm. Children do not have to attend each day.

Illness

Your child **MUST** stay at home if they are unwell at all and particularly if they have any Covid symptoms. If we believe they have symptoms, we will isolate them within school and contact you to collect them. You **MUST** do this promptly.

The NHS Track and Trace guidelines below will need to be followed if someone in your household develops symptoms or has been in close contact with someone who tests positive. Please keep the school informed. We will follow the advice of Public Health England if we are informed of any positive tests in the school community.



If a member of staff is unwell and unable to be in school, we will let you know and do our best to cover the class. However, we will not be using supply teachers as we do not feel it is appropriate to bring different adults at short notice into the school. We will try to avoid it, but I need to make you aware of the possibility that we may have to close classes at short notice.

What your child needs to bring

Please make sure your child has:

- a sun hat (we will be spending a lot of time outside)
- water bottle(s) – please note, they will not be able to refill their water bottle due to possible cross-contamination so will need to bring plenty, especially on hot days

- a waterproof coat with hood (they will be going out in the rain unless it is a downpour)
- a packed lunch (if a school one has not been ordered)
 - Try to use packaging that your child can open independently as much as possible.
- one piece of fruit for snack (optional)
- their reading book – Y6 children

Please do **not** send in:

- sun cream
- personal hand sanitiser (we have plenty in school)
- anything from home that is not necessary (toys, show and tell items etc.)
- PE Kit
- pencil case etc

If your child forgets something, you will not be able to bring it to the school. If necessary, we will provide a school packed lunch and a bottle of water.

Sending things home

One question that has arisen amongst staff is whether we should send home reading books. We feel that having a physical reading book to read is really important for children so will aim to send books home. For Reception and Year 1, we will change books once a week, wiping down any books that are returned and leaving them for a week which will be time for any coronavirus contamination to have gone. This way, the books we send home will only have been touched by your child and the class teacher. Year 6 children will be able to choose from a limited selection, chosen by their teacher. Books will be clean and left for a week when they are returned.

We also deliberated about how safe it is to send things they have made home. We have decided we will send them home and it will be at the parents' discretion as to what they do with them!

Attendance

Each week, we will re-send the survey asking about your intentions for the following week and whether or not you would like a school packed lunch. **Please complete this every week if your child is in YR, 1 or 6, even if your answers are the same and whether or not you are planning for your child to attend school.** We are still under an obligation to follow up any absences as part of our safeguarding arrangements so need to have this information.

If we have not heard from you or are expecting your child in school and they don't turn up, we will contact you as part of our safeguarding protocols.

If your child is going to Kedington Care and you don't need childcare every day, please put this in the comment section on the survey.

We will be sending you our next survey on Tuesday 2 June about expected attendance for the week beginning 8 June.

Please re-read the FAQs send out before half term and reattached here to remind yourself of all the other arrangements and the steps you will need to follow to support us to keep everyone as safe as possible.

Arrangements for children not in school

Although meeting the DfE's guidance for those children who will be in school means staffing will be stretched, we feel strongly that **ALL** our children still belong to Kedington Primary and we want them to continue to do our best for them and for them to continue to feel part of their class and school community.

To support this, gold book assemblies and birthdays will continue for all children and posted on Dojo each week and we will continue with as much contact as we can, given the constraints.

Years 2, 3, 4, 5

Each class teacher will still carefully plan work for children to do, based on their knowledge of the class and what elements of that year group's curriculum has been covered so far this year. It will not be possible for teachers to provide the level of input (e.g. videos and narrated PowerPoints) that they do now, but will still do all they can to support children to continue to learn at home. The work will be sent out in two batches, at beginning and middle of the week. We would like children to post completed work on Dojo, but will not be able to acknowledge it all and give the current level of feedback that teachers have been able to provide in the past.

Miss Fenn will be supporting Year 5's distance learning from home, working closely with Miss Poole. This means that we will have more capacity for this year group to receive a greater level of support with their home learning in preparation for their final year in primary school.

Teachers are aiming to send out several videos a week to say hello and read a class story, as well as leading a weekly class Zoom meeting. We value keeping in touch with our children and know that many of them really look forward to speaking to a member of staff on the phone. This is also a key part of how we keep in touch with our families and support safeguarding. We will therefore aim for each

child to have a call at least once a fortnight, from a familiar member of staff wherever possible.

Years R,1 and 6 who are not attending school

For children in YR,1,6 who do not return to school, our offer will be minimal and will consist of a weekly overview of the learning taking place in class with links to external resources and any of the teacher's resources that will support learning at home. Again, we will ask children to upload the work they complete onto Dojo, but feedback will be minimal.

We will still aim to keep in touch with phone calls and will aim for a call at least once a fortnight, from a familiar member of staff wherever possible.

Thank you again for all your support over the last few weeks. We really do appreciate all your words of encouragement and feel privileged to be part of such a great community.

Please feel free to contact me to ask any questions or for further clarification.

Best wishes,

Vicky Doherty
Headteacher

Remember your...

Bubble!

Imagine you have a big bubble around you and you cannot get closer than 2 metres to anyone else. This is what we do now to help keep everyone safe.



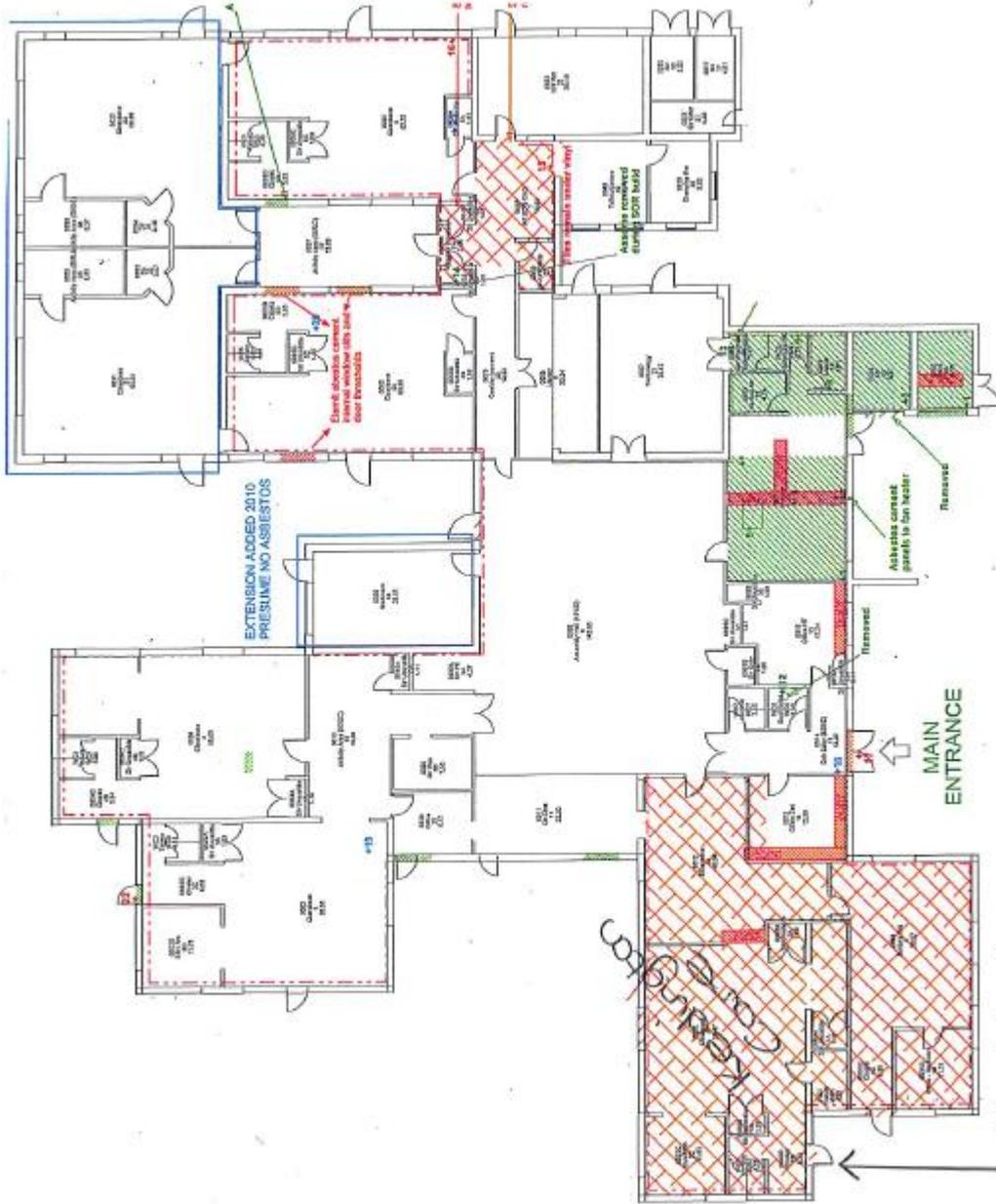
Drop off and Collection

Remember

- One adult only
- Drop off and collect as quickly as you can
- Drop off and collect **ONLY** within the class's allotted time. You must be on time
- Stagger drop off and pick up within the 10 minute window
- Y6 to go from the gate to class independently
- Use another way of giving messages to the teacher (e.g. email the office)
- Forgotten items cannot be brought to school later
- Maintain social distancing at all times
- Do not stop to chat with other parents on the school site, including the car park



Kedington care

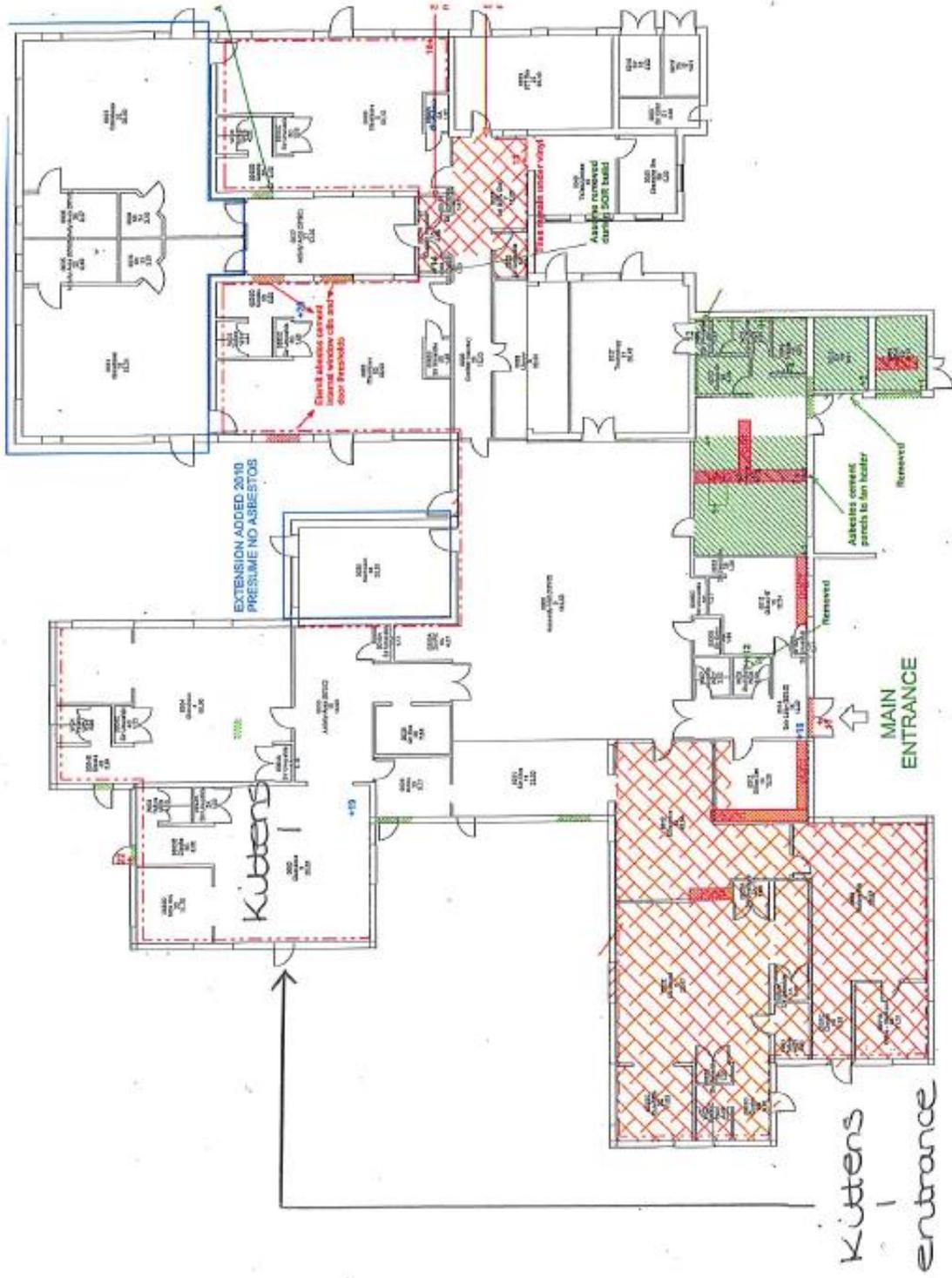


KEDINGTON PRIMARY ACADEMY

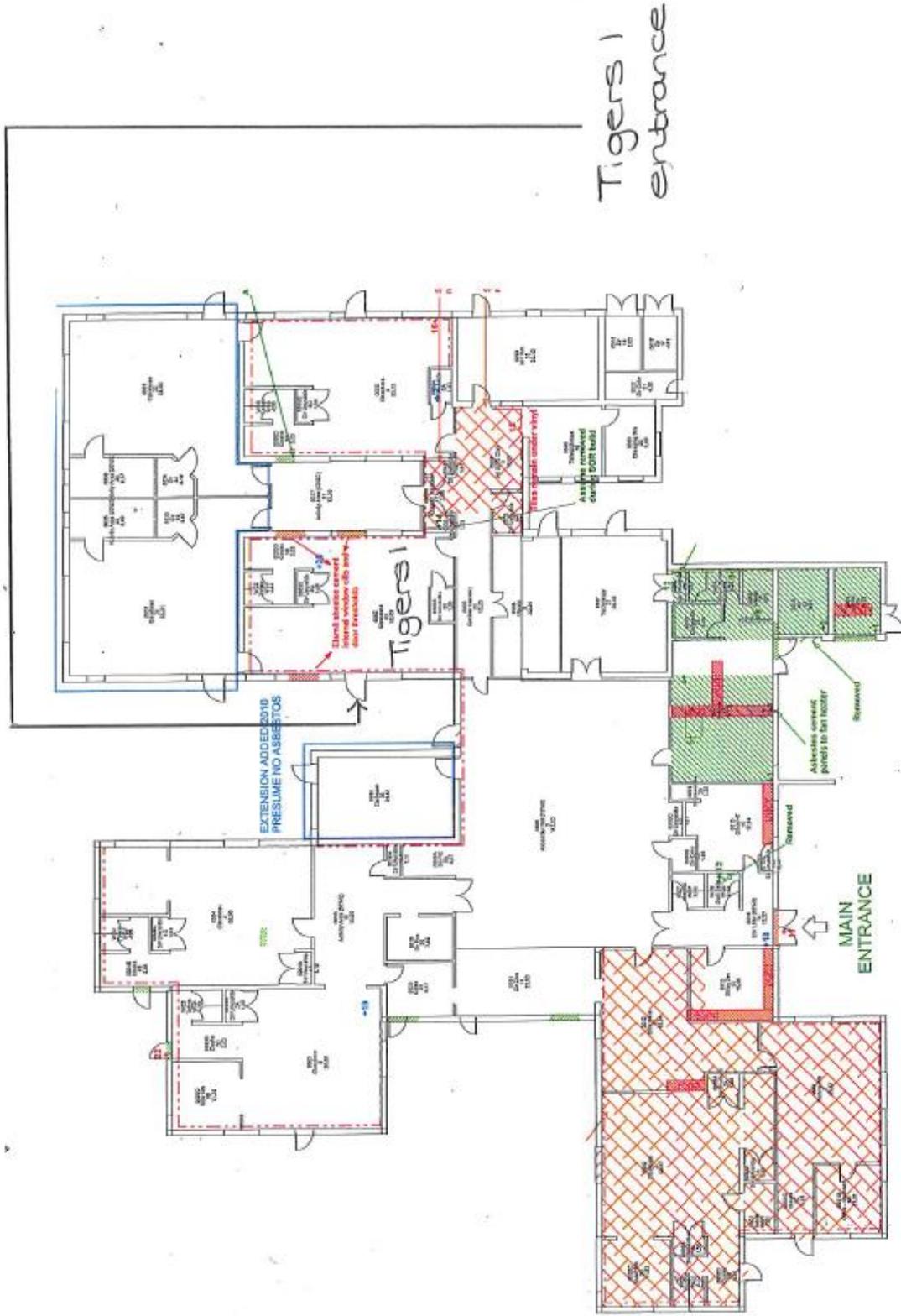
Kedington care entrance



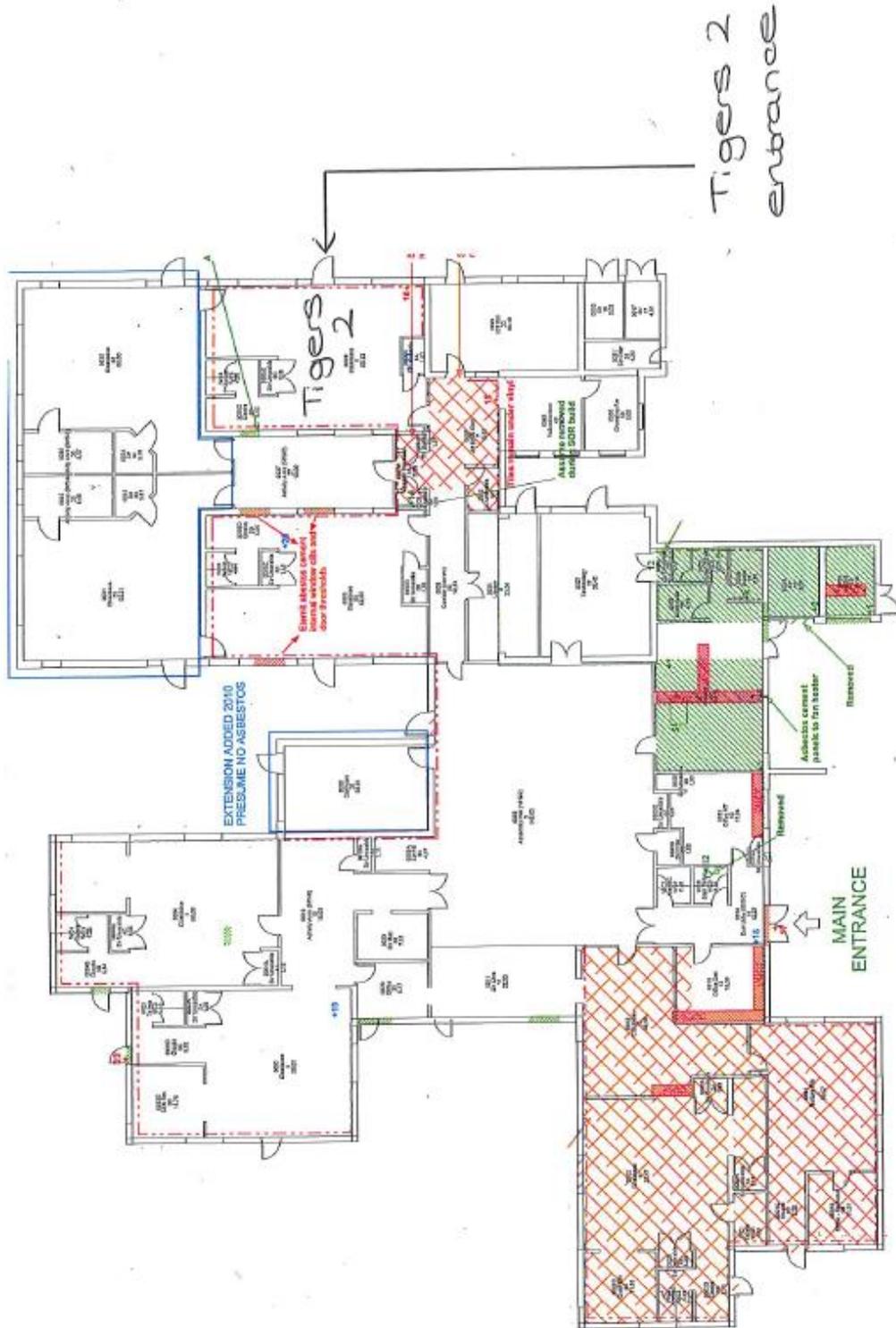
Kitchens | entrance



Tigers 1



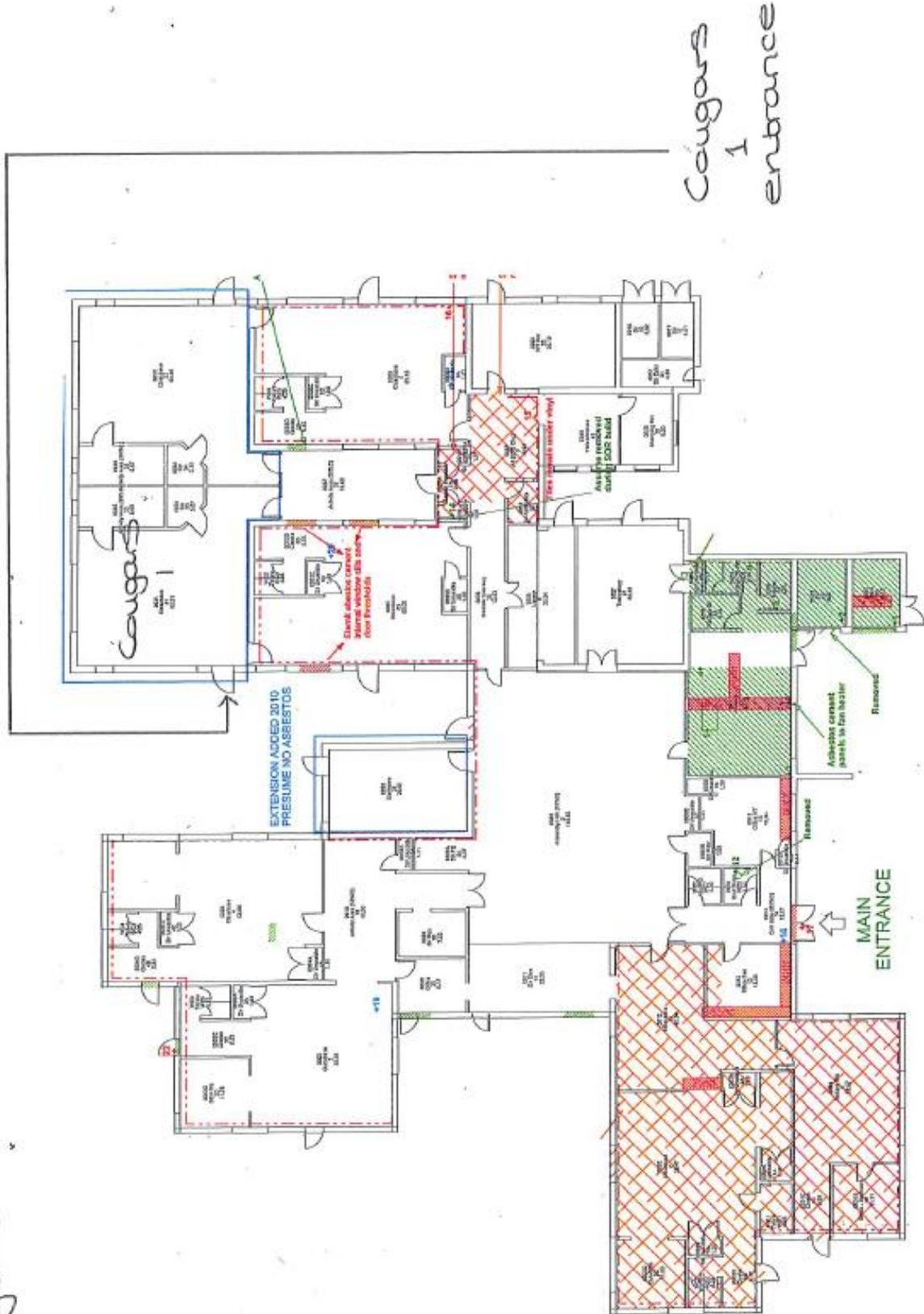
Tigers 2



Tigers 2
entrance



Cougars 1



Cougars 1 entrance



Cougars 2

