

Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Monday 25th May 2020

Dear Parents

Plan for re-opening of School

As promised, I am writing to you all with some detail about the potential phased re-introduction of Year R, Year 1 and Year 6 children. I hope that the information provided below helps you to make an informed decision about whether or not your child should be in school.

Thank you all for your replies last week with your initial thoughts about returning to school. I had 40 responses and I have read all of your individual comments. I apologise for not having had the time to reply personally to each. There were 22 “yes” replies to pupils returning to school, 12 “No” and 6 “maybes”.

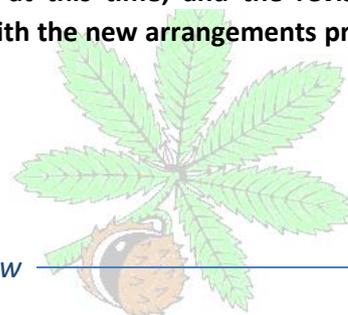
I will share with you all that I have had significant reservations about the decisions that have been taken in relation to children returning to school, whilst also understanding the benefits of children being in school. My approach to re-opening the school has been to reduce the risks as much as possible, ensuring that we are taking all necessary actions for the safety and wellbeing of the children in our care, whilst also providing the best education that we can, given the current circumstances. I have also had to take into account factors such as staffing levels, to make the best decisions I can for our pupils. We have tried our best to accommodate the government’s ambition for all three groups to restart, whilst dealing with the limitations of our own school context. The safety of children, staff and parents has been paramount in all decision making.

The arrangements set out below must be adhered to by everyone using the school site, either as a place of work, education or during the process of dropping off or collecting children. The arrangements are based on the guidance provided by the Department for Education (DfE) and Kent County Council (KCC) and following discussions with other head teachers in the CARE Foundation Trust. Our response to the risks that have been highlighted will be reviewed and, if necessary, updated as the situation evolves.

The outline below is for the proposed opening of Year R, Year 1 and Year 6 from the 1st June 2020. We have been asked to give priority in this order: Key worker and vulnerable pupils, Year R, Year 1 and Year 6, as per the Government guidance.

Please read the section below about how the school will be organised, so that you understand how we are trying to minimise the risks associated with pupils returning to school at this time, and the revised timetable we are needing to adopt. Please also familiarise your children with the new arrangements prior to them returning, as school will feel very different for them.

Sow the seeds... Nurture... Watch them grow



Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Week commencing 1st June 2020

Monday 1st June and Tuesday 2nd June will be reserved for 'emergency' INSET days for staff training, deep cleaning and the reorganisation of the school. **No pupils** will attend on these days. Key worker parents may request places in larger hub schools by emailing headteacher@brabourne.kent.sch.uk, for emergency child care on these two days.

Key worker/vulnerable pupils, pupils from Year R and Year 1 will be permitted to return from **Wednesday 3rd June**.

Pupils from Year 6 **will not** return at this time. A phased return is planned and we will update parents as soon as this is possible.

I would be grateful if you could inform us if your child will be returning from Wednesday 3rd June, so that we can make definitive preparations.

Please email office@brabourne.kent.sch.uk by **3.15pm on Wednesday 27th May**. We also need to know if you would like the school to provide a packed lunch (free to children in Year R and Year 1), as no hot food will be available. You **do not** need to let us know if your child is not returning at this point.

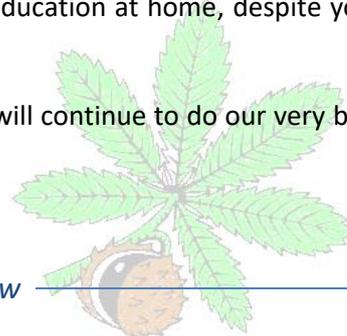
This is a lot of information and I appreciate that many of you may still be unsure of what to do for the best. If you are still unsure, my advice is to be cautious. The government support that message as they have suspended any penalties for non-attendance. We are in an unprecedented situation and I have no doubt that our plans will be adapted as the situation evolves and further guidance is produced by government. I will be posting Q+A to some common points at <http://www.brabourne.kent.sch.uk/parents/school-closure-phased-return/>. I will update this site with any other questions you may have as I receive them.

Please remember the government has yet to formally agree the decision that schools will return. There is a possibility they will change this strategy and their final decision will be on Thursday 28th May, so we can only confirm everything for certain after Thursday.

I am very mindful that these times are difficult for pupils, staff and parents. I wish to thank you again for your constant support and understanding over the past few weeks. In all the years I have taught, and as Headteacher, we have never faced such a challenge in the education system. But equally, I am in no doubt of the kindness and generosity shown within our school community. I want to thank you all for the warm messages you have shown to the teachers and staff who have been working in many different ways to support our children, whilst also managing the challenges of their own daily lives. I would also like to thank you for all you are doing, and continue to do, to help support your child's education at home, despite your own challenges.

Whatever the government's decisions going forward, please be assured we will continue to do our very best to support all of our pupils and families in every way we possibly can.

Sow the seeds... Nurture... Watch them grow



Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Stay safe and well.

With best wishes,

Andrew Stapley

Headteacher



Sow the seeds... Nurture... Watch them grow

Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

From Wednesday 3rd June 2020

Illness

If a pupil shows any of the symptoms of Covid-19 below, however mild, they should not come to school and the school office should be notified. Any child (or member of staff) showing these symptoms in school will be sent home immediately.

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

School day

Some year groups will have a staggered start and finish to the day. This means that they will not be in school for the normal length of a school day.

Year 6s will not yet return at this time. Once we are in a position to phase Year 6 back into school, I will notify parents accordingly.

Year Rs will only attend Monday to Thursday.

The school will be **closed on Friday afternoons** for teacher planning and for deep cleans to take place.

The school will continue to offer childcare for Key worker/vulnerable pupils every day of the week, as is currently the case. Please notify the school if this is needed, specifying which days are required.

From Wednesday 3rd June for Key Workers, YR, Y1 only

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Key worker pupils	Available	Available	Available	Available	Available
YEAR R AM	In school	In school	In school	In school	No classes
YEAR R PM	In school	In school	In school	In school	No classes
YEAR 1 AM	In school				
YEAR 1 PM	In school	In school	In school	In school	No classes



Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Arrival and Pickup

Arrival and pick up times will be as follows:

	Drop off	Pick up (Monday to Thursday)	Pick up (Fridays)
Key worker pupils	8.40	3.15	3.15
Year 1	9.10	3.00	12.45
Year R	9.25	2.45	n/a

Arrival

Arrival at school will be staggered to avoid gathering and allow social distancing. Please can we ask that parents do not congregate in groups either on the pathways leading to and from the school or in the school car park. Please park allowing plenty of space between cars. Social distancing should be followed in the school car park at all times.

It is very important that parents arrive at school within the identified 15 minute period for the year group and **not any earlier**, otherwise we will not be able to maintain social distancing. We are also asking that all children are brought into school and collected at the end of the day by one parent only.

Children need to be accompanied by one parent and line up outside of the school gate. Two metre spacings will be marked out along the right hand side hedgerow, by the school gate, where children and parents should wait. Once the gate is open, children may enter the school, **one by one**, and the parent should exit to the car park, via the school garden. I will be outside to direct parents and children and there will be signs posted.

Pupils should use the automatic hand sanitiser at the gate before entering the school. Pupils will follow the way through the playground where Mrs Mac will direct them to their classrooms. Children will not remain outside in the playground as usual.

Non-contact thermometers will be available to check the temperature of every child/adult before entry to the building.

Parents will not be permitted to enter the main school grounds, or the school office, at this time. Messages should be sent in via email to office@brabourne.kent.sch.uk or telephone 01303813276.



Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Pick up

When collecting children at the end of the day, the pupils will be brought to the school gate by staff. Parents should wait next to the 2 metre markers by the right hand side hedgerow and allow enough space in front of them to allow others to leave the school site. Where possible, children will be released to the parent at the front of the line. The parent and child should then leave the premises immediately, following the one-way system through the school garden and back out onto the car park.

Arrangements for Teaching & Learning

All children will be in a 'pod' of no more than 15 children with two adults where possible. We have tried to deploy the staff so that each group has within it a member of staff from your child's year group team. It is important that parents understand that we cannot always ensure that your child is with their class teacher, or indeed with particular friends in their class.

During the day the 'pod' will not come into contact with pupils or staff in other 'pods'. They will be based in a classroom and/or the outdoor area and will not be able to go into other classes/workspaces where other groups are working. The tables will be placed as far apart as possible and pupils will be expected to remain in the seats where they are asked to sit.

The children will continue to work on the home learning packs that the class teachers will continue to plan for those at home. This is to ensure consistency for all children within a year group, whether they are in school or not. In school, there will also be a focus on learning outdoors wherever possible and we will be supporting all children with their wellbeing as they transition back into school.

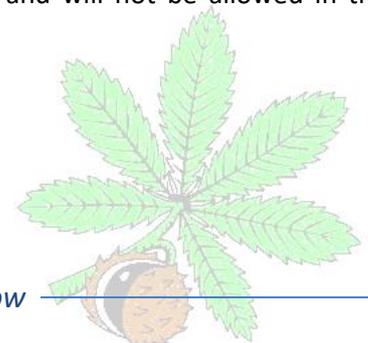
Reception and Year 1 will have particular focus on teaching and learning of phonics and reading.

We fully appreciate that keeping them apart will be challenging, particularly for younger children.

When Year 6s return, they will have a particular focus on transition to secondary school.

Some areas of the broader curriculum will be restricted.

Pupils will be based in their usual classrooms, apart from Key worker pupils who will be based in Neptune Class. They will enter and exit their classroom base via the outside door and will not be allowed in the corridors, except to go to the toilet.



Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Symptoms at school

If anyone in school 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 self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils in school should have access to a test if they display symptoms and are encouraged to do so.

While awaiting collection, the child will be moved to the music room, where they can be isolated with appropriate adult supervision. A designated toilet will be available to them only.

PPE (mask, gloves and apron) will be worn by any member of 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).

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

If the child or staff member tests positive, all other members of their 'pod' should be sent home and advised to self-isolate for 14 days. The other household members of each child/member of staff in the pod do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

Cleaning & Hygiene

"The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.

The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible."

(KCC Guidance)

In order to maintain thorough cleanliness, the following measures will be in place:



Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Hand Washing	<ul style="list-style-type: none">• All children will be required to use the hand gel dispenser by the gate to the school when they enter.• Children will wash their hands before and at the end of break and lunchtime.• Children will also be expected to wash their hands after they have been to the toilet.• Hand sanitiser will be available in all classrooms as well in other locations around the school.• Hot water and soap will be available in the toilets and classrooms.
Toileting	<ul style="list-style-type: none">• We have allocated specific toilets to different pods to try and minimise contact with others. Year R and Y1 will only use the toilet by Reception class. The key worker children will only use the toilet midway along the main corridor. Year 6s will use the main toilets at the playground entrance. Staff will only use the staff toilets in the main area.• Only one child at a time, in a 'pod', will be allowed to go to the toilet to minimise contact with children from other groups. They will be encouraged to wash their hands and also use hand sanitiser on their return to the classroom.
Cleaning	<ul style="list-style-type: none">• Additional cleaning of the toilets and classrooms will take place during the day with a focus on hot spot surfaces, door handles light switches etc. After the children have gone home, our Site Team will be thoroughly cleaning the rooms that have been used by the children ready for the next day. A deep clean will also take place at the end of the week, in line with the government's cleaning recommendations.• Staff will have access to cleaning materials in every pod for use throughout the day and children will be able to use soap and water, hand sanitisers and disinfectant wipes.



Brabourne Church of England Primary School

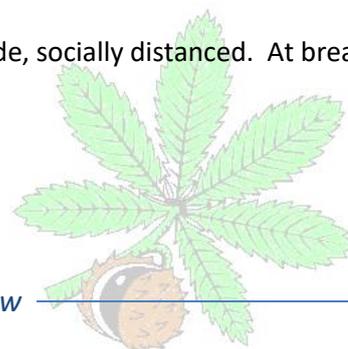
Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Resources	<ul style="list-style-type: none">• All resources that the children touch will need to be cleaned regularly which will become potentially very unmanageable for teaching staff. Therefore access to the normal classroom and playground resources will be significantly limited. This is particularly the case for Venus class.• All children will be allocated a table and a seat and the child will not be permitted to move to other seat locations.• All children will be provided with a basic set of resources e.g. pen, pencil, rubber, sharpener, ruler, glue stick, scissors and colouring pencils which will be for their own use only. All containers will be wiped clean at the end of each day and any utensils used in class disinfected.• Children will not need to bring bags into school with them; they will not be necessary as they will not be allowed to bring items into school. We will not be able to allow books including reading books to come home. <p>The only items that should come with them are:</p> <ul style="list-style-type: none">❖ Packed lunch if needed (clearly named)❖ Water bottle (clearly named). Please note that the water fountains in school will not be in use, so this is essential.❖ Please ensure sun cream is applied before school, if necessary.
Personal Protective Equipment (PPE)	<ul style="list-style-type: none">• PPE will be provided for staff if a child falls ill whilst in school with any symptoms which indicate possible covid-19.• Staff will also wear PPE should they need to support any child with their personal care.• Staff are permitted to wear PPE at any point.
Uniform	<ul style="list-style-type: none">• Pupils should wear school uniform, apart from key worker pupils, for which this is optional.• Children are not expected to wear usual school shoes but rather shoes (eg. trainers) that they can undertake active tasks in. This helps to avoid the need to change in school and bringing in additional clothes / bags etc.• PE kits will not be necessary at this time.• There is some evidence that the virus can remain on fabrics. We therefore ask that children arrive in a clean set of clothes each day.

Lunch Arrangements

Children will be eating their lunch in their groups in their class bases or outside, socially distanced. At breaks and lunchtimes, children will play in their own 'pods' only.



Sow the seeds... Nurture... Watch them grow

Brabourne Church of England Primary School

Brabourne, Ashford, Kent TN25 5LQ * Tel/Fax 01303 813276 * email office@brabourne.kent.sch.uk

Headteacher: Mr Andrew Stapley

Staffing levels

If we are unable to access sufficient staff, we may need to close to particular pods of children. These will be prioritised in the following order:

Key workers (will be the last to close)

Year R

Year 1

Year 6 (will be the first to close)

Attendance

No parents/carers of children in Years R, 1 and 6 will face fines or other sanctions if they choose not to send their child(ren) into school. The school will be authorising all non-attendance at this time.

Home-Learning

Class teachers will continue to plan and organise home learning support as previously. As most teachers will be full-time with their groups, please can I ask that emails are only used for queries around learning. If you have a query about anything else, please direct it to the office or the Headteacher email.

Other Arrangements

All regular school activities such as trips, services, assemblies, performances are postponed until further notice. Class worship will take place in each 'pod'.

It will not be possible to operate Early Morning club or after school clubs at this time.

