

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

July 2020

Dear parents/carers

From September, we hope that we will be able to welcome all our children back to school, as well as welcome our new Year R children. The aim of this letter is to give you an outline of what a September start will look like. These plans may change depending on government advice, and be adapted due to circumstance if needed.

The over-riding principle of safe provision of education is to balance the size of the groups in which the children are taught whilst maintaining an effective educational provision. For the vast majority of the day, children will be in their class groups.

We will be maintaining our high expectations around children's conduct and behaviour as we feel that stability and security is best for our children at this time. These expectations will also apply to school uniform and PE kit, as these help to establish the children's mind-set.

The following protocols detail how, as a school, we will be working. Please note that this is a working document and it is subject to change.

Attendance and Punctuality

The government's expectation is that all children should attend school from September and that the usual attendance and punctuality recording will resume. Children arriving after 9.00am will have to enter via the school office and will be marked as late (L) before registers are closed. Children arriving after 9.20am will be marked late (after registers close) and will be marked absent for the morning.

I hope that almost all parents will welcome the fact that their child is back in school and be reassured by the preventative measures that the school has taken. Where parental anxiety remains, we are always available to talk through any issues that may occur.

Beginning of Day

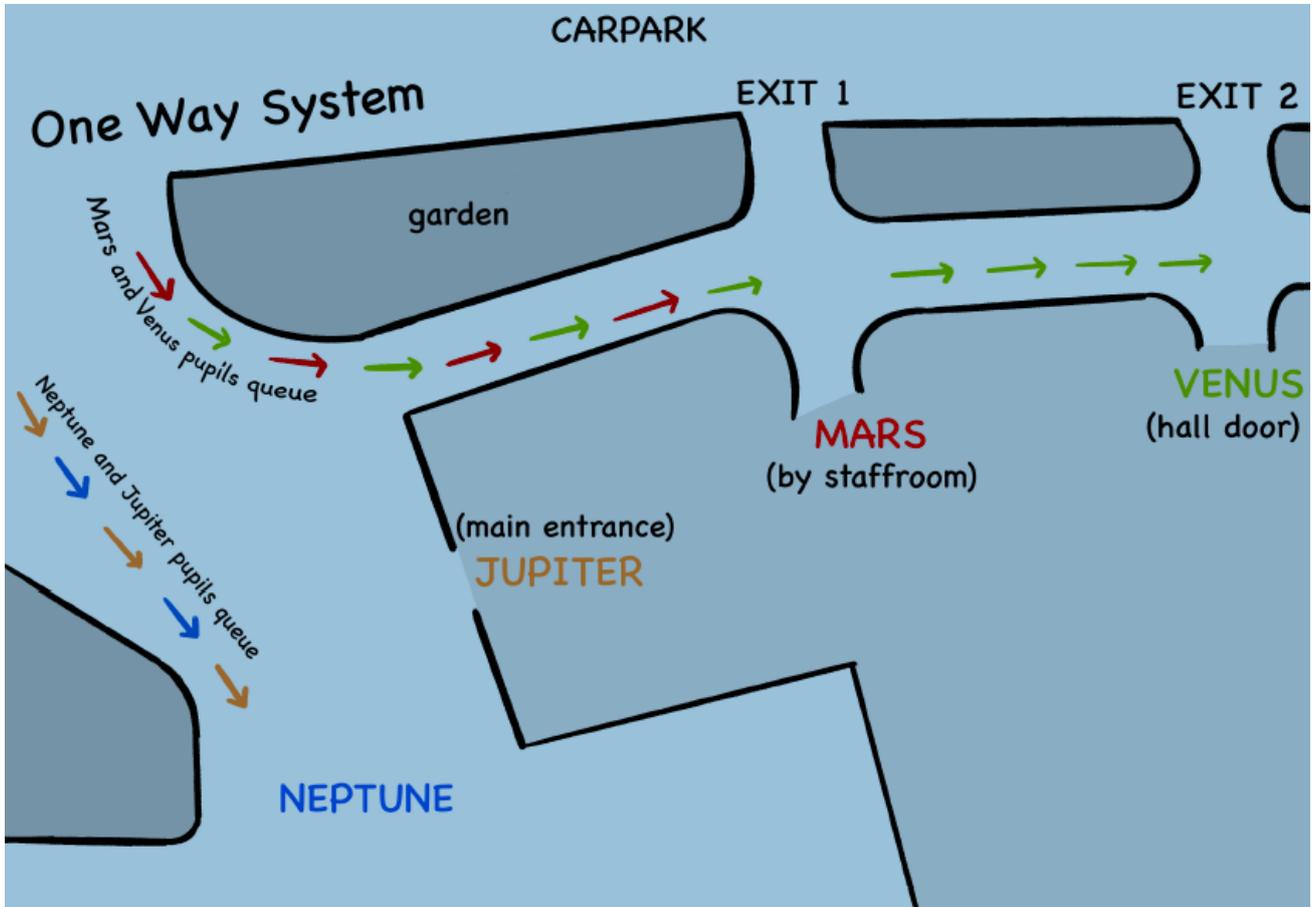
There will be a one way system of movement from the top of the main entrance to the school, down the pathway by the side of the school and out by either the double gates or the far end gate by the PTA shed. This plan is detailed in the following diagram. Entrances and exits are labelled, as well as drop off and collection points for each class.



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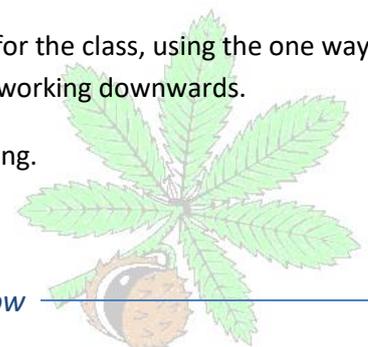
Due to increased numbers of children and adults returning to school, all parents and children must strictly follow this one way system. Markings will remain on the route spaced 2 metres apart and, when queuing is needed, we ask all parents to respect these.

Parents of Jupiter and Neptune pupils will line up down the right hand side of the hedge by the school gate. Jupiter pupils may walk down unattended if parents feel they are responsible enough to do so. Jupiter pupils will enter through the school main door and enter directly into the classroom. Neptune pupils will enter via the main school gate and enter through the playground into their class. Mars pupils will enter via the side door by the staffroom. Venus pupils will enter through the hall doors. All class drop off points and directions will be marked.

Exits should only be through those indicated on the plan, through the school garden.

Parents with siblings should drop each child off at the appropriate entrance for the class, using the one way system, before moving onto the next one, starting with the eldest pupil and working downwards.

Drop offs will be staggered to ease the flow of people to allow social distancing.



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TIME	CLASS ARRIVAL
8.40-8.50	Jupiter (Y5,6) and Mars (Y1,2)
8.50-9.00	Neptune (Y3/4) and Venus (YR)

Parents with siblings in classes for either time slot, may choose either time to arrive.

All visitors to the school must use the one way system of drop off, socially distancing with other adults when queuing in the school grounds or moving around the school carpark. **We ask that parents do not convene in the carpark and leave quickly to maintain the smooth running of the school.**

End of Day

The one way system will be in place also at the end of the school day. Parents of children in Neptune and Venus should collect their child at 3.00pm, along with any siblings in other classes. Jupiter and Mars classes will be collected at 3.15pm.

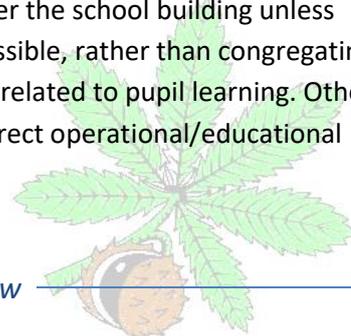
TIME	Cohort	LOCATION
3.00pm	Neptune/Venus (+siblings in Jupiter and Mars)	Via the one way system, parents collect from the designated pick up locations per class.
3.15pm	Jupiter and Mars	Via the one way system, parents collect from the designated pick up locations per class.

We ask that parents stick rigidly to these timings to avoid congestion. Parents should not convene in the car park. We will need collection and drop off to flow, therefore, once the children have been collected, parents should leave immediately. When dropping off or collecting, only one adult should collect where possible.

At pick up, Year 5/6 children will not be allowed to leave the school unaccompanied.

Visitors in School

As a school we pride ourselves on our relationship and open communication with parents however, in light of the COVID-19 outbreak, we will need to make some changes. In the first instance, there will continue to be no whole-school gatherings or events at this time. Parents should not enter the school building unless invited and they are also asked to email messages into the school, if at all possible, rather than congregating at the school office. Teachers are still contactable by email for any questions related to pupil learning. Other visitors will be extremely limited to the school and only where they have a direct operational/educational



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impact.

All visitors will be asked to leave their details, as part of the Track and Trace system. The school's new privacy notice can be found here: <https://www.brabourne.kent.sch.uk/parents/covid-19/>.

Clubs

We intend to re-start some of our clubs, including Early Morning club later into the Autumn term. Clubs will be constrained by a range of additional health and safety measures and therefore we will keep you updated when this can happen safely.

Uniform and items

Pupils will be expected to wear normal school uniform. They are permitted to bring bags/book bags into school, but should limit the number of items to those relating to their education, such as PE kit, lunchbox (named), water bottle (named) etc.

Stationery

Due to extra hygiene measures that are needed, we would be grateful if you could supply your child with a pencil case to bring into school. The pencil case should be small and sensible so not to take up too much room on the desk and that can be easily wiped. Names should be clearly written. It should include the following items:

- a set of coloured pencils, a rubber, a pencil sharpener and a small white glue stick (Mars, Neptune and Jupiter)
- a set of coloured pens (Jupiter only)
- a half sized ruler (Neptune and Jupiter only)
- any other equipment (i.e writing pencil, whiteboard pen) will be provided by the school.

Lunches

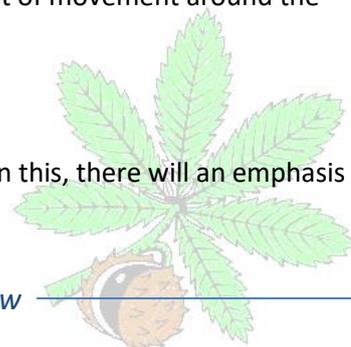
Hot meals will resume in September and we ask that parents continue to pay through Caterlink online, as access to the main office will be invitation only.

Classroom Practice

Seating arrangements will need to be re-arranged so that no child is directly facing another. Each child will have their desk for the storage of personal items, in order to limit the amount of movement around the classroom.

Curriculum

The school will continue to teach a broad and balanced curriculum, but within this, there will an emphasis on



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core skills which children may struggle with. As always, curriculum planning will be informed by informal teacher assessment of where the children are and addressing gaps in knowledge and skills.

In the Early Years, there will be a focus on gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

In Key Stage 1 and 2, the school will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.

Home-Learning

The school will not be setting extra home-learning, as all children will be in school. We will continue to use our learning platforms, Tapestry and Seesaw, for homework, as a means of limiting the amount of items that travel between home and school.

Behaviour

We do expect all pupils to adhere to high expectations of behaviour and to comply with the new rules and routines that are in place, to protect everybody in the school community. Our revised behaviour policy has been updated to reflect these changes and can be found here: <https://www.brabourne.kent.sch.uk/wp-content/uploads/2020/07/BCEP-Behaviour-Policy-Updated-June-2020-3.pdf>

Personal Hygiene

All children entering the classroom will be asked to sanitise their hands. Handwashing should also be routine throughout the day, especially upon entering a new environment, i.e. after playtimes.

Enhanced Cleaning Schedule

The school's cleaning company will have in place an enhanced cleaning schedule, to ensure that classrooms, and other areas of the school, are thoroughly cleaned each day.

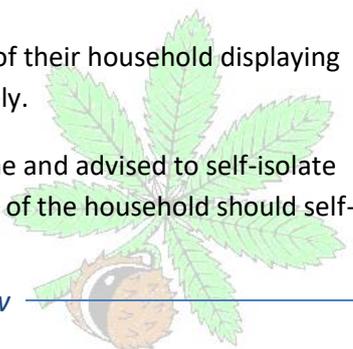
Social Distancing

Whilst children will be allocated within certain 'bubbles', or groups, they will still be encouraged to maintain social distancing where at all possible. Classes will not be allowed to come into contact with each other.

COVID-19

No children, staff or parents who are displaying symptoms (or has a member of their household displaying symptoms) should attend school and the school should be notified immediately.

If anyone within the school begins to display symptoms, they will be sent home and advised to self-isolate for seven days and arrange to have a test as soon as possible. Other members of the household should self-



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isolate for fourteen days.

Guidance for Coronavirus symptoms can be found here: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>.

Anyone who displays symptoms should be tested and these can be booked online via the NHS website (below) or the NHS 119 phone number.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Essential workers have priority access to testing and these can be booked via the link below:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

Schools have also been told they will be given a small number of home testing kits to distribute as needed.

The school should be informed immediately of any pupil showing symptoms and of any test results once they have been received and before any child returns to school.

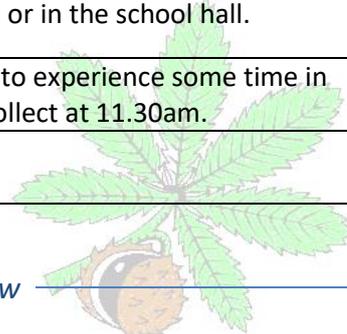
If the test is negative and the person no longer displays symptoms, then they can return to school. Other members of their household can also stop self-isolating.

If the test is positive, they should follow the stay and home guidance and continue to self-isolate for seven days from the onset of symptoms. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. Updated guidance will be sent out to parents in September.

New Year R

As our usual taster days of the summer term were postponed due to the current circumstances, we are planning a more transitional approach to the first term for our new Year R children. The first two days are designed to introduce the new children, and new parents, to the school and the class team. The following week, the children will be in part-time to get used to their school day. The children will be in full-time from Monday 14th September. We will send out further details in a separate letter nearer the time and very much look forward to meeting all of the new children and parents.

Date	Time	Timetable
Thursday 3rd September	10-11.30am	Parents and children are invited to meet Mrs Winchester on the field (weather permitting) or in the school hall.
Friday 4th September	10-11.30am	New Year R pupils are invited to experience some time in Venus class. Parents should collect at 11.30am.
Monday 7th September	9.15 -12.00pm	Pupils in class



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Tuesday 8th September	9.15 -12.00pm	Pupils in class
Wednesday 9th September	9.15 -12.00pm	Pupils in class
Thursday 10th September	9.15-1pm	Pupils in class/lunch in school
Friday 11th September	9.15-1pm	Pupils in class/lunch in school
Monday 14th September	Full time (8.50- 3pm)	Pupils in class/lunch at school

I appreciate that there is a lot of information in this letter and should you have any queries, please do let me know. If any of the information changes before the September start, I will of course keep everyone informed.

With best wishes,

Andrew Stapley

Headteacher



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