

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

2nd September 2020

Dear Parents/Carers

I am very pleased to say that we will be welcoming all of our children back to school tomorrow, Thursday 3rd September. As promised, please find a copy of the letter sent before the summer, with some updates highlighted in yellow.

Please take the time to read the letter carefully and explain some of the changes to your children before they return to school.

Importantly, please do keep to the one-way system and keep the flow of people and traffic moving in the morning. Teachers will need to bring pupils into school quickly and efficiently for a 9am start, so if you need to speak to a teacher urgently, please ring the school or email and if needed we can book you in for a telephone appointment.

I hope you will all be reassured by the protective measures we have put in place to keep everyone safe in our school community. I will be sure to keep everyone updated if there are any changes or updates.

No PE kits will be needed until next week and I will notify parents of what will be needed before then.

If you have any queries or concerns, please do let me know.

We very much look forward to seeing everyone.

Kind regards
Andrew Stapley
Headteacher



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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 maintained 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 mindset.

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). Children arriving after 9.20am will be marked late (after registers close).

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

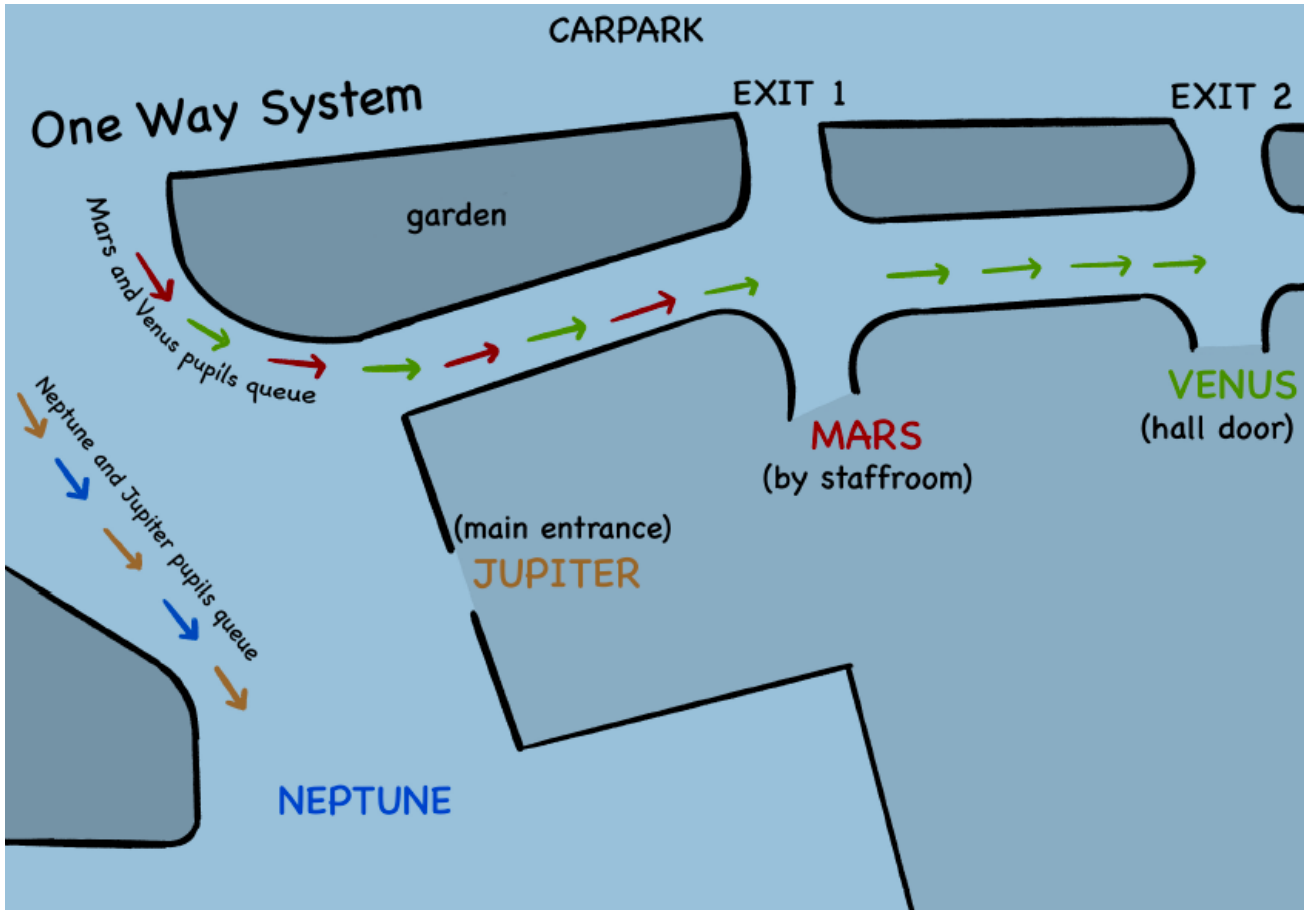
There will be a one way system of movement from the top of the main entrance to the school, down the pathway by the side of the school and out by either the double gates or the far end gate by the PTA shed. This plan is detailed in the following diagram. Entrances and exits are labelled, as well as drop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



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All parents and children must strictly follow this one way system. Spaced markings will remain on the route 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 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.

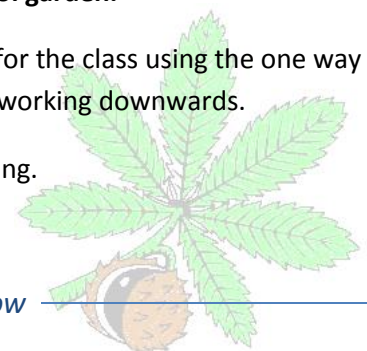
Mars pupils will enter via the side door by the staffroom. Venus pupils will enter through the hall doors.

All class drop off points 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 in both time slots, 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 queueing in the school grounds or moving around the school carpark. We ask that parents do not convene in the carpark and leave quickly to keep the smooth running of the school.

End of Day

The one way system will also be in place at the end of the school day. Parents of children in Neptune and Venus should collect their child at 3.00pm (if you have siblings in Jupiter and/or Mars classes – they will also be allowed to leave at 3pm). The remainder of Jupiter and Mars classes will then 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 unattended.

Clubs

We intend to re-start some of our clubs, including Early Morning club later in 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.



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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.

Jupiter, Neptune and Mars pupils

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

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

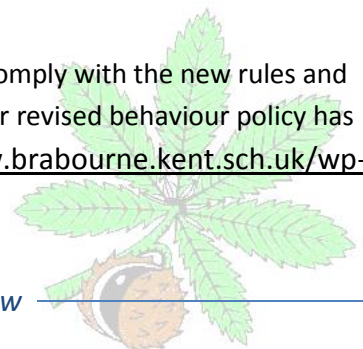
The school will continue to teach a broad and balanced curriculum but within this, there will an emphasis on core skills which children may struggle with. As always, curriculum planning will be informed by informal teacher assessment of where the children are and addressing gaps in knowledge and skills.

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.

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->



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<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.

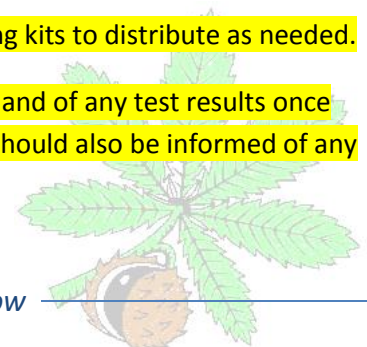
If anyone within the school begins to display symptoms, they will be sent home and advised to self-isolate for ten days and arrange to have a test as soon as possible. Other members of the household should self-isolate for fourteen days.

For anyone with symptoms of coronavirus

1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
2. test: [get a free NHS test immediately to check if you have coronavirus](#) or call 119 if you have no internet access
3. results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, other household members no longer need to self-isolate. If you feel well and no longer have symptoms similar to coronavirus, you can stop self-isolating (unless you have been contacted separately by NHS Test and Trace as a contact of someone who has tested positive).

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. The school should also be informed of any



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pupil who has been asked to self-isolate under 'track and trace' or due to quarantine from a 'listed' country.

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 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 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/>.

I appreciate that there is a lot of information in this letter. 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.

Kind regards
Andrew Stapley
Headteacher

