

# Brabourne Church of England Primary School

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

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Headteacher: Mr Andrew Stapley

5<sup>th</sup> March 2021

Dear parents/carers

I am delighted to say that we will be welcoming all of our children back to school on Monday, 8th March 2021. Many of the routines and Covid-19 regulations are identical to how they were before Christmas. However, please take the time to read this letter carefully and explain some of the changes to your children, before they return to school.

As I mentioned in my newsletter, I am so proud of how well the children have coped with the demands of home learning. I also send my sincere thanks to parents and carers, for the way that you have supported your children in such difficult circumstances.

Returning to school will be a wonderful occasion for many children, excited to see their friends, teachers and TAs again. Some may also be a little anxious with the change in routine. Please be reassured that we will be there to support the children, should they have any worries.

Importantly, **please do keep strictly to the one-way system**, to keep the flow of people and traffic moving in the morning. Please also be respectful of other parents/carers/relatives, who may also be feeling anxious about a return to school, or may be vulnerable themselves. Teachers will need to bring pupils into school quickly, so if you need to speak to a teacher/TA urgently, please ring the school or email and, if needed, we can book you in for a telephone appointment. Please do not congregate outside of the school, or in the carpark and maintain social distancing at all times.

All of the protective measures put in place to keep everyone safe in our school community will continue, including additional testing for school staff, on a twice weekly basis.

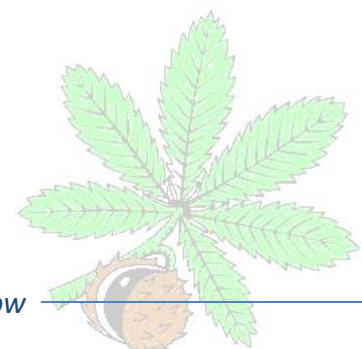
If you have any queries or concerns, please do let me know.

We very much look forward to welcoming you all back on Monday.

Kind regards

Andrew Stapley

Headteacher



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**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.**

## **Covid-19 symptoms**

If your child has any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result and notify the school.

## **Main symptoms**

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a 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)
- **a 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

Most people with coronavirus have at least 1 of these symptoms.

Do not send your child to school if:

- they are showing one or more [coronavirus \(COVID-19\) symptoms](#)
- someone in their household is showing symptoms
- someone in their support bubble has symptoms and they have been in close contact with them since the symptoms started or during the 48 hours before they started
- they or someone in their household has tested positive for coronavirus (COVID-19)
- they are required to [quarantine having recently visited a red list travel ban country](#)

[Book a test](#) if you or your child develop symptoms.

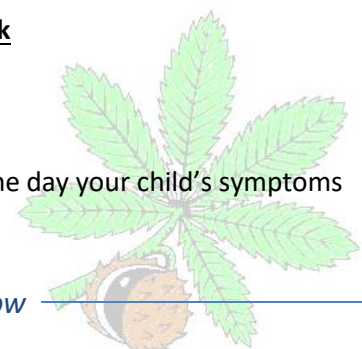
If the test is positive, follow guidance for [households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.

**Notify the school immediately by phone or email:**

**Tel: 01303 813276**

**Email: [headteacher@brabourne.kent.sch.uk](mailto:headteacher@brabourne.kent.sch.uk)/[office@brabourne.kent.sch.uk](mailto:office@brabourne.kent.sch.uk)**

Other household members (including any siblings) should self-isolate from the day your child's symptoms



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started (or the day they took a test if they did not have symptoms), and the next 10 full days.

If your child or someone in your household has tested positive while not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10 day isolation period from the day they developed symptoms.

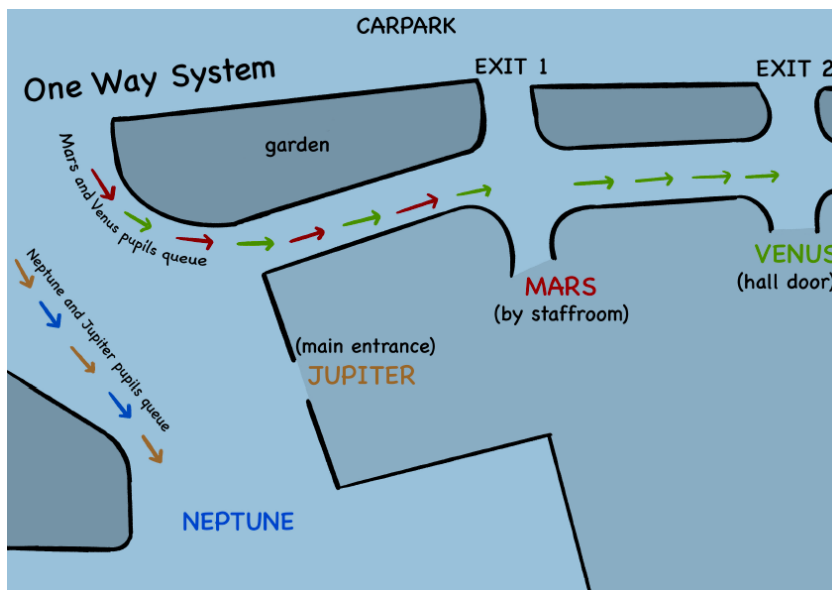
Your child does not need a test if they:

- have a runny nose, are sneezing or feeling unwell, but do not have a temperature, cough or loss of, or change in, sense of smell or taste
- are advised to self-isolate because they have been in close contact with someone who has tested positive for coronavirus (COVID-19), for example, another pupil in their class, but are not showing symptoms themselves

## Attendance and Punctuality

The government's expectation is that all children should attend school from March 8<sup>th</sup> 2021 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.



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## 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 above diagram. Entrances and exits are labelled, as well as drop off and collection points for each class.

**All parents and children must strictly follow this one way system.** Markings will remain on the route spaced apart and, when queuing is needed, we ask all parents to respect these. **Please maintain a distance from others.**

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.

**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.

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 either time slot below, may choose either time.

**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.**



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## 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. Parents with siblings in these classes should also collect their children from the Jupiter and Mars collection points. 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 unattended.

## Clubs

Morning and after school clubs will resume from Monday 8<sup>th</sup> March 2021. Pupils should be dropped off/collected from the hall door. Parents/carers should wait, socially distanced, along the side of the hall.

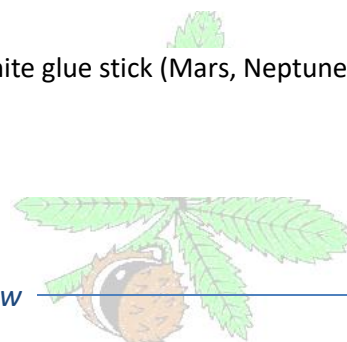
## Uniform and items

Pupils will be expected to wear normal school uniform, but we appreciate that they may have grown since before the lock down. If you have any problem acquiring a full uniform, please do not worry and let us know. Children 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)



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- any other equipment (i.e writing pencil, whiteboard pen) will be provided by the school.

## 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 platform Seesaw, for homework, as a means of limiting the amount of items that travel between home and school. We will also be providing work for any child off, due to Covid-19 reasons, and well enough to complete work at home on Seesaw.

## 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.

## 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/>

