

24th May 2020

Dear Parent,

As you know, the government has asked for the phased opening of schools from June 1st, starting with Years R, 1 and 6. I understand that you may have very mixed feelings about this situation and I would like you to know that whatever your decision, I absolutely respect it. Everyone’s contexts and reasons are going to be so individual that what is right for one family, is not going to be the same for another.

This letter aims to set out our plans for reopening to help inform your decision. This offer is not negotiable as staffing is based upon it. I ask that you commit to your decision as once taken, it will be very difficult for us to make adjustments between now and the end of the summer term. I will also outline points that you must adhere to should your child be eligible for our first stage of reopening. I apologise for the length- as you can imagine there is a lot to explain!

The table below sets out ‘bubbles’ (small groups) and how we will organise the start of school/ end of school, breaks/ lunch etc:

	YEAR R		YEAR 1		KEYWORKER children from Yr 2,3,4,5.	YEAR 6
STAFFING	Mrs Ischt	Miss Lake	Mrs Jones/ Miss Hills	Mrs Tong	Mrs Dix	Mrs Allen-Harding
GROUPS SIZE	8 max	7 max	8 max	7 max	10 max	15 max
ROOM BASE	Tents/ garden	Cherry Class	Beech Class	Hall	Pine Class	Oak Class
START TIME	8.45 not before		9.00 not before		8.45 not before	8.30
END TIME	3.00		3.00		3.15	3.15
DROP OFF/ COLLECTI ON PLACE	Garden gate (unlock so parents can wait in garden to space out)		Through usual side gate parents will not be able to come onto school site; goodbyes at the gate		Through usual side gate- parents will not be able to come onto school site.	Front gate then through French doors in front of classroom.
BREAK TIME	10am- 10.15 One group playground, one group field		10.15-10.30 One group play ground, one group field		10.30-10.45 Field or playground- rotate with Oak	10.30- 10.45 Field or playground- rotate with KW group
LUNCH	11.55in hall/ picnic 12.45 lunch finish		12.00- outside 12.20 hall/ picnic 1.00 lunch finish		12.15 outside 12.30 hall/ picnic 1.15 finish lunch	12.25 outside 12.40 hall/ picnic 1.30 lunch finish

Please ensure that you read this table carefully. Times and places of drop off/ collection vary greatly for each year group.

You will find details on how we have come to the decisions related to these arrangements by looking at our risk assessment on the policies page of the school website.

Contact us

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E-mail - office@hollingbourne.kent.sch.uk

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Eyhorne St Hollingbourne

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In addition to the organisation arrangements I must also highlight the points below so that you have a full understanding of how we will run and what you can expect.

- In line with the government guidance, staff will not be equipped with PPE above and beyond that which is usually used, unless a child is suspected to have Coronavirus. In this instance, staff will wear aprons and masks and the child will be taken to a ventilated place of isolation until the parent collects. At which point you should have your child tested to help inform your next steps. If the test result is negative, your child may return to school. If the result is positive, you should isolate your child for 7 days, the rest of your family for 14 and the children in the same group as your child will also be sent home and testing/isolation advised.
- In the event that we are short staffed, we may well close ‘bubbles’. This will be a safer option than combining bubbles to create larger groups. If we do have to close bubbles, we will close the bubbles of the oldest children first. Key worker and vulnerable children remain a priority. We will do everything we can to remain open for this group.
- On confirming your child’s attendance, you **MUST** inform us if your child is medically vulnerable to enable us to put additional safeguards in place.
- Our kitchen will not be providing hot meals. We feel a safer option is for packed lunches. This reduces the likelihood of contamination through resources and also enables all children to sit outside if the weather is fine, where it will be easier to space out. The kitchen will provide packed lunches for early years and Year 1 as well as children eligible for free school meals as usual.
- If your child is bringing his/ her own packed lunch please ensure this is in a labelled disposable bag. This can be stored in our school fridge and kept out of the cloakroom in the mornings.
- We will not have any large group assemblies. Children will be able to have daily reflection time in their bubbles.
- Parents will not be permitted on school grounds. Liaison with staff should be via telephone or with a member of staff on the gate. Appointments to come in to school, including the school office, must be made by phone to limit the number of people in rooms within the building.
- Your child should **NOT** bring in any bags to school. We do not want unnecessary surfaces/ items for children to come into contact with where the virus could spread.
- Children will **NOT** be allowed to take any books from the library, so please bring in one book from home which they can read during the day. They will not be allowed to share this book.
- We cannot share **any** resources in class. We therefore ask that each child brings in a small stationery set in a hard plastic or tin pencil case. **NO** soft pencil cases please. This **MUST** be able to fit in a small tray as we cannot leave anything out on tables. It should contain a writing pencil, pen, rubber, ruler and colouring pens/ pencils.
- Please ensure your child brings in a water bottle. We **WILL NOT** be able to use the water fountains. These will be taped off as a visual reminder. We will be able to refill drink bottles with jugs of water.
- Please ensure your child comes to school with plenty of sun cream applied. If your child comes in without sun cream, we will call you to ask you to come in and apply it. If your child requires a top up

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during the day, your child will need to be able to apply it independently, following the guidance of an adult.

- The children will not be able to access any shared play equipment. This will make break times and lunchtimes very challenging for many children as we are also asking them to socially distance. I would suggest that the children each bring in one small item which they would like to play with at this time. This item must be able to fit in a tray and be easy to carry without a bag, for example an individual skipping rope. Your child must understand that this resource CANNOT be shared.
- It would be very helpful if you could provide a named clipboard for your child. We plan to spend as much time outside as possible and this will help with any recording done.
- We ask that you allow your child to come to school in practical footwear eg trainers ready for outdoor learning. We also suggest comfy shorts/ tracksuit bottoms/ leggings and then a school t-shirt, or a plain blue t-shirt. This is because we will be doing lots of practical learning, so dressing ready will help. We do NOT want any PE kit in school, so having trainers on ready will make it easier. We also understand that lots of uniform may be too small by now! Please DO NOT send your child in open toe sandals, flip flops or strappy tops. Clothing must be practical and appropriate.
- Please also note that clothing **must** be washed daily.
- If your child requires intimate care we will wear appropriate PPE. If staff feel at risk with the level of PPE we have, we will call you to provide the care needed instead.
- If your child requires medicine, staff will wear appropriate PPE and at the time of you handing over medicine, will ask you if you wish to administer it, rather than staff.

Please can I ask that you confirm your child’s attendance by 9am Friday 29th May (assuming that the government will again confirm schools will reopen during their review on Thursday 28th May). You should confirm by emailing through the contact page on the school website, or directly to me if you have my email address. **You ONLY need to confirm if your child is in: Year R, Year 1, Year 6, or classed as a key worker or vulnerable child.**

If your child is in Years 2,3,4,5 or you are choosing to keep your child at home, please know that you can remain in contact with teachers (asking any questions and requesting support) via Microsoft TEAMS, however work will not be set on here anymore. We refer you back to our school website where you can find links to help you structure your child’s learning.

Please remember as I stated in my last letter- we have gone to great lengths as a team to assess every possible risk that we can to safeguard your child and prevent the spread of infection. However, we cannot make guarantees that we will be a Coronavirus free environment.

If you have any questions, please do ask.

We look forward to working with you again soon!
Yours sincerely

Mrs Bradley-Wyatt

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Hollingbourne Primary School



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Headteacher

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