

8<sup>th</sup> July 2020

Dear Parent,

**SEPTEMBER 2020**

We are looking forward to welcoming all year groups back in September and would like you to know how we plan to organise the school to keep the children, staff and you as parents as safe as possible.

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

	<b>YEAR R</b>	<b>BEECH</b>	<b>PINE</b>	<b>OAK</b>
<b>STAFFING</b>	Mrs Ischt, Mrs Hart	Mrs Huggins/ Miss Hills, Mrs Tong	Mrs Dix, Mrs Beale, Miss Huckstepp	Mrs Allen-Harding, Mrs Harris, TA
<b>GROUPS SIZE</b>	15	28	30	27
<b>ROOM BASE</b>	Cherry Class	Beech Class	Pine Class	Oak Class
<b>START TIME</b>	9.00	9.00	8.45	8.30
<b>END TIME</b>	3.00	3.00	3.15	3.15
<b>DROP OFF/ COLLECTION PLACE</b>	Garden gate (please unlock so parents can wait in garden)	Through usual side gate parents will not be able to come onto school site.	Through usual side gate- parents will not be able to come onto school site.	Through French doors in front of classroom- parents will not be able to come onto school site.
<b>BREAK TIME</b>	No break needed	10.15-10.30	10.35- 10.50	11.00-11.15
<b>LUNCHTIME</b>	11.55-13.00 11.55 in hall/ picnic	12- 13.00 12.00- hall to eat/ picnic	12.00 outside 12.30 hall/ picnic 1.00 finish lunch	12.25 outside 12.50 hall/ picnic 13.25 lunch finish

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

We will be updating our risk assessment ready for September. When this is completed 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.

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.
- Please limit the size of bags that children bring to school. Pine Class and Beech Class will use the cloakroom to store their coats/ bags. Oak Class will have lockers in the hall.
- We will not have any large group assemblies.
- 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.

**Contact us**

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**Telephone – 01622 880270**

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- Your children will begin to be able to share resources within a bubble but not between bubbles; therefore books from the library cannot be used and exchanged but books within the classroom can.
- It would still be really helpful if your child can bring their own 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.
- If it sunny and hot, please ensure your child comes to school with plenty of sun cream applied.
- Your child will be able to use outdoor resources within their bubble, we therefore ask that no toys are brought into school from home in September onwards.
- We ask that your child wears school uniform as set out on our policies page of the school website. In addition to school shoes, please provide wellies for outdoors **ONLY**. Please DO NOT bring in spare trainers. Please **DO NOT** bring in PE kit. We will advise you of which days children will do PE and on these days children should come to school wearing their PE kit. Clothing need not be washed more than usual.
- Currently we are not able to update you on how lunches can be provided, but they will either be packed lunches as we have had or a hot lunch- I will update you further when I hear from the catering company.
- Your child is expected to attend daily, as you know the government has made the decision that parents could be fined if they do not have good reason for their child to be absent. Having said this, please, please, call in if your child is not attending school so that we know whether this is COVID related or not. If your child is feeling at all unwell, please DO NOT send them in, this will help protect other children and staff.

### Other updates

As you know we have had a refund for the KS1 residential and we are now processing these refunds to Beech Class parents. Please do email into the office with your bank details if you have not yet done so, so that your monies can be returned.

We are endeavouring to obtain specific updates from Kingswood with regards to refunding the KS2 residential. We have also lodged a formal complaint. We will return monies to you as soon as we can. If you are a year 6 parent, please rest assured that despite your child leaving us soon, we will ensure the money is returned to you!

We welcome Miss Huckstepp to the Hollingbourne team. She is going to join Pine Class as a teaching assistant. We are also in the process of appointing a KS2 teaching assistant as Mrs Brown is going to take up an office role in a school close to her home. Mrs Smith is going to be retiring. I will be able to tell you who will be based in the office soon!

We look forward to seeing everyone back in September!

Yours sincerely

Mrs Bradley-Wyatt  
Headteacher

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