

31<sup>st</sup> December 2020

Dear Parents,

Following on from my correspondence yesterday, you are receiving this letter because you have informed me that you are a keyworker or that your child is vulnerable.

We are pleased to let you know that your child has been allocated a space for the two weeks that we will be closed to all other children. There are some organisational matters which I can now share with you. Please take careful note of these so that everything can run as smoothly and as safely as possible for us all.

I have organised for the children to be divided into two bubbles. One bubble will be Year R, the other bubble will be a mixture of children from all other year groups.

If your child is in Year R, then your child will be based in their usual classroom. Drop off will be 8.45 and pick up will be 3.00. If you have requested a place then we ask that your child stays for the full day as this is much safer for us all. Mrs Ischt and myself will teach this bubble supported by a TA.

If your child is in the second bubble (ie Year 1-6) your child will be based in the hall. You will need to be at the side gate between 8.45- 8.55 for drop off. Pick up will be 3.15. If you have requested a place then your child will need to stay for the whole day as we will not be able to use the Year R garden for flexible access as we did last time. A range of staff will support this bubble on a rota basis.

**Please ensure that you drop off promptly. We will not be able to keep returning to the gate if you are late and the office may not be manned.**

Our kitchen will be able to provide packed lunches so please do bear this in mind. Of course, your child can bring his/ her own packed lunch in if this is preferred.

Your child will not need to wear school uniform. We will ensure the care we provide is high quality and would advise that you dress your child in warm and waterproof clothing (including snow/ walking/ wellington boots). As I am sure you can appreciate we plan to make the most of being outside and using the local area where possible.

We will ensure there is at least 1 first aider each day. There will also be at least 1 safeguarding lead on site each day. Myself or Mrs Allen- Harding will also be on site as SLT. I have attached an up to date risk assessment should you wish to have a look at our wider plans to help keep your children safe.

If you **are not** intending to send your child everyday, please can you advise me by emailing me at [headteacher@hollingbourne.kent.sch.uk](mailto:headteacher@hollingbourne.kent.sch.uk) so that we know whether to expect your child or not. If I hear nothing from you, I will assume your child is going to be in Monday-Friday. This will mean if your child is absent we will follow our usual first day calling procedures. If you have already informed me, you do not need to send this information again.

If you think there is any information that you need, which I have not included above, please do ask!

Yours sincerely,

Helen Bradley-Wyatt  
Headteacher

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**Contact us**

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