



Kea Community Primary School

20 July 2020

Dear Parents and Carers

Information about all pupils returning to school on Monday 7 September.

We are looking forward to welcoming all pupils back to school in September and have been working hard to put systems in place to ensure everyone's safety.

This letter should be read alongside the following attachments:

- Covid-19 FAQs for Parents
- Risk Assessment for full opening of the school (saved on our school website)

Please note that all the information that follows is entirely dependent on any changes the government might make during the summer holidays. If any details need to change, we will let you know as soon as possible.

Pupil Groups

In line with all the government guidance, we have risk-assessed our provision. Children can now go back to normal sized class groups. However, our timetable has been adapted to reduce the number of adults working with each group and to reduce the amount of contact between classes.

Classes, rooms and timings

In order to manage the number of pupils in school and their parents bringing them to school as safely as we can, school start and end times will be staggered. They will be as follows:

Class	Start / end time	Teacher/s	Entrance/exit to the school
YF	8.55am – 3.15pm	Mrs Harvey (M, T, W) Mrs Marley (Th, T)	YF door from the playground
Y1	9.10am – 3.30pm	Mrs Olive (M, T, W) Mrs McPherson (Th, F)	Y1 door from the playground
Y2	9.00am – 3.20pm	Miss Reeve	Y1 door from the playground
Y3	9.00am – 3.20pm	Mr Carey (M, T, W) Mrs Green (Th, F)	Drop off by disabled parking Pathway by gate next to the right of the hall (past the shed), then straight to Y3 Pick up from the main playground
Y4	9.10am – 3.30pm	Mrs Baker	Drop off by disabled parking Pathway by gate next to the right of the hall (past the shed), then straight to Y4 Pick up from the main playground – parents to wait on the huff and puff area
Y5	9.05am – 3.25pm	Mrs Samuels (Autumn)	Drop off by disabled parking Main door to Victorian building Pick up by disabled parking area
Y6	8.55am – 3.15pm	Mr Miles	Drop off by disabled parking Back door to Victorian building Pick up by disabled parking area



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Wraparound Care (before and after school provision) / School clubs

We will no longer be offering wrap around care in September. However, Kea Pre-school will be running breakfast and after school clubs. We will not be running after school clubs in the first half term at least.

Uniform / PE kit

Children are expected to wear full school uniform. There is no requirement to wear clean clothes every day or to wash uniform more often than normal.

Children will only be changing their footwear for PE. They only need to bring in PE shoes (trainers) in a PE bag, not their whole PE kit.

Hygiene

Children will all be expected to wash their hands once they have entered school as well as on exit. They will also be washing their hands at regular intervals during the day. Hand wash and hand sanitiser is available in every classroom.

PPE will be worn by staff only for providing intimate care and to support children who are ill.

Toilets

Each group will have certain toilets allocated to them – to reduce the number of children using them throughout the day. All toilets will be cleaned at lunchtime each day as well as after school.

Playtimes

Playtimes will be timetabled on a rota basis. Where more than one class are outside at one time, each class will be allocated a certain play area. We are fortunate to have a number of outside spaces in our school and we will make the most of them as much as we can.

It is likely that KS1 pupils will receive free fruit for breaktimes, although this is not yet confirmed. In the meantime, please provide your child with a healthy snack (fruit, plain biscuit, piece of cheese).

No nuts or products containing sesame please as we have a number of children with severe allergies.

Lunches

Lunches will be timetabled on a rota basis to reduce the number of children in the hall at any time. All lunches will be eaten in the hall.

All lunches will need to be ordered and paid for (if you pay for lunches) on Parent Pay – we will no longer be using a paper system.

Contact with the School

In order to reduce the number of adults in the school, parents will not be invited to enter the school building except in exceptional circumstances. As always, you can get messages to your child's class teachers via the office by telephone or e-mail (secretary@kea.cornwall.sch.uk) and if you wish to speak to the class teacher, we can organise this for you at a time convenient for both parties. We would appreciate your support in only having one adult dropping off or collecting your child at this time. If you need to bring a younger child/ren at the same time, please ensure they are strapped in a buggy or are holding on to you – and that they don't run around the playground.



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Attendance

The government are expecting that all children will return to school full time from September. We will be taking registers daily and the school will be required to monitor attendance in the usual way.

What happens if someone gets ill?

If a child or an adult within a class gets ill with Covid-19 symptoms, we will seek advice from the NHS. It may well be that if someone tests positive with Covid-19 then the entire class will need to self-isolate. We will keep you informed with any updates on this if and when the situation arises.

Covid-19 symptoms

Please check the following link if you are concerned that you or your child may be displaying symptoms of Covid-19: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

It is really important that you let me know if this is the case so that we can comply with the government track and trace system.

FAQs

We have created an FAQ sheet that will sit alongside the information contained in this letter.

As always, please feel free to contact me should you have any concerns.

Thank you all in advance for your continued support and understanding.

Yours sincerely,

Katherine Hunkin
Headteacher