

17th July 2020

Arrangements for September 2020

Dear Parents,

I am writing to inform you of our plans for return of children in September. You may be aware that the Government released further guidance outlining how schools will open to all pupils from September and we are responding to this. We are also following the support provided by Buckinghamshire County Council.

We are confident that we will be able to provide a safe and happy environment for your children in September. Therefore, we will be welcoming back **all** pupils in **all** classes. We will expect your child to attend school in line with our usual Attendance Policy and our normal Home / School Agreement.

Key Dates:

There will be two inset days at the start of term: Tuesday 1st and Wednesday 2nd September, we have moved our inset days around to ensure that school is fully ready for reopening and to allow staff training to take place.

Start of term:

The past 3 days have been very successful in reintroducing children to school. We have been impressed with how the children have approached these days. We have therefore taken the decision to operate a similar induction system on Thursday 3rd and Friday 4th September. Your child from Year 1 to Year 6, will attend school for the morning of either Thursday 3rd **Or** Friday 4th September. **All** children will then return to school full time from **Monday 7th September**. We firmly believe that by having children in half class groups for their first day back will allow the staff to give your child the attention they need, support a smooth transition and allow for us to refine our arrival and departure procedures.

To do this we will need to stagger our start and end times as well as ensure our break times and lunches are on a rota basis. This enables us to reduce contact with between year groups, all children will have their own break and lunch play times.

Siblings

Children from the same family should arrive together at the time and entrance allocated to the oldest sibling. **These siblings groups will come into school together, once inside older siblings can take younger children to their classrooms before going to their own classrooms.**



Church of England Combined School

Timings of the School Day

Headteacher: Mrs Suzanne Best -B.Ed (Hons)

Email: office@gkcs.school

Website: www.greatkingshill.school

Tel: 01494 713159

Address: Cryers Hill Road, Great Kingshill,
High Wycombe, Bucks, HP15 6JP

We have tried to make this as smooth as possible but we really need your help. **It is absolutely vital that children arrive at the correct times and at the correct entrance, (see table below) if this is going to work well.** You will not be able to arrive before your allocated time and if you arrive too early you will be asked to go and wait away from the school. If you are late and miss your slot you will be asked to leave the site and return at 9:15am and this will be recorded as late on the register.

To make sure we keep to timings, please say your goodbyes before you arrive at school. Parents will not be able to enter the site at all. You will leave your children at the allocated drop off points, either front door or side gate, and they will have to come in on their own or with their siblings. Their teachers will be waiting to greet them. We will send photographs at the beginning of September to illustrate where parents should arrive and stand. This will be similar to the arrangements over the past 3 days. We would like to thank parents for the cooperation over the past 3 days and ongoing support with this.

ARRIVAL Timings	COLLECTION Timings	Front Door	Side Gate
8:30 am	3:00 pm	Year 6	Year 3
8:40 am	3:10 pm	Year 5	Year 2
8:50 am	3:20 pm	Year 4	Year 1
9:00	3:30 pm		Preschool & Reception

Bubbles

We intend keeping Year groups in “Bubbles”, but they cannot mix with other year group “Bubbles”. This is why it is so important that you arrive only at the allocated times. If we are not able to complete the arrival and collection process safely then will be left with no option but to extend arrival and collection times over a longer period. We hope that as the pupils become more familiar with the new routine, we will be able to shorten the arrival times to 5-minute slots. We have already increased our cleaning and hygiene regime to reduce the risk of transmission. I am sure the children are very aware of the importance of good personal hygiene but please ensure they can wash hands and use sanitizer independently.

Each Year group “Bubble” will be able to mix at break and lunchtime and staff in each “Bubble” will work across both classes in the “Bubble”.

Settling in

Your child may or may not have returned to school, their childminder or childcare setting at the beginning of June and you may be concerned about their transition to school in September. From our experience, children settle very quickly and get used to routine and structure with minimal worry. Before September, talk to your child about their new class and teacher. Use the resources we have sent to you and discuss what they are looking forward to.



Great Kingshill CE Combined School: A Member of Kings Education Trust.

Risk Assessment

The Trust, Governing Body and I are working through our risk assessment and procedures and will inform you of any other changes to normal routines in due course.

System of controls as outlined by the DFE – July 2020

The DFE guidance outlines systems of controls that schools must have in place and these are listed below.

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. Clean hands thoroughly more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1-4 must be in place in schools at all times in response to any infection

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. Contain any outbreak by following local health protection team advice

Numbers 7-9 must be followed in every case where they are relevant.

The risk assessment and other documents outline what the school is doing to meet these control measures.

What do parents need to know and do in preparation for September 2020?

Uniform:

We will not be requiring pupils to wear full school uniform. We ask that children return to school in a white polo shirt, their school jumper and dark coloured bottoms (tracksuit bottoms, leggings or shorts ideally these should be plain black with no logos etc.). Children should not wear jeans; they must be able to do PE in the clothing they wear to school. School shoes are not required, and children should wear trainers, these should be sports trainers and not fashion shoes. Pupils will not be changing for PE so do not need a PE kit. This is a temporary change but will continue through the Autumn Term. If you have any individual concerns regarding your child returning to school, please do not hesitate to call us.

Equipment:

Every child will need a small rucksack to bring to and from school with them. They should arrive at school with nothing in their hands as this will enable them to clean their hands quickly and will make the arrival times quicker. Children do not need to bring anything to school with them other than a water bottle and a snack, these items should be stored in their rucksack. Their rucksack must be able to fit in their locker or on the back of their chair. All learning resources will be provided by school and are for individual use only.

School lunches:

All pupils in Reception and Key Stage 1 will be provided with a school lunch. Parents will need to order this via ParentPay and the menus will be added to ParentPay over the summer. Please ensure you order your child's lunch. There will be both a hot and a cold option. Children in Reception and Key Stage 1 will not be able to bring their own lunch.

Key Stage 2 – we would actively encourage parents to order a school lunch for their child, as this will help to reduce transmission of items going to and from home and school. Parents should order via ParentPay, this will be available after Wednesday

If **Key Stage 2** parents wish for their child to bring a packed lunch from home, children **must** be able to open all items independently and their lunchbox should be able to be washed daily.

Children will be eating their lunch in their classrooms and will be supervised in their “Bubbles” during their social times.

Curriculum:

We have thought long and hard about the curriculum provision for September and we have taken the decision to begin the year with a wellbeing focus and teach the age appropriate curriculum. We understand that parents may be concerned about the gaps children may have, but we are confident that we will be able to address these as they arise. This is mainly due to all your hard work at home with your children. I know that Mrs Garner has already written to you to ask you if you are concerned about your child. Please contact Mrs Garner on the send@gkcs.school email address if you have anything you would like to share with us.

Actions in a case of suspected Covid-19

- Any child displaying any symptoms of Covid-19 will be taken to the welfare room for isolation from the rest of the class.
- The Teacher or TA will ensure the child is comfortable and inform the school office.
- A call will be made to the parent to come and collect the child immediately. This must be within 30 minutes. Advice on symptoms, isolating at home, what to do if symptoms persist and how to book a test will be given.
- An adult will remain with the child and wear PPE. PPE in school consists of an apron, a face mask, a face shield and gloves. This adult will reassure the child and explain what they are wearing and why.
- The room will be kept ventilated.
- All children from the area where the child has been working will be evacuated to another area, this maybe outside or into another area. This area will now be deep cleaned.
- All waste will be collected, marked as hazardous and stored for safe disposal.
- Other children in the group will not have to isolate unless a positive diagnosis is gained or if Public Health England (PHE) advises otherwise.
- The same process will be followed for an adult showing symptoms.
- If a positive diagnosis of Covid-19 is given for a child or the class adult, then this group will be asked to isolate at home with their family as directed by PHE

Provision for home learning if individuals, “Bubbles” or whole school closure isolation is required:

During the current period of school closure, we researched a variety of methods of how home learning could continue. We are proud of the support that we have provided to date. However, we recognise that the provision for September will need to be different. Therefore, in the event of self-isolation we will be delivering live learning to the pupils, using Microsoft Teams. All pupils in school have an Office 365 log on and these will be sent to parents via class Dojo. If you believe that your family would require access to technology to support this, we ask that you contact the school at the start of the term. This is precautionary measure, however, we wanted to advise parents that live learning will continue in the event of self-isolation.



Church of England Combined School

Headteacher: Mrs Suzanne Best -B.Ed (Hons)

Email: office@gkcs.school

Website: www.greatkingshill.school

Tel: 01494 713159

Address: Cryers Hill Road, Great Kingshill,
High Wycombe, Bucks, HP15 6JP

Health Questionnaire and Home School Agreement:

All parents will be required to complete the health questionnaire and home school agreement for Covid19 pandemic. This is an amended version of the agreement you have signed for the transition days and reflects the updates in the government guidance.

Attendance:

The government has made it clear that they expect all pupils to return to school and we believe that the control measure we have in place enable this happen in a safe way. Therefore, normal attendance expectations will resume, attendance at school is mandatory. Reporting of sickness should be done in the normal way by emailing the school office at office@gkcs.school or leaving a message on the absence line

Parents on site:

Parents will not be able to come on to site and therefore all communication with the school will need to be done via phone or email. You should use the normal office email and phone number.

Communication with teachers:

We will continue to use class Dojo. Parents will be able to message their child's class teacher using class Dojo and we would encourage this. However, parents **must** be mindful that the class teachers will be teaching during the school day so will not be able to respond to you immediately.

Collection Arrangements:

We understand that several families already have carshare or shared collection and drop off arrangements in place and these will be able to continue at present. However, you will be asked on the Health Questionnaire to detail the names of family members or friends who will be collecting or dropping off your child. This will enable us to comply with the Test and Trace arrangements. We will not release pupils to adults who are not nominated on the Health Questionnaire. Please keep the other adults collecting your child to a minimum.

Travelling to and from school:

We would encourage as many parents as possible to park and walk up to school as this will help with the congestion around the school. We would also encourage pupils in Year 5 and 6 who can walk themselves to school or from the layby to do so, as this will reduce the number of adults around school.



Great Kingshill CE Combined School: A Member of Kings Education Trust.

Wrap around care:

At the beginning of the term my focus will be on getting our school day functioning safely for all children, staff and families. Therefore, I regret to tell you that there will not be any breakfast or after school childcare provision in place immediately. Provision will be put in place as soon as possible in line with guidance and after I have made an assessment of how the safety plans in place are working. Please note that after school clubs will not run in the first half of the Autumn term. We are working closely with Friends at Play and we hope to have wrap around care up and running as soon as possible.

Medication and Health Care Plans:

Pupils who normally have medication in school, should bring their medication to school with them on their first day in their rucksack, along with the Health Care Plan. Mrs Williams will be emailing the Health Care Plans to individual parents during the summer holidays.

Hygiene routine

- Each classroom will have its own supply of hand soap, paper towels, hand sanitiser and tissues.
- Children will be expected to wash their hands or use the hand sanitiser on arrival, before and after break, before and after lunch, before and after any outdoor activity, after any use of tissues and before they leave school.
- Children will be encouraged not to touch their face.
- Children will be encouraged to catch it, bin it, kill it when sneezing.
- Children will be encouraged to cough into their elbow.
- Securely stored in each classroom is a disinfectant that will be used to wipe down hard surfaces and equipment throughout the day, at the end of each learning session and as needed after any sneezing or coughing episodes. This will be done by adults only.
- Regular cleaning of door handles or push points will also be made and bins emptied frequently throughout the day.

Social Distancing:

We ask parents not to congregate around the school gate during collection and drop off. Please drop / collect your child swiftly, maintaining social distancing.

Wearing of masks:

Pupils and adults in school will not be wearing masks, if you wish to travel to and from school wearing a mask, we will ask that you remove your child's mask before they enter the school and take their mask away with you.

I would like to thank parents in advance for their support, we are really looking forward to welcoming the children back to school. We will update this information as required and if the information and guidance from the Government changes. Any changes will be communicated during the inset days in September. I will also write to parents again in September to explain the implications of Test and Trace and what the isolation periods may be. I have summarised the content of this document into a checklist for parents, as I am aware there is a lot of information to take on board.

Finally, I would like to say a huge thank you to you all for your support over what has been the most challenging of times for us all. It has been wonderful to see many of you over the past week. The staff and I are really looking forward to welcoming you all back to school in September.

Kind regards,

Suzanne Best