



## KELLING CHURCH OF ENGLAND PRIMARY SCHOOL

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**Executive Headteacher: Miss Mary Dolan**

“We all play our part to achieve excellence in everything”

Friday 17<sup>th</sup> July 2020

Dear Parents and carers

I am writing to inform you of the arrangements for the return to school of all children in September 2020.

In order to plan for this, we have undertaken the updated Norfolk County Council comprehensive risk assessment and we have also followed Department for Education guidance. The safety of our children and of staff is paramount.

The arrangements for all children coming to school will be as follows:

1. Children should bring a book bag or small bag for reading books and letters, a named water bottle and a sun hat with optional sun cream, which should also be named and nothing else except for a packed lunch if required.
2. In their own classroom, children will have their own seat and their own set of basic resources.
3. Lunch arrangements will return to normal with hot Free School meals provided to eligible families and to all infant children. School meals can also be purchased. You will receive the menu on 7<sup>th</sup> September.
4. Children should wear their normal school uniform, however, to avoid needing a change of clothing for PE, children should wear their PE kits to school with trainers on the two days that they will be doing PE. We will inform you of the days on 7<sup>th</sup> September so children should wear school uniform on the first day back.
5. Each group of children will remain in its own bubble (the phrase that is being used) wherever possible, along with a teacher and a teaching assistant. They will have separate lunch and playtime spaces and will not mix with children in other bubbles.
6. At Kelling School, Mrs Myhill will be teaching 20 Year R and Year 1 children with Mrs Chappell and new TA, Miss Sagar, in their Classroom. Mrs Wilson and Mrs Hayman will be teaching 17 Year 2 and 3 children with TA Miss Bellamy and Miss Sagar in their classroom. Mrs Gale will be teaching 19 Year 5 and Year 6 children with Mrs Spencer in their classroom.
7. When parents arrive at school between 8:30 and 8:45 am, if necessary, they should queue, two metres apart from other families at the Tearoom Carpark gate. Mr Waite will cross the children safely over, and a member of staff will greet the children and send them to their separate classroom entrances where a member of staff will welcome

them and direct them to their tables. Parents will not come onto the school site unless absolutely necessary, messages can be passed onto the member of staff on duty. Please do not hesitate to email or telephone the school offices in order to communicate with us. We are happy to try and answer any questions that you may have.

8. At the end of the day children will be put on the school buses or handed over to parents at the school gate, parents can collect between 3:00 and 3:15 pm and should wait at the Tearoom Carpark gate, again keeping to social distancing guidelines.
9. Attendance will return to pre lockdown expectations and with the disruption that the children have had to their learning, it is even more important than ever.
10. There will be no clubs. Class teachers will be teaching PE. Specialist music teaching will return. Day trips can go ahead and you will be given the details if any are planned.
11. Social distancing for infant children, especially those of Nursery and KS1 age will be difficult, and at times impossible, however we will do everything we can to limit contact and children will be kept in their bubble groups throughout the day. We will be regularly disinfecting toys and resources. We will reduce access to some toys but we will still make sure that learning is still enjoyable and purposeful. For all other children and staff, we will aim to ensure that we maintain social distancing where we can throughout the day however, children may now be sharing a table, facing forward rather than having their own one.
12. The school will be thoroughly cleaned each day after school and during the day we will be wiping surfaces regularly and washing hands regularly.
13. If your child will require School Transport then you need to contact the school office immediately so that the Local Authority can try and provide it. Primary age children are exempt from wearing face coverings but this is good practice, especially for KS2 children.
14. Parents, staff and pupils should not gather where cars are parked.
15. It is crucial that you do not send a child to school if they, or any members of your household have Covid-19 symptoms. The most important symptoms of coronavirus (COVID-19) are the recent onset of any of the following: a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia). For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you must stay at home and arrange to have a test to see if you have COVID-19 go to: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> to arrange this.
16. Do not send your child into school if they are at all unwell. Please call the school office if you are unsure what to do.
17. Please make sure that you send your child in with any medication that they need such as asthma inhalers and inform the member of staff at the school gate.

18. Following Norfolk County Council guidance, staff will only be wearing Personal Protective Equipment (PPE) when dealing with intimate care, when administering first aid, or when dealing with any person that develops COVID-19 symptoms.

These arrangements are subject to continuous review during the summer in case there are changes to Government advice. We will inform you if there are any changes.

We look forward to welcoming your children back to school on Monday 7<sup>th</sup> September 2020. As part of their induction, new Reception children will attend for mornings only on Monday and Tuesday until 12:00pm then staying for lunch until 1:00pm on Wednesday and Thursday, with a full day on the Friday.

If you would like to continue with home learning during the summer holiday then we have many activities and links on our school websites.

We hope that you and your family have a safe and enjoyable summer.

Yours faithfully

Miss Mary Dolan  
Executive Headteacher

Mr John Burrows  
Chair of Governors