



# South Avenue Primary School

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Acting Head of School: Miss Tracy Cadwallader

2<sup>nd</sup> September 2020

Dear Parent, Carers and Guardians,

I hope you have all had a good summer holiday and are ready to come back to school. We have missed you all and are set up and ready to go.

Below is a recap on what to expect and how we are going to run here at South Avenue, we have followed government guidance as have all schools but as with all guidance we are left to draw our own interpretation. We need to do what we believe will help reduce the spread of coronavirus and keep children and staff safe.

A letter was sent out at the end of July and mentioned the following as part of our re-opening;

- Introduce staggered start/finish times which must be adhered to. Children must not arrive before the stated drop off and collection times as they will not be able to enter the school grounds until these times. Families with more than one drop off time, please bring all children at the earliest required start time and work round the various classes in time order, if you are early to some, this will be ok.
- Have a one way system in place for parents to use at drop off and collection times.
- Ensure year groups remain as 'bubbles' and do not mix with any other 'bubble'.
- Ensure class bubbles will be closed should there be a confirmed case of COVID-19 within the bubble.
- Sit all children side by side and facing forwards, not in groups.
- Use a screen between the staff member and child should they need to sit close to each other to discuss their work or staff to wear visors.
- Stagger break times to make sure bubbles do not mix, cleaning equipment between each session.
- Stagger lunchtimes to allow each bubble to have their own session in the dining hall, which will be cleaned between each session.
- Reduce lunchtimes to 45 minutes.
- Initially not have breakfast or after school provision or school trips or visits – we plan to open breakfast and after school club as soon as possible.
- Refrain from holding assemblies in the school hall.
- Allow children to wear PE kit to school on their PE days, appropriate for the weather, trainers may be worn.
- Reduce the amount of equipment in school on a daily basis, therefore children will not be able to bring bags into school. The only items allowed are a lunchbox, water bottle (which will be kept on the child's desk), sun hat and essential medical equipment. Children will be provided with a plastic wallet in which to transport their reading book and reading record. This is for ease of cleaning of items.
- Provide alternatives to classroom learning for children who are medically shielding, self- isolating but not showing symptoms or at home due to a class bubble having to close – please discuss this with us if this is you.
- Ensure rigorous handwashing and sanitising routines are in place.
- Ensure thorough cleaning of touchpoints, toilets and equipment throughout the school day.
- Ensure a thorough whole school clean at the end of each day.
- Allow parents and visitors to attend the site for pre-arranged appointments only.
- Introduce amended behaviour and attendance policies which must be adhered to.

We will be using all entrances to the school to get the children on and off the site safely. This includes using the school car park entrances. If disabled parking spaces are required then due to our need for children to enter and exit via the junior car park access times at the start and end of the school day will be as follows:

Mornings – Disabled spaces must be accessed before 8.30am. If cars are parked in these spaces at 8.30am they will not be able to exit the site until 9.05am.

Afternoons – Disabled spaces need to be accessed before 2:45pm. Cars will not be able to exit until 3:20pm.

If families requiring disabled parking need an adjustment to their child's drop off/pick up times then please contact us to arrange this.

Please do not use the area near the car park gates to drop your children off. This will make the area unsafe for those entering or exiting the school. Please park in South Avenue and adjoining roads and walk your child to the gates. Please remember that the yellow chevrons painted outside of the school must not be parked on, or used as a drop off point. This is for the safety of all.

Unless prior arrangement has been made with the school we would ask that initially year 6 children are accompanied by an adult to and from school. This will support them in the changes in the staggered start and end to the day. We will review this weekly. Should it be essential for your child to walk alone, please write to the school to authorise this.

Children should not bring mobile phones into school.

All equipment that the children will need for their school day will be provided by the school and cleaned regularly.

Parents are requested not to go to the school office. This is only available for telephone and e-mail queries. If you need to ask a question then please phone the school or e-mail [office@southavenue.kent.sch.uk](mailto:office@southavenue.kent.sch.uk) and a member of staff will contact you.

The school risk assessment has been uploaded to the website for you to read through if you wish. This will be reviewed on a daily basis and adapted as needed to meet the current guidance and local situation.

Attached is a flow chart detailing what to do if your child or someone in your household has Covid-19 symptoms.

If you have any questions or queries please phone or email into the office or email your child's class teacher.

We appreciate all the support you have given and will continue to give to the school in helping us reduce the risk of the spread of the virus within our school community.

We look forward to seeing you all tomorrow,



Miss T Cadwallader  
Acting Head of School

### Drop of and collection points and times:

Year R will have their own timetable due to their introduction to the school and informed of their start time before they start full time.

<b>Bubble/Year Group</b>	<b>Class</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Drop off/ collection point</b>
Bubble 2 Year 1	Garnet	9am	3:15pm	Enter via the main entrance – Gate 4. Walk along the path, up the steps and towards your child’s class. Please do not cross the line on the path when handing your child to a member of staff. Exit via the gate in the hedge –Gate 3.
Bubble 2 Year 1	Topaz	9am	3:15pm	Enter via the main entrance – Gate 4. Walk along the path, up the steps and towards your child’s class. Please do not cross the line on the path when handing your child to a member of staff. Exit via the gate in the hedge –Gate 3.
Bubble 3 Year 2	Quartz	8:45am	3pm	Enter via the main entrance – Gate 4. Walk along the path, up the steps and towards your child’s class. Please do not cross the line on the path when handing your child to a member of staff. Exit via the gate in the hedge –Gate 3.
Bubble 3 Year 2	Sapphire	8:45am	3pm	Enter via the main entrance – Gate 4. Walk along the path, up the steps and towards your child’s class. Please do not cross the line on the path when handing your child to a member of staff. Exit via the gate in the hedge –Gate 3.
Bubble 4 Year 3	Amber	8.55am	3.10pm	Enter via the main entrance – Gate 5. Walk along the path to the next gate (entrance to the Junior playground) where children will be greeted by staff. Follow the arrows through the Junior car park to your exit at Gate 6. Please remain on the right hand side of this gate as you exit the site.
Bubble 4 Year 3	Diamond	8.55am	3.10pm	Enter via the main entrance – Gate 5. Walk along the path to the next gate (entrance to the Junior playground) where children will be greeted by staff. Follow the arrows through the Junior car park to your exit at Gate 6. Please remain on the right hand side of this gate as you exit the site.
Bubble 5 Year 4	Onyx	8.45am	3.00pm	Enter via the main entrance – Gate 5. Walk along the path to the next gate (entrance to the Junior playground) where children will be greeted by staff. Follow the arrows through the Junior car park to your exit at Gate 6. Please remain on the right hand side of this gate as you exit the site.

Bubble 5 Year 4	Tanzanite	8.45am	3.00pm	Enter via the main entrance – Gate 5. Walk along the path to the next gate (entrance to the Junior playground) where children will be greeted by staff. Follow the arrows through the Junior car park to your exit at Gate 6. Please remain on the right hand side of this gate as you exit the site.
Bubble 6 Year 5	Opal	8:55am	3:10pm	Children only (parents to drop children at these gates) enter via the right hand side of the Junior car park gates – these will be manned by a school member of staff and coned off to stop cars coming in and out during these times. Children will walk towards and through the gate outside Opal Class and enter their classroom from the external class door.
Bubble 6 Year 5	Amethyst	8:55am	3:10pm	Children only (parents to drop children at these gates) enter via the Junior car park gates – these will be manned by a school member of staff and coned off to stop cars coming in and out during these times. Children will walk towards and through the gate outside Opal Class and walk around the outer path to the external door for Amethyst Class.
Bubble 7 Year 6	Ruby	8:45 am	3:00pm	Children only (parents to drop children at these gates) enter via the Junior car park gates – these will be manned by a school member of staff and coned off to stop cars coming in and out during these times. Children will walk towards and through the gate outside Opal Class and enter via Ruby class external door.
Bubble 7 Year 6	Pearl	8:45 am	3:00pm	Children only (parents to drop children at these gates) enter via the Junior car park gates – these will be manned by a school member of staff and coned off to stop cars coming in and out during these times. Children will walk towards and through the gate outside Opal Class and walk around the outer path to the external door for Pearl Class.

Please turn up to the school as close to your drop off and collection times as possible. The system in place for drop off and collection is a 'drop/collect and go' one way system. All children will be collected by a member of staff at the gate. We would ask that parents do not congregate around the school gates.

# COVID SYMPTOMS AT HOME FLOW CHART

