



South Avenue Primary School

South Avenue, Sittingbourne, Kent ME10 4SU

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Headteacher: Miss Samantha Fenn

3rd June 2020

Dear Parents, Carers and Guardians,

I am writing to share with you the decision that we have made at South Avenue Primary School re the return of children in years R, 1 & 6 and the continued attendance of keyworker children.

We considered carefully the guidance provided by the government and the results from the parent questionnaire sent to parents of children in years R, 1 & 6, which showed that the majority of parents in these year groups did not at this time, wish for their child/ren to return to school.

The plan in place is based on the safety and security of the children and staff as the overriding consideration. This plan is reliant on no further changes in government guidance that would mean our site was unsafe to re-open, or that the R number goes to 1 or above.

With this in mind, the following has been decided:

Dates for re-opening:

Monday 1st June 2020: school open for Keyworker children as usual

Monday 8th June 2020: School reopens for Year 6 pupils Monday – Thursday weekly

Wednesday 10th June: School re-opens for Year 1 pupils Monday – Thursday weekly

Monday 15th June: School re-opens for Year R pupils Monday – Thursday weekly

Groups of children within classrooms are known throughout this letter as ‘bubbles’. Each bubble has a set number of children allocated to it to ensure social distancing within the bubble. We have placed children within bubbles to ensure minimum bubbles are impacted should a case of COVID-19 be confirmed.

Bubbles will be allocated as follows with staggered start and finish times to ensure the safety of those entering and exiting the site:

Bubble/Max numbers/Year Group/	Room	Staff	Start Time	Finish Time
Bubble 1 EYFS	Peridot	Miss Mace Mrs Ehrlich	9.15am	3.15pm
Bubble 2 EYFS	Emerald	Mrs Adnams Miss Woolston	9.00am	3.00pm
Bubble 3 Year 1	Garnet	Mrs Haybourne Mr Baker Mrs Calver Mrs Dighton	8.45am	2.45pm
Bubble 5 Year 1	Quartz	Miss Sellars Miss Major Miss Edwards	9.00am	3.00pm
Bubble 6 Keyworker	Sapphire	Mrs Hackett Mrs Walmsley Mrs Wood	8.45am	3.15pm
Bubble 7 Keyworker	Amber	Mrs Dengate Mrs Cassell Miss Milner Mrs Little	8.45am	3.15pm

Collaboration, Challenge, Community, Courage, Commitment, Creativity

Bubble 8 Keyworker	Diamond	Miss Johnson Miss Honey Mrs Harrison Mrs Bower	8.45am	3.15pm
Bubble 9 Keyworker	Onyx	Miss Font Mrs Schreur Mrs Asif	8.45am	3.15pm
Bubble 10 Keyworker	Tanzanite	Mrs Goatham Miss E Green Mrs Young	8:30am	3:30pm
Bubble 12 Year 6	Amethyst	Miss Bedwin Mrs Birchmore	9:00am	3:00pm
Bubble 13 Year 6	Pearl	Mrs Orr Mrs Simpson Mr Graham	9.15am	3.15pm

You will be advised of your child's bubble via a text message by end of day Friday 5th June 2020.

Drop off and collection of children

A one way system will be in place for drop off and collection of children. White arrows will be painted on the ground to show the direction of flow. Yellow spots will be painted on the ground to show 2 metre markings for parents to wait with their children. All children MUST be brought to school and collected by an adult to ensure that the children, when off site, do not congregate together.

Entry and exit gates for each bubble base will be as follows:

Peridot (Bubble 1), Emerald (Bubble 2), Garnet (Bubble 3)

Enter via - Infant site main gates, then right into the side gate by Peridot Class

Exit via – Gate 1 in the infant hedge

Quartz (Bubble 5), Sapphire (Bubble 6)

Enter via – Left hand main school gate

Exit via – Gate 2 in the infant hedge

Bubbles 1, 2, 3, 5, and 6 will need to take their child via the arrows to the classroom; there will be a line outside the classroom that parents need to stop at. Adults will open the doors and the children can enter, parents to stand at the yellow spots and wait for there to be a space before sending children to the door. At the end of the day, the same is to happen.

Amber (Bubble 7), Diamond (Bubble 8), Onyx (Bubble 9), Tanzanite (Bubble 10),

Amethyst (Bubble 12), Pearl (Bubble 13)

Enter via – Right hand main school gate and wait at the 2nd gate entrance

Exit via – Junior car park gate

Key worker children drop off/pick up outside of the normal school hours:

If the parent/carer wishes to drop off or collect at a time outside the normal school day, please use the right hand side main gate entrance and buzz for the school office. Take the child to the school office and collect in the same way.

School Office:

his will remain open, with a limited staff. We would ask that where you can you contact the office via phone or e-mail, unless directed otherwise. Only one person will be allowed in the reception area at any one time. Please buzz at the main school entrance and wait on the yellow spots outside the building to ensure social distancing until the reception is clear.

Classrooms:

These will look very different for your children. Their desks will be 2 metres apart and the area of their desk they cannot sit at will be marked with a taped cross. They will have to keep their lunch and coat/hat, if they bring one, under their desk. There will be no soft furnishings, or soft play equipment. The staff in their bubble may not be staff who have taught them before. Some staff may be wearing PPE.

Behaviour expectations:

The safety of the children and staff is paramount. We have introduced an Addendum to our Behaviour Policy, which is attached with this letter. Please go through this with your child/ren to ensure that they are fully aware of the new expectations.

Attendance:

If you have chosen for your child to return to school and they should become unwell for any reason, it is imperative that you inform the school by 9.00am on their first day of absence. We will need to know the nature of the illness. If your child should become unwell with symptoms listed for COVID-19, we ask that you contact 111 and follow their advice. Testing MUST be requested where COVID-19 is suspected and school informed of the outcome as soon as this is received. As a school we need to take precautionary measures should a child become unwell with COVID-19 therefore, your cooperation in informing us at your earliest opportunity is imperative in keeping everyone safe.

Lunch and Break times:

Break times will be staggered. Children will eat their lunch outside unless the weather is inclement when they will eat in their bubble room.

School Lunch:

All children entitled to Universal Free School Meals (those in Years R & 1) will be provided with a school dinner from Wednesday 10th June. All other children should bring in a packed lunch. This should be in a disposable bag to be thrown away once they have eaten. All children should bring in a bottle of water as the school water fountains are not in use.

Friday:

School will be closed on a Friday, except for keyworker children. This is to allow for a weekly deeper clean and to give staff the PPA they are entitled to.

PPE

This is available for staff to wear should they wish to use it. If parents wish children to wear PPE they must provide this and instruct their child/ren in its safe use.

School Uniform:

Ideally this will be worn. However, clothes should be washed daily to minimise any risk. Therefore if uniform is not available then own clothes can be worn. We do not wish for any families to go out at this late stage in the school year to purchase new uniform. If some of your child's uniform is too small, please allow them to wear part of their uniform with own clothes. We would ask that football kits are not worn and that any non-uniform items adhere to the uniform as best as possible e.g. no flip-flops, crop tops. School shoes should be worn if available, if not trainers are acceptable.

Equipment:

Children should not bring in any equipment from home. This includes mobile phones. Everything they need will be allocated to each child for their use only. All equipment will be disinfected daily.

Should your circumstances alter and you wish to change your decision for your child to attend school, then please either e-mail the school office on office@southavenue.kent.sch.uk or phone the school on the number above. Please bear in mind we still have minimal staff numbers in the office and your call may take time to be answered.

We cannot, due to the current numbers, promise to allocate your child to a bubble with immediate effect if you decide you wish for them to attend. Our bubbles are currently full therefore, we will have a waiting list in place, should the government guidance change.

The staff at South Avenue Primary School are committed to making your child's return to school a safe and pleasant one, but it will be very different. We would ask that prior to your child/ren returning you talk to them about the changes that we have had to impose to keep them as safe as possible so that they are not totally shocked when they re-join us.

Yours sincerely



Miss T Cadwallader
Acting Head of School