



Tenterden Infant School

'Together, we learn, grow and flourish'

Tenterden Church of England Junior School

'With God as our companion, we learn, grow and flourish'



Monday 20th July 2020

Dear Parents, Carers and Children

In our model for reopening in September we have considered what would be the best and safest way to get our school open considering our buildings, the staff we have and the available resources. We will monitor any changes to the local and national position on managing the pandemic and we hope that these measures will not run on for too long and we can all get back to a normal school day as soon as possible.

The DFE states:

'There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks'.

We are planning, like all schools, for a complete opening of school to all year groups in September. It has taken a number of drafts, with continuous referral to the DFE Guidance and the health and safety measures that must be met. We have risk assessed our school building; looked at the staff available and where they should work; included the bubble model to ensure reduced risk of being exposed to infection; the health and safety measures (including opportunities for deep cleaning); curriculum provision and staff's contractual planning, preparation and assessment time.

These measures have been put in place to meet the DFE guidance on health and safety, which states:

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements

Executive Headteacher : Ms S Crinnion B.Ed (Hons) NPQH

Tenterden Infant School
Recreation Ground Road
Tenterden
Kent TN30 6RA
Tel: 01580 763717
office@tpf.kent.sch.uk



Tenterden Schools Trust, a charitable company limited by guarantee registered in England and Wales (registered number 07736448)
Registered office: Ashford Road, Tenterden, Kent TN30 6LTR

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- *active engagement with NHS Test and Trace*
- *formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible*

We understand that this model does put some additional pressure on individual families and we are sorry for any inconvenience this causes. We hope these measures are short lived and we can return to a normal timetable as soon as possible. We all want that.

Our actions to help maintain the distancing between those in school as much as possible:

We are introducing year group bubbles. Each year group bubble has allocated teachers and support staff. Teachers have to work within their year bubble and no other year bubble throughout the school day. This includes covering all break times and lunchtimes within the bubble. Added to the bubble model, office staff, lunchtime staff and senior leaders have been allocated a year group for additional provision of first aid and supervision at break and lunch times. The offices will be closed for an hour every day to cater for this.

Staggered Drop off and Pick up Times- Please see the return to school grid and map attached.

- Each year group has been given an allocated drop off and pick up time and an allocated entrance and exit gate at the start and end of each day. **Please refer to the Return to School Grid for your drop off and pick up times.**
- In the morning, children will be dropped off at the allocated gate for their year group and will be met by a senior member of staff who will supervise the children entering onto the playground.

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- There will be a bubble member of staff waiting by the allocated entrance to the building. No child will wait on the playground, they are to walk straight in to school and to their classroom.
- No parent is allowed past the entrance gate to the school site when dropping off their child/ren.
 - Parents must maintain social distancing from families as they walk their child to the entrance of the school.
 - Please do not stop and congregate at the school gates. We do understand this will be challenging but we must avoid a build up of people that could challenge the social distancing measures we must put in place.
 - Should your child miss their allocated slot and are late for school and the gates are closed, please wait outside the main entrance and telephone the school. A member of staff from the class bubble will come and collect your child and escort them into school.
 - **Please stick to your allocated time slot** as if year groups become mixed, it will put considerable strain on the health and safety measures being put in place and the staff managing them.
 - Families with more than one child in school-please drop off all children on the earliest drop off time allocated to you, they can come in and walk straight to their class. The senior member of staff on the gate will have a list of sibling groups to help with this.
 - Pick up times: parents can come on to the allocated playground area when the gates open. The playground will be marked out for year groups. The class teacher will release your child from their allocated door to you when they see you. Once you have collected your child please leave through the allocated gate for your year group, immediately.
 - There will be an earlier closure on Wednesdays to ensure the schools can have a deep clean mid week, while this is happening we can provide the contractual PPA time for staff (this is explained in more detail below). **THERE WILL BE NO EARLY CLOSURE ON WEDNESDAY 2ND SEPTEMBER.**
 - For families with more than one child, please collect your children on the last allocated time, so that you are not waiting between release times on the playground. If you have children across both schools, please look at our allocated times and let us know what order works best for you.
 - Should there be an emergency causing a late pick up please call the school to let us know. The teacher will continue to look after that child until you arrive. If the school gate is closed when you arrive, please buzz the school office to let them know you are here and then the teacher will bring the child to the main entrance and hand over your child to you. We are reliant on parents meeting the schedule to make this element of safety work. We will keep a close eye on things to see what tweaks need to be made.

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We will be having a staggered start for year groups in the first week back to ensure we have the time and space to rehearse classes and staff with our safety rules. This is a health, safety and wellbeing action. Please check what two days your child's class will be in school. Again, thank you for bearing with us as we get ourselves started with the new ways of working.

- Tuesday 1st September INSET DAY- no children on site
- **Wednesday** 2nd September **Y1, Y3, Y5**
- **Thursday** 3rd September **Y2, Y4, Y6**
- Friday 4th September- **Years 1 to 6 all on site** for the day following the new timetable

THERE WILL BE NO EARLY CLOSURE ON THE FIRST WEDNESDAY BACK WHEN WE REHEARSE THE CHILDREN ON SITE

A separate letter has gone out to parents of new reception children. The schedule for this group will follow a similar pattern to previous years but we must complete our transition actions before the children start school. We understand that the planned school day will originally be a bit shorter than normal but as soon as we have all new children in and we have established appropriate support and routines we will look to extend the day further, within our bubble model.

Staggered Play and Lunchtimes:

- All year groups have a half hour lunch, which will be staggered. This enables us to allocate the outdoor spaces in a safe way and also ensures we can supervise the children safely. Usually our lunch time supervisor team and senior staff would work across schools, but we cannot do this in September. Each member of staff has been allocated a specific year group to reduce contact between groups and adults.
- We cannot use the school hall, computer suite and library space for more than one year group on any one day. These areas will be thoroughly cleaned at the end of the school day in readiness for the next year group the following day.
- Staff are not allowed to use the staff room in the normal way. Staff will not have a shared break time and will need to take their breaks on a rota in their bubble area. This will reduce movement around the school building.

Organisation of the classrooms:

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The advice is for all tables to be forward facing. For year 1 upwards we are able to organise our classrooms in this way. We cannot guarantee social distancing within the classroom of infant year groups due to the size of the infant classrooms and the natural need for a young child to gravitate to another person, but we will do our best to remind them and support them. In the Junior school we will encourage children to follow our social distancing measures.

We are realistic and know that that social distancing between children will be difficult. Staff are advised to keep a social distance from the children but again we are aware that this may not always be possible. Keeping the distancing between the year groups is the crucial element of this model, it will reduce the number of people each individual comes in to contact with and should someone become unwell with COVID-19, we can use the track and trace service and close the class or bubble down, should we be advised to do so by Public Health England.

Please do not send your child to school with any resources e.g. book bags, backpacks and pencil cases etc. We will provide all resources in class. We will allocate teaching resources to each child. These will be deep cleaned mid-week, by our fogging machine.

If your child is having packed lunch, we are advising that they bring their plastic lunch box or carrier bag, which can be washed daily, rather than a fabric container.

Before and After School Clubs

Unfortunately, we do not have the staffing capacity and the facilities to relaunch Early Birds club again in September. We do want to get this service up and running as soon as possible but the risk assessments completed highlight the increased risk to breaking down the social distancing model of year group bubbles. In the short term, working parents will have to consider alternative arrangements. We are still looking for other options here and if we can find an alternative, we will let you know. Please bear with us on this, we do understand how inconvenient this is.

Robust Hand and Respiratory Hygiene and Enhanced Cleaning Arrangements

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Keeping the school clean:

- We will need to close after lunch time on a Wednesday for a couple of reasons:
- To enable a deep clean of the school mid-week, using a fogging machine for additional sterilisation of all exposed resources, furniture and physical spaces-it takes time to do a very thorough job.
- While the cleaning is taking place, we can allocate time to teachers to meet the contractual non-teaching time for staff to plan, prepare and complete assessment actions (called PPA time). When children are on site, teachers will be leading the learning of the children throughout the new timetable, with support from allocated experienced support staff, not leaving their bubbles. We are unable to deliver the old timetable with specialist staff working across the year groups to deliver specific subjects which would normally be a time to release teachers to complete their PPA work. All staff lunch breaks have been halved as well to enable the staggered drop off and pick up times and for PPA/deep cleaning actions to take place.
- Cleaners are presently looking at the hours required during the day to complete extra cleaning, in particular the cleaning of toilets, doorknobs and handrails. A new rota will be in place for September. In addition, site staff will have additional health and safety monitoring actions too.
- All classrooms have sinks, soap and hand towels and will be constantly monitored by staff to ensure they do not run out of anything.
- There will be sanitizer stations at various points across both schools.
- PPE will be worn by first aiders and PPE grab bags will be available in every year bubble for any emergency.
- Infant classes have separate toilets allocated to every year group.
- Children will be encouraged to go to the toilet before and after breaks but we will support any child requiring the toilet out of these times.
- Children will be reminded of the catch it, bin it, kill it motto and there will be posters up to remind everyone of the rules.
- We will encourage children to keep washing their hands.
- We will not have any additional workman and professionals on site unless it is an emergency or meeting the needs of an individual child (and we know it can be done in a safe way). There are planned works in place for both schools, but it is intended to take place out of school hours and in the half term break.

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- No parent is to come on site. We will arrange meetings via telephone calls and dojo messages. As staff are unable to share office phones, the office will take a message and pass it on to the relevant member of staff who will be in contact with you.

Medical Emergencies During the School Day

No parent is allowed into the school building at any time during the day. If there is a child medical emergency during the school day, your child will be brought to an allocated first aider, by your child's bubble member of staff (who may have to be in full PPE depending on the nature of the emergency). The first aider on duty out of the bubble will be wearing full PPE. A phone call home to the parent/carer would be made as normal. The first aider would look after the child until a parent/carer could come to the school to collect their child. The first aider would bring your child to the main entrance and release the child to you while maintaining a social distance. Any medical emergencies requiring a 999 call would be made in the normal way and parents/carers notified immediately. In such situations, parents would be provided with PPE and allowed on site with support from a member of staff.

There are allocated first aiders on site all day. They will be in full PPE when covering lunch and play times.

The Government guidance states that people who are ill must stay at home and a Covid-19 test must be taken.

General Information

Curriculum:

- There will be planned English and maths lessons every day and a thematic approach to teaching the other subjects.
- We will be considering any gaps in knowledge and looking to support children in a way that they do not feel too pressured- wellbeing and feeling safe and secure is paramount. If children feel safe and happy, they will happily engage in the learning activities we will provide.

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- We are also looking for additional opportunities for maths and English learning in our thematic activities to help develop further depth in knowledge and understanding in our core subjects
- All SATs testing returns to normal next year, for Year 2 and Year 6. In addition, the Year 4 Times Tables test will take place in June.
- Year Two children will be tested on their phonics knowledge in two windows- December 2020 and June 2021. We will only test the children early if we feel they are confident and ready to do so.
- We have not had a final date for the 11+ yet.

School Uniform

From September, the government guidance does not require children to have a full change of clean clothes each day, but we do encourage parents to have at least one change of clean clothes during the week. We do expect children to come back to school in full school uniform. We do understand that it may have been difficult for families to source some aspects of school uniform and we are allowing for some flexibility e.g. will not expect children to be in logo sweatshirts every day, but school colours of jumpers, sweatshirts and cardigans would be expected. Juniors can wear the winter uniform including the school tie or follow the summer uniform guidance on alternatives, likewise for the Infant children. We expect school shoes to be worn unless it is your child's PE day.

On your child's PE day, they will need to come to school in their PE kit, which can include tracksuit bottoms and tops. You will be given the weekly timetable in September.

We also understand that some families may have been faced with additional hardship during this difficult time. Please let us know if you require any support with meeting the school uniform requirements.

Lunch Times and School Dinners

The lunch hall cannot be used at lunch time due to social distancing measures that are in place.

We have met with our catering company, Pabulum to find the best way to provide school lunches for those that wish to order them and/or are entitled to free school meals. We will be able to provide packed lunches with some hot options and we will be delivering them to the classrooms every day.

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There will still be some choice for the children to make, when deciding what they want for lunch. You'll be notified of the choices in September by a separate letter.

A lot of information for you to take in before we break up for the summer holiday. I hope we have provided you with enough guidance to get us started again in September.

Please could you complete the questionnaire below. This will help us to be able to understand how our school community is feeling about their lockdown experiences as we return to school. Here is the link:

<https://forms.gle/5vRDFpS9j8ya1Xy59>

Thank you so much for all you have done to keep your child's education going during this difficult time. We are very lucky to have the families we have in our wonderful school community.

We look forward to seeing you in September.

Yours Sincerely

S Crinnion

Ms. S. Crinnion

Executive Headteacher

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