



Horsmonden Primary Academy

Back Lane, Horsmonden

Kent TN12 8NJ

t: 01892 722529

e: office@horsmondenprimaryacademy.org.uk

Principal: Hayley Sharp

Friday 22nd May 2020

Dear Parents and Carers,

As you are aware we have been asked to re-open to key year groups from Monday 1st June and as promised, I am now sharing with you the detailed guidance. Please note that Monday 1st June is a planned Inset Day for the staff of Horsmonden so key year groups will be invited back from Tuesday 2nd June. We will use the Inset Day to ensure that staff receive the second part of their safety induction ready to welcome children on 2nd June.

At this time the Government will make a final decision on May 28th 2020, but unless you hear from me the plan to reopen can be found in this letter. Please note that the new systems will be safe and sustainable. To ensure everyone's confidence in new ways of working, systems will not change again this academic year unless absolutely necessary.

Who is entitled to come to school at this time?

From Tuesday 2nd June 2020, we will re-open to Reception, Year 1 and Year 6. We will also continue to offer places for our registered Key Worker/Vulnerable children back at Horsmonden. For children in years 2, 3, 4 and 5 high-quality remote learning will still be in place via Google Classroom. Unless circumstances change considerably we have no plan to invite pupils in years 2, 3, 4 and 5 back until September. This is to ensure everyone's safety.

Does my child have to attend?

The school encourages all eligible pupils to attend school from Tuesday 2nd June and attendance will be monitored so that we can provide support where it might be needed. I would like to make it clear, however, that there will be no sanctions should you wish to keep your child at home.

While you may have reservations about bringing your child to school; reservations that are understandable, we'd like you to balance those with the prospect of your child being able to return to a well structured day with established routines. This is something, we know, that children thrive within. It is also an opportunity for children to interact with their peers at a safe distance and begin re-establishing their social and interaction skills.

If your child or a member of your household is presenting with symptoms of COVID-19 we ask that you **do not** send your child to school and contact us as soon as possible. Please refer to the section entitled "What will happen in case of symptoms or a possible case of COVID-19?" for more information. In light of this, we advise that you take your child's temperature each morning before coming to school.



What will my child's day look like?

We will endeavour to follow the full curriculum but there will be no practical PE until further notice. Children will have opportunities for physical activity in some form and movement breaks.

There will be a noticeable focus on promoting good mental health and wellbeing with the children through their learning and there will be an active approach to engaging the children with taking ownership of the new rules and expectations that will be in place to support social distancing guidelines.

Children will be taught outside as much as possible.

Children will have staggered lunch times and break times in specifically allocated outdoor spaces.

When will my child's day start and end?

To ensure that social distancing measures can be upheld and to avoid overcrowding the children will have staggered start and end times of the day.

Group	Start	Finish
Year 6	8:40am	3:00pm
Key Worker and vulnerable children	8:40am	3:00pm
EYFS	8:50am	3:10pm
Year 1	9:00am	3:20pm

In order to maintain a much more rigorous cleaning schedule each day, there will be no breakfast or after school clubs until further notice.

What happens at drop off?

One parent per child please.

At the **allocated times only** as outlined above, parents can enter the school site through the pedestrian gate. These times must be adhered to in an attempt to avoid congestion. There will be a one way system around the outside of the building. Parents should make their way round using the wooden gate by Year 6 as normal and follow the path all the way round. Then go up to the patio area outside KS1, through the wooden gate at the end into the EYFS outdoor area and through the car park back to the pedestrian gate. Wayfinding signage will be in place to support. Parents must follow the one way system and maintain a distance of 2m from others at all times. Each child will enter their room independently as detailed below. Parents are not permitted in the school building or on the ramp outside key stage 2 classes.

Please see below for details of where to drop your child:

Year 6 - Through the Year 6 classroom door – parents do not need to come onsite and are encouraged to wave goodbye from the boundary fence

Key Worker and Vulnerable Children – Through the Year 3 classroom door – parents are not permitted on the ramp

EYFS Group 1 - Through EYFS classroom door

EYFS Group 2 - Through Year 1 classroom door

Year 1 - Through the Year 4 classroom door via the ramp – parents are not permitted on the ramp

Details of group 1 and group 2 for EYFS will be shared by Miss Foord.

What happens at pick up?

One parent per child please.

At the **allocated times only** outlined above, parents can **enter using the same one way system detailed above**. Parents should wait outside their child's classroom as detailed above and maintain a social distance of 2m at all times. Children will be released one at a time. Parents should then exit the site following the one way system.

What should my child bring?

All children attending school will need to bring the following equipment:

- healthy snack
- named water bottle filled with water for the day
- packed lunch
- waterproof coat if appropriate for the weather - named
- suncream and hat if appropriate for the weather - named
- pencil case with own equipment (not compulsory but encouraged)

Please note that we will provide pencils and pens where needed and these will be kept in a named bag at school ready for the next day.

Children **do not** need to bring their reading books from home.

We **will not** be sending home any **reading books**. Your child can access a range of reading material via MyON. You will have received login details for this recently.

The facility to **store scooters and bikes** at school will be **unavailable** so these will need to be taken home if used to come to school.

What does my child need to wear?

The DfE's most recent guidance regarding pupils' clothing while at school has highlighted that children should be sent to school in newly cleaned clothes everyday to prevent cross-contamination. In light of this, we **will not** be asking pupils to wear school uniform but we will expect their clothing to be **appropriate and conducive to learning**. This would be described as smart-casual. We are happy for trainers to be worn.

Items that **should not** be worn are as follows;

- Any jewellery apart from one pair of ear studs and a wrist watch
- Flip flops, sandals, heeled or any open-toed shoes
- Strapless, thinly strapped or cropped tops
- Very short skirts

Clothes that have been worn to school should be **washed after each wear** or at the very least not worn again for 72 hours.

What will there be available for my child to eat at lunch?

All pupils entitled to Universal Free School Meal (EYFS, Year 1 and Year 2) and Free School Meals pupils may order a school packed lunch. However they are permitted to bring in their own packed lunch from home if they prefer.

For parents of children who don't receive the above;

- All school packed lunches need to be paid for online (details for this can be requested from the school office)
- We **will not** be accepting any cash.

From Term 6, vouchers will not be issued to those year groups who are eligible to attend the academy. If parents decide to keep their children home from school they still will not be eligible for a voucher.

Will there be restricted access to school for parents and visitors?

At drop off and pick up we ask that only one parent per child arrives. This is to prevent overcrowding. School gates will remain locked and an entrance access control system will be in place to restrict entry. This means there will be **no access to external visitors including parents** to the building. Parents will only be able to come on site at pick up. You will, unfortunately, be unable to speak with any member of staff in person. We understand, however, that you may need to pass a message on or speak with someone. This can be done via phone or email.

By phone: 01892 722529

By email: office@horsmondenprimaryacademy.org.uk

What will happen in case of symptoms or a possible case of COVID-19?

Should a child present with COVID-19 symptoms, they will be immediately removed from the academy population and placed in medical quarantine in the school medical room. They will be supervised there by one adult wearing appropriate PPE until they are collected by a parent. We will inform the child and household members to self-isolate following the government timeframe. We will also ask parents to arrange for an infection test to be carried out and to inform the school of the result as soon as it arrives.

Where the student or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms. Where the student or staff member tests negative, they can return to their school immediately. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases a larger number of other students may be asked to self-isolate at home as a precautionary measure – perhaps the whole class.



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What other measures have been taken to prevent cross-contamination?

In order to prevent cross-contamination:

- the whole building has received a deep clean
- regular cleaning of all surfaces, handles and equipment will be in place and recorded clearly
- children and staff will sanitise their hands on entry to the school, and wash them regularly during the day and before they come home
- PPE will be worn by staff dealing with any bodily fluids or if a child develops symptoms

Staff will be on-site directing parents and children. **All instructions to maintain social distancing must be followed at all times by all parties.**

We look forward to seeing key groups from Tuesday 2nd June.

Yours sincerely

Hayley Sharp

