



**Headteacher:**  
**Mrs Jan Thomson**



**BATH & WELLS**  
**Multi Academy Trust**

'That they may have life, life in all its fullness' John 10:10

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**Dear Parents and Carers**

We have progressed through some significant milestones: partially closing schools back in March; establishing support for the children of key workers and vulnerable groups; developing home learning and online support and undertaking complex risk assessments to welcome back pupils in reception and years 1 and 6.

Together teachers, support staff, parents and carers have risen to the challenges we have all faced and supported pupils, families and communities with creativity, commitment, and dedication.

We are delighted that this week the government announced further information about its intention that pupils in all year groups will return to school full time in September. We have all been planning for this for some weeks. Each school in our trust is developing plans for:

- all children to return to school full time from the start of the autumn term
- children to be taught by their class teacher wherever possible
- health and safety expectations to be of the highest standard in line with government advice and each school's risk assessment
- curriculum planning to be informed by an assessment of pupils' starting points and focused on addressing any gaps in pupils' knowledge and skills, in particular making effective use of regular formative assessment
- adapting the curriculum to respond to pupils' learning needs and providing additional support when required
- focusing more time on core skills and providing support for all children to recover any lost ground
- pastoral support for all pupils to:
  - rebuild friendships and social engagement
  - address and equip pupils to respond to issues linked to coronavirus (COVID-19)
  - further improve their physical and mental wellbeing.

The plans developed by each school have been considered in the context of this recent national policy and can now be shared with you all.

**Life Long Learning, Community and Friendship**

For us at Kingshill Church School our plans are as follows:

**Summer holidays:**

As you know, over the summer holidays 'Future Stars' are offering a 'Holiday Fun Club' from 27 July until 28 August. Parents have been informed about this but if you have any further questions then please contact the school office.

**For September:**

We are now putting in place another risk assessment and plan for pupils' return. We are also currently working on our plan for 'catch up and recovery' which will be in place for September. Catch up and recovery will involve such things as: assessing gaps in pupils' learning and addressing those gaps through focused teaching and interventions; planning a programme of Personal, Health and Social Education to address any emotional and social needs of the children and planning to ensure coverage of our full curriculum offer. We will be arranging meetings with parents as early on in the term as possible, under social distancing rules – more details will follow in September.

For the autumn term we are unfortunately not able at this stage to hold any 'whole' school events such as Harvest Festival and class assemblies etc. as we are not allowed to mix classes and children sadly are not allowed to sing together in large groups. School trips and swimming lessons will not take place either until we receive further guidance on this.

It's been quite a complicated process, as we need at all times to bear in mind that we are still trying to minimise the risk of infection amongst our school community. We therefore have to again put in place some procedures to ensure the safe and smooth running of the school. I am sure you may be concerned as to how we will keep the children safe whilst in our care so here are some measures we are putting in place - taken from the risk assessment.

**Social Distancing:**

- Children will be kept in class groups at all times. Children will therefore have contact with limited children and limited adults across their week in school.
- We will reduce the numbers of adults on the school site by staggering the start and end of the day, so parents and carers are not all present at the same time.
- We will have staggered breaks during the day to reduce the number of classes together at one time.
- We will reduce any unnecessary visitors to the school.
- We will re-arrange desks and seating to ensure that all children face the front and staff will remain socially distanced.
- We will ensure that equipment will be used within the classroom and not shared between classes unless cleaned beforehand.
- We will mark the site with socially distanced markings for adults to use.

## How you can help:

- Parents and carers will need to adhere to social distancing rules of 1 metre+, so please be mindful of this at all times as you drop off, pick up and walk around the site. The site will be marked out as much as we can. We ask that only **1 adult** be involved in drop off and pick up please.
- If your child requires medication at any time you will need to arrange to come to school to administer it.
- Please make sure your child has their asthma inhaler in their bag and that they know how to use it.

## Hygiene

### Procedures will include:

- A deep clean of the school during the summer holidays, alongside daily cleaning processes.
- Cleaning of heavily used areas throughout the day, including shared areas in between staggered group usage.
- Allocated spaces, toilets and equipment for classes.
- Hand washing as integral to the daily routine with guidance and monitoring in place for all children.
- Ensuring that adequate facilities are available for hand hygiene, and that hand washing information is shared regularly with the children.
- Where appropriate, children using the same piece of IT equipment during the day.
- Children having their own frequently used equipment - pencil, rubber, etc. These will be provided by school.
- Children bringing in named drinks containers to use during the day.
- Lidded bins which are used for tissue waste and we will ensure that these bins are emptied throughout the day.
- Children not bringing any personal items from home such as toys and pencil cases.
- Limiting use of learning resources and equipment to those that can be easily allocated and cleaned.
- Necessary first aid being administered to a child by staff wearing PPE to provide an additional layer of protection for the adult and child.

## How you can help:

- Ensure that your child does not bring toys from home. We would prefer year 6 pupils not to bring mobile phones but if they are necessary if they walk home alone then they will put them in individual envelopes each day, locked away and then removed by the child at the end of the day.
- Scooters and bikes – at this stage please do **not** bring these to school as we cannot allow adults and children to access the current space due to them arriving via different entrances and we want to avoid cross contamination and accidents. We will review this regularly after seeking guidance.

**NB** We are following clear government guidelines to **not allow** pupils to wear face coverings. This is for hygiene and safety reasons – we cannot guarantee they will use them safely, handle each other's etc.

## **The School Day**

### ***Getting to/from school:***

- If your child needs to be accompanied to school, only **ONE** parent/carer should accompany them. (Anyone displaying symptoms of coronavirus should **NOT** enter the school grounds).
- Classes have been given allocated drop off and collection times (see details below) and will be asked to enter and exit the school site through specific points.
- Parents and carers should **NOT** gather at entrances.
- Parents and carers should adhere to social distancing rules.
- Outside of drop off and collection, parents and carers should only enter the site if they have a pre-arranged appointment.
- Staff will be avoiding physical contact with children throughout the school day, this includes drop off and collection. Where children are upset, they will need to be settled by their family member prior to leaving them at school.
- Staff will not be available for 'chats' before and after school – please direct any enquiries to the office by phone or email unless immediately urgent, in which case please go to front reception (one person is allowed in at any one time).

### **How you can help:**

- Please do not arrive super early for drop off or pick up – this will avoid crowding and mixing of classes.
- Parents of year 6 pupils who come alone – please ensure they come straight to school, not early and do not gather together outside of school premises.

### **Break and lunch times:**

- Break and lunch times will be staggered and will take place in designated areas with no overlap of classes.
- Play equipment will be divided between classes to prevent sharing and will be cleaned after use.
- Outside play areas will be timetabled so that equipment is only used by one class per day.

### **How you can help:**

- Make sure your child has a named drinks bottle - we will ask that you bring one in if your child appears not to have one. They will not be allowed to use communal cups as we cannot ensure full cleanliness during the day after each use.
- Make sure your child knows not to share food or drink with anyone else.
- Make sure your child knows that contact games like tag and 'play fighting' will not be allowed at any time so as to reduce the risk of accidents and the need for unnecessary first aid.

## **Equipment:**

Each day your child will need to bring:

- A named drinks bottle (vital)
- A waterproof coat (even year 6!)
- A book bag
- A lunch box if applicable
- An inhaler if applicable (please let the class teacher know this)
- For younger children a spare set of underwear and clothes if they are prone to 'accidents'

## **Drop off and pick up arrangements for September 2020**

### **Opal Class**

**Start time: 8 45 am**

**Entrance:** Via main playground gate entrance by Preschool and wait outside Opal class gate, following social distancing rules.

**End time: 3 pm** Collect from the main playground outside Opal Classroom gate.

**Please maintain a good distance away from the classroom doors and be mindful of social distancing rules at all times.**

### **Topaz Class**

**Start time: 9 am**

**Entrance:** Via main playground gate entrance by Preschool and wait outside Topaz Classroom on the main playground following social distancing rules. Please do not come onto the playground before 9 am.

**End time: 3 15 pm** Collect from the same place.

**Please maintain a good distance away from the classroom doors and be mindful of social distancing rules at all times.**

### **Amber Class**

**Start time: 9 am**

**Entrance:** Via main entrance. Please queue along the path along the kitchen side of the car park.

**End time: 3 15 pm** Collect from the same place.

**Please maintain a good distance away from the doors and be mindful of social distancing rules at all times.**

### **Sapphire Class**

**Start time: 9 am**

**Entrance: Via main playground gate entrance by Preschool and children will stay on the very top playground where they will be met by a member of staff. Please do not come onto the playground before 9 am.**

**End time: 3 15 pm** Collect from the very top playground – staff will bring the class out. Please leave space for other families leaving the playground.

### **Emerald Class**

**Start time: 9 am**

**Entrance: Via Emerald Door – please queue along path outside Emerald classroom**

**End time: 3 15 pm** Collect from the same place.

**Please maintain a good distance away from the classroom doors and be mindful of social distancing rules at all times.**

We have no choice but to have some classes arriving and leaving at the same time, and have planned this carefully, so I ask that parents be aware of this in terms of the amount of people in and out of the school. Please try and arrive 'just on time' to avoid any unnecessary crowding and please leave the site promptly after drop off and pick up.

Breakfast and After School Clubs will be running as usual with measures in place to ensure that children in different classes are kept in separate groups and that food is prepared and served according to guidance and our risk assessment. If you require places for either of these then please book in the usual way or contact the office for further details. We will need to know your requirements each week please as it may be difficult to fit children in 'ad hoc' under the new guidance.

I think that once we get 'up and running' again we will be able to establish a pattern and rhythm to each day. I will of course be daily reviewing the safety of the site and the organisation of the school and if changes need to be made, I will keep you updated. If you have any queries or concerns, then don't hesitate to get in touch.

We look forward to seeing all the children in September!

Yours sincerely

Mrs Jan Thomson  
Headteacher