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CEO: Mrs C Dickinson

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Dear Families,

What follows is an outline of our plans for partial school opening from 1st June 2020. All plans are subject to local space constraints in order to maintain the safety of our children, parents and staff. This may limit our ability to expand our provision over the coming weeks.

There is still a lack of clarity from government on the return after half term. We understand that we will have a final decision on 28th May and will obviously confirm our arrangements with you as soon as possible after that.

We are mindful that all schools will be slightly different because of number on roll, staff availability and the physical buildings that we inhabit, but we are aiming to be as consistent as possible with our offer, both as Kite Schools but also in partnership with Surrey. **Our plans prioritise health and safety of staff and children. They are as accurate as they can be for the information that we have to date.**

We will risk assess and review as the first few weeks' progress and we may need to adapt our approach accordingly.

Organisation in 'Bubbles'

Classes can be no larger than 15. These are called 'bubbles.' Each is allocated a lead adult who may be a teacher or LSA. Where staffing permits, there may be 2 attached adults. The adults will remain with their group of pupils. The adult *may not* be the class teacher your child was accustomed to at the start of this year but we will always aim to ensure the bubble lead is a familiar adult. Adults cannot move from one bubble to another. A teacher will carry out the planning for the bubble learning of their year group.

The adults in the bubble will release one another for breaks as appropriate and will supervise the children's breaks and lunch.

Organisation

Classroom sizes and the need for social distancing have been significant constraints. With class sizes being halved, we are effectively doubling the number of staff required.

We are planning to take in one year group at a time to settle the children and support them with the new "normal" for school. The children will attend school from Monday to Friday lunchtime. On Friday afternoon's closed session, teachers will plan learning for the children (both those in school and those accessing learning at home) and the classroom and equipment will be fully cleaned for the following week.

Children of critical workers (including those with EHCPs and other vulnerable children)

Children of critical workers and vulnerable children can continue to attend regardless of their year group from Monday 1st June. They will be returning **to their own academy** to organise in bubbles.

Arrangements are being aligned with new guidelines, as we prepare for more children to attend schools.



There are two options for these critical worker families:

- A. 4 ½ full days' provision (exact times tba but broadly school day, finishing at lunch time on Friday). They may be in a bubble with children of the same age - this bubble will be expanded to include children of the same age once their year group can be accommodated.
- B. Full 5 days' provision (8.30-3.30) but in a mixed age bubble with other children of critical workers.

In both options, children will be following the curriculum for their age group, albeit adapted. The 'childcare' offer for these children will cease and return instead to an academic focus.

Due to new government guidance, we will no longer have the capacity to provide extended hours and will have to close at 3:30pm.

Phased return for non-critical worker children

Government guidance is for us to take our Reception children first, followed by Year 1 and then 6. Admission of Nursery children is being considered during the first few weeks. ***It is highly unlikely that non key worker children in years 2,3,4 and 5 will return before the end of the Summer Term*** under current guidelines due to lack of space in our school buildings.

Children will need to settle gradually and understand the new "normal" for school. The first proposed week back will be used to train our staff in processes that ensure a consistent approach throughout the school. Classrooms need to be reorganised; each child in the room must have their own table, with their own dedicated resources. Classroom storage must be honed to keep all surfaces clear and easily cleaned.

We are therefore planning to use the w/c 1st June to prepare staff and premises fully for return. Our children from critical worker families, our vulnerable children and those with EHCPs will also attend this week in their own academy.

We will introduce our Reception children back into school from 8th June. A questionnaire will be sent to these families w/c 1st June, to confirm expected numbers in school and plan for the bubbles.

A plan is in place for gradual reintegration of classes through the summer half term but you must be aware that this is subject to change.

Who should not attend:

Any child or member of staff should not attend if they have symptoms or are self-isolating due to symptoms in their household.

Any child or member of staff that is classed as 'clinically extremely vulnerable' must stay at home. (These are staff or pupils who have received shielding letters.)

Any child or member of staff that is classed as 'clinically vulnerable' should follow advice from their GP, occupational health or medical team.

Any child or member of staff who is living with someone classed as 'clinically extremely vulnerable' should only attend school if strict social distancing can be achieved.

Any child or member of staff who is living with someone classed as 'clinically vulnerable' should attend school.

Social distancing

We will endeavour to plan for and encourage social distancing both in our classrooms and at play but this cannot be guaranteed. Markers will be placed around school to remind children of the 2 metre rule and one-way systems will be imposed where appropriate. Classroom layout and staggered playtimes will support this and we will use our outdoor areas as much as possible throughout the day.

Drop off and pick up

Guidelines state that parents should not come on to the school site. Only one parent can bring a child.

Staggered drop off times for each class will be put in place, starting at 8:30am with 10 minutes for each group.

There will be a pick -up 'window' of 10 minutes for each group; please be prompt. A member of staff will bring the children out at collection time. These times will be subject to change as we review our procedures.

Social distancing must be respected as you wait. In some schools there will be different gates for different year groups. At the start and end of the day parents/carers will wait at 2 metre intervals outside the school entrance. Specific plans for your child's school will be sent via your academy head teacher. As new groups are added we will inform you of any changes to these arrangements.

Home Learning

All staff will now be teaching children each day in school, regardless of year group. We will continue to share remote learning weekly, which will be aligned to that being covered in school for each year group. Teachers will plan for the children on a Friday afternoon but cannot be expected to respond to those children doing home learning as before, as they have a full weekly timetable. Online resources that many of you have already been using, will continue.

Equipment and Uniform

Uniform helps to give children a sense of identity. We are, however, aware that many children may have grown out of items of clothing and so we are happy for them to wear other appropriate items in this case. They should try to wear school uniform, but this can be uniform or PE kit or a slight adaptation. **It is obviously essential that items are clearly labelled, especially school uniform sweatshirts.**

Children should wear trainers if they wish, not school shoes, avoiding additional items in school, allowing them to take part in physical exercise.

Coats (if worn) should be brought into the classroom and kept on each child's chair.

Infant children and those families who are eligible for free school meals will be provided with a school lunch but if you prefer your child to bring their own packed lunch, this will be kept at the child's table.

Children should not bring any equipment to school and will not be able to take anything home. They will be provided with their own equipment to use in school.

Please send in a named water bottle on the first day that your child attends and this will remain in school. The children will be expected to clean these daily. They can top water up during the day but we are unable to provide cups.

Breaks for staff and pupils and lunches

Children will be supervised by their bubble adults throughout the day, including break time.

Children will remain in their bubble and will be unable to mix with children from other bubbles, including others of their own age. Bubbles will have dedicated toilets and washbasins to use.

A rota system for break and lunch times will be in place to maximise social distancing between bubbles.

Where pupils have school lunches these will be collected from the kitchen by a bubble staff member and brought to the classroom. Children eating school lunches will be offered a nutritious, balanced 'finger food' lunch.

During break and lunch times, each group will not mix, and bubbles will not share play equipment unless it has been thoroughly cleaned between uses.

Behaviour

Staff will establish the behaviour expectations of pupils in their bubble.

Any pupil that presents a health and safety risk as result of their behaviour will be withdrawn by an adult from their bubble and a parent will be called, with the expectation that they are collected immediately. This will be followed up by a telephone meeting between the head teacher and family to decide on next steps.

Planned support for pupils with EHCPs will be in place, based on a focused risk assessment.

Illness

If both lead adults are ill, the bubble class must close (as adults cannot change bubbles). All children would need to stay at home until the adult is well enough to return.

If either the adult or a child develops symptoms compatible with coronavirus, they would be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children attending school will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

Where the child, or staff member, tests negative they can return to their setting and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their bubble would 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 child or staff member they live with in that group subsequently develops symptoms.

Further information from DfE:

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

What you need to do now

- Ensure that you have responded to our critical worker questionnaire to request your preferred provision by tomorrow lunchtime at the latest.
- Parents of reception children should be deciding if they want their child to return to school once we can confirm that they are eligible.
- **If your child is entitled - and you have elected for them not – to be in school and change your mind, we cannot accommodate a change request mid-week. Your Academy Head should be sent a request to see if your child can be accommodated in starting school the following week. If we have reached capacity in the school, we may need to refuse the request.**
- Once your child has resumed school, you must telephone to notify the school as previously, if they are absent due to illness. This is, of course, especially important if they are displaying Coronavirus symptoms.

Yours sincerely



Christine Dickinson

CEO The Kite Academy Trust