



The Kite Academy Trust
c/o Holly Lodge Primary Academy
Stratford Road
Ash Vale
GU12 5PX
Tel: 01252 984930
Email: info@kite.academy
www.thekiteacademytrust.org.uk
CEO: Mrs C Dickinson

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Dear Families

Please find attached our Covid Secure – Working Measures.

We also have included the flow chart for staff dealing with a child who displays symptoms during the school day. There is also a second FAQ sheet from questions that we have received across the Trust throughout the week.

Thank you for your support during this difficult time and by continuing to work together we hope to ensure that all of our communities are kept safe.

Yours sincerely

Christine Dickinson
CEO The Kite Academy Trust

Surrey County Council (and Hampshire County Council for Fernhill) produced a Risk Assessment template document to be used by Head teachers to assess the risk of children and staff returning to Schools and Academies at this time. Each Academy Head completed these for their own Academy. The Executive Team used these assessments as a base for producing a Trust-wide assessment to confirm that we are Covid Secure.

Our risk assessments identify risk and then using our mitigation (the measures/processes we have agreed to reduce the risks) the Trustees were able to identify how Covid Secure our academies were. The risk assessment documents don't give details of the measures, it just lists the measures. We realise that for parents and staff to consider the risks associated with children and staff returning, the valuable part of the risk assessments is the mitigation measures put in place, therefore rather than sharing the risk assessment documents, it would be more informative to see the detailed measures in place.

We are in the middle of a pandemic and needless to say, there are risks. We were able to provide mitigation to most areas that reduced risks to medium or low however there were two that remained high. The reason they remained high were because the mitigation is not within our control:

1. Social Distancing – this remains high because despite all provisions for reminding and encouraging social distancing. Our rearrangement of classrooms including removal of some furniture and arrangements for visiting toilets and zoned play areas etc, we cannot guarantee that children particularly our youngest ones will maintain social distancing. In addition, social distancing of our parents at drop of and pick up and the provision for parents not to enter our sites we cannot control the behaviour of parents.
2. Spread of Infection – this is not high because we think staff and children are likely to become infected in an academy. All our new working procedures and measures are underpinned by a principle of avoiding the



spread of infection however as above we cannot control the behaviours of parents and children. We are confident that our staff will follow all measures and would ask for all parent's co-operation but our inability to control children and parents in this area and the impact of a child or member of staff catching the virus means that we have assessed this risk as high despite our measures in place.

Policy Updates

The following policies have been updated to address changes due to Covid-19 and infection control these include

- Health & Safety at Work
- First Aid
- Code of Conduct
- * Safeguarding Addendum
- * Acceptable Use – Mobile Phones
- * Infection Control
- * Special Leave
- * Welfare

INFECTON CONTROL	Measures
Arriving at the Academy	All parents will be advised of a drop off and pick up window of 10 minutes. Only one parent may bring a child to school. When waiting to drop the children off or pick up please abide by the social distancing of 2 metres. Parents will not be allowed on to the school site but will be advised of the drop off/collection place for them. Staff have been advised to reduce contact with other adults so will take the children quickly from parents and send the child directly to the parent. Children will wash hands on entry to school. (Please follow the procedures from your local academy and help us to keep everyone as safe as possible. Thank you for your support with this.)
Communications <ul style="list-style-type: none"> • With teachers • Admin office 	Please use email communication to any member of staff. Staff will have mobile phones with them in classrooms to enable Track & Trace to operate and to provide for contact with the staff in the rest of the academy Contact may be made to the office by phone but we may only have one member of staff in each office and so email will be an easier solution.
Being in the Classroom	Bubbles – up to 15 children in each bubble with 1 or 2 consistent adults, will remain in one classroom only. Removed equipment, soft furnishings, complex toys and limited the books that are available Removed and rearranged desks and chairs to ensure space between children Resources and touch points will be cleaned regularly Children reminded to socially distance and frequently wash hands As much use of designated outside areas during the day as possible Children will have own resources, kept at their table and not shared with others Where possible children will enter and exit the school directly into the classroom.
Playtime	Each bubble will have staggered playtimes with designated area No large play equipment will be available
Lunch <ul style="list-style-type: none"> • catering protocols • eating lunch 	Lunches will be eaten with their bubbles. Lunches will be provided every day (including Friday) and a revised menu is available. If a child brings in a packed lunch, this will be kept at their own desk during the day.
Hygiene <ul style="list-style-type: none"> • cleaning contractors • cleaning in class • Individual hygiene 	Cleaning contractors have provided their working protocols to include extra vigilance on high contact touch points Each bubble has own equipment from wiping during the day Friday afternoon – all equipment will have an extra wash Hand washing will be high priority with extra hand sanitiser available in addition Regular emptying of bins throughout the day Doors and windows will be open as much as possible

Curriculum	<p>A recovery curriculum will be used to support children</p> <p>No assemblies for large groups will take place.</p> <p>Priority will be given to social and emotional development</p> <p>Wherever possible learning will be outside</p>
If a child becomes sick	<p>See attached flow chart – a designated ventilated rest/sick room. Staff in attendance will wear PPE, any toilets used will be sealed and remain out of action until fully cleaned.</p>
Other Measures	<p>All staff will attend training on local measures and working practices, DfE guidelines and support for their own wellbeing during w/c 1 June</p> <p>All staff will have undertaken Infection Control training in addition to current training.</p> <p>All academies have signage to promote social distancing and good hygiene</p> <p>No visitors to the site – including central team staff</p>

FAQ for Parents (2)

These are supplementary FAQs following last week's FAQ for Parents 1.

Please note: Government guidelines that we have shared with parents are subject to amendment since 24th May announcements. At time of writing, these changes were still pending but will take place over the weekend. Follow this link:

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

The letter uses the word "should". This sounds like it is compulsory. Is this right?

This word is used as it is used in the government guidance. The view of the Trust is that each parent will make their own decision taking into account advice from the medical advisors to the government, their own family circumstances and the confidence that they have in it being the correct decision for their child. The guidance is non statutory.

What teacher support will the children in the year groups not returning have from their teacher?

The teachers will be working on a day to day basis with a bubble of children in the academy. There will be some who are unable to come into school but will be working from home. These staff will support those in school by preparing learning and supporting with planning for children who are still learning at home. The teachers will have half a day on a Friday to prepare for the next week and link with the children who are in these year groups.

How do I inform my school that I need a space?

If you have completed the survey and explained that you require a critical worker place, your school will know. If you missed the deadline for completing this, please contact the admin team at the school. Your child may be able to return to school at a date which will be confirmed if there is room. After this week, you will only be able to request a week starting on a Monday because the organisation is much more complex. If your child's year group is able to return, we will send a survey the week before to check if you want a space for your child. Please complete these promptly to support the school leadership as they must have time to work out appropriate "bubbles". If circumstances change after the first week that your child can return, please contact your school's admin team.

What do I do if I don't need a space now, but may in the future?

Unfortunately, it is not possible for us to reserve spaces for any child. When the survey is sent out for your child's year group, you will need to commit to having a space or not. Please remember that we have a limited capacity for the smaller size 'bubbles' that we need to have, the numbers of staff available and the physical space in our academies. Once we have filled the spaces available, we will not be able to admit any more children.

What happens if one of the members of staff in my child's bubble is absent?

Staff are restricted to working in the same bubble. Therefore, if a bubble cannot be staffed due to absence, parents will be informed that children, including those of critical workers, may need to be sent home at short notice and the bubble closed until the staff members return. We are hoping to have two staff members in each bubble to support this but this, of course, is restricting the numbers of bubbles that we can accommodate.

Can my child come to school with a cold?

In order to protect staff and children in the bubble, please *do not* send your child to school with a cold or **any other illness**. If the staff member becomes ill, we may need to close the bubble.

If anyone at the school shows symptoms, or if a child who has previously attended but is then off sick has COVID19 symptoms, are you getting them tested before they can return? Will parents be informed if there is any new confirmed case of COVID19 at the school?

There will be tests available for all children over the age of five who are showing symptoms. The school must be informed of the outcome of the test. If the test is positive the rest of the bubble will need to self-isolate for 14 days.

What support will be in place to support the mental well-being of children who are not able to return to school yet?

The well-being of all our children remains a priority and staff will continue to be in touch with those children who are not yet back in school. Although they will be working with groups who have already returned to school, it will be

possible for some communication to continue. As we have previously stated however, there may be a reduction from what has been in place before or the contact may be by another familiar adult.

If I choose to keep my child at home will teachers still support us with home learning?

Full time planning and teaching workloads for staff mean that if you choose to keep your child at home, personalised contact with a class teacher will reduce. Learning from home may become more challenging once your child's year group returns as the learning will be planned for delivery within the classroom.

Staff supporting learning with families who remain at home will prioritise those who are shielding and those whose year groups are not yet back in school.

Why are only some year groups gradually returning to school?

In line with the government guidance, we are prioritising the places for the children of critical workers and then certain year groups – Reception, Nursery, Year 1 and Year 6 in this order. We have planned for a limited number of year group bubbles to start each week so that we can maintain and ensure the safety controls that are advised by the DfE. We also want to support each group of children returning as the restrictions that we have will mean that children need to understand the new systems for them.

Can my child just come in on Monday 1st June?

No. If your child has been allocated a space, your school will have already confirmed this with you. The week before a new year group is due to return, we will send out a survey to establish if you are interested in your child returning to school. Your place will be confirmed by the school if they have the capacity for everyone to return.

Why isn't there wrap around care?

We are disappointed that we cannot provide the wrap-around care but children are not able to move from one bubble to another and this would be the only way that we would be able to accommodate this. The school being empty at an earlier time will also support our cleaners ensuring that the high standards of cleaning can be maintained.

What is a vulnerable child? How do I know if that applies to me?

You will know if your child is able to attend under this criterion as the leaders in your school will have been in contact with you from the start of shut down.

Do EHCP children have to attend school?

Yes. They should be attending school unless you are shielding or self-isolating as a family.

For children who have an education health and care (EHC) plan, attendance is expected where it is agreed with the school, following a risk assessment, that their needs can be as safely or more safely met in the educational environment

Important note: if a child has particular emotional and behavioural needs, we will undertake a risk assessment to establish the best provision for them and any additional actions that may need to be in place. This may be through discussion with the head teacher if your child has been sent home due to behaviour issues following 1st June.

Are parents allowed to see a copy of the risk assessment?

The letter that accompanies this will explain the working practices that we are putting in place to mitigate risks. There will also be a letter from your Head Teacher which will outline specifics for your particular school e.g. drop off and pick up arrangements, bubble groups.

What happens if my child only does 2.5 days at Nursery but I need them to do 30 hours?

Please speak to your Head Teacher about your particular circumstances but this will be reliant on capacity.

What happens if I only want my child to attend for 3 days and they have a space for 4.5 or 5 days? Will it affect their attendance?

Your child will have a space in that bubble for the full week and should attend as schools are now reopening. As we need to maintain our registers, your child will be marked absent if they are not in.