



5 June 2020

Dear Parents and Carers

I am writing to all of you with some further details about the phased re-introduction of Year R, Year 1 and Year 6 children. I am sending this to all parents/carers in these year groups as it seems only right that you all understand what the arrangements for these year groups will be. If you are not sending your child back to school, you may disregard this letter if you would prefer to do so. This is also being shared with the parents of those children who will be accessing our key worker groups as some parents will have children in both categories.

For those returning, we are really looking forward to welcoming the children back to school. Of course it is only natural they may feel mixed emotions about returning after such a long time away and I know many of you will feel the same. We have endeavoured to make school as familiar as possible within the restrictions we must adhere to and Goat Lees will continue to be welcoming to all as I believe it always has been.

The arrangements set out below **must** be adhered to by everyone using the school site either as a place of work, education or during the process of dropping off or collecting children to protect the school community. The arrangements are based on the guidance provided by the Department for Education (DfE) and Kent County Council (KCC) and our own thorough risk assessment for returning to school. Advice is constantly being updated as this situation is still very much 'live' and we will continue to adapt our procedures as new advice is received.

Please can I ask you to read this through very carefully so that you are aware of all the new measures and routines. Please can you also familiarise your children with the new arrangements prior to them returning. With the help of several staff and Mrs Neall in particular, we have produced a presentation for each year group returning and one for the key worker groups too as things will also be different for them from next week. This can be found on our school website www.goatlees.kent.sch.uk under the new Reopening tab.

The following presentations are available (there will also be some advice for parents):

- Year R and Year 1
- Year 6
- Key Worker group
- Children staying at home

THE PLAN BELOW IS FOR KEY WORKERS, YEAR R, YEAR 1 AND YEAR 6:

Arrival and pick up for Year R and Year 6 from Tuesday 9 June and for Year 1 from Thursday 11 June

- No parking on site unless a blue badge is displayed
- Key Worker children should continue to arrive at the main school entrance where they will be met by the relevant staff and taken to their classrooms
- Year R/Year 6 to arrive at the usual time between 8:40 and 8:50am
- Parents should enter the school via the main gate (at main entrance to the school) or the top gate and queue if necessary on the markers that will be in place. Please maintain social distancing
- Everyone will follow a one-way system coming into the school via the top gate nearest to the staffroom
- Access from the side path will not be permitted
- Year 6 will be asked to leave parents/carers at the gates on entering the school - will follow the path round with arrows directing them and line up on the spots placed on the playground outside Year 5/6 classrooms. Teachers/TAs will be waiting to greet them
- Year R - walk round the one-way route with parent/carer and wait together on a spot placed outside the Year R gated area. Class adult will call one child over at a

time, parent can say goodbye and then leave following the arrows leading out of the side gate

- Year 1 from Thursday will follow the same procedure as Year R and wait on the spots positioned outside the Year 1/2 gated area
- The children will use the hand sanitiser positioned outside the classroom
- When the children come into the classroom they will have their temperature checked with a digital thermometer and then they will be asked to wash their hands

For pick up arrangements, Key Worker children will still be collected from the main school entrance at 3:00pm.

For all other year groups, parents/carers will follow the same routine as in the morning to collect their child/ren who will be waiting for them on their spots where they were dropped off.

Arrangements for Teaching and Learning

- All children will be in a 'bubble' of no more than 15 children with a minimum of two adults
- We have deployed the staff so that each group has within it a member of staff from your child's year group team
- During the day the bubble will not generally come into contact with pupils in other bubbles
- The bubble will be based in a classroom and/or the outdoor area and will not be able to go into other classes/workspaces where other bubbles are working. The tables will be placed as far apart as possible, but this may be less than two metres due to the size of our classrooms

As teachers will be full-time with their groups, please can I ask that emails only are used for queries around learning. If you have a query about anything else, please direct it to the office.

Cleaning & Hygiene

In order to maintain thorough cleanliness, the following measures will be in place:

Hand Washing	<ul style="list-style-type: none"> • All children will be required to wash their hands thoroughly throughout the day • Hot water and soap will be available in the toilets and classrooms • Hand sanitiser will be available in all classrooms as well as in other locations around the school
Toileting	<ul style="list-style-type: none"> • We have allocated specific toilets to different bubbles to minimise contact with others • Wherever possible, only one child at a time, from a bubble, will be allowed to go to the toilet • Please note that toilets will not be available for parents whilst these H&S measures are in place
Resources	<ul style="list-style-type: none"> • All resources the children touch will need to be cleaned regularly which will become potentially very unmanageable for teaching staff. Therefore, access to the normal classroom and playground resources will be limited • All children will be allocated a table and a seat and the child will not be permitted to move to other seat locations. The younger children will still be able to play in other areas of the classroom but we will restrict how many children access an activity at any one time • All children will be provided with a set of basic resources eg pen, pencil, eraser, sharpener, ruler, glue stick, scissors and colouring pencils which will be for their own use only • We ask that children do not to bring bags into school with them if at all possible • We will not be able to allow books including reading books to come home at this stage

Water Bottles	<ul style="list-style-type: none"> Year 6 will need to bring their own water bottle. All other children will use the school water bottles which will be clearly named and cleaned on a daily basis
Lunch arrangements	<ul style="list-style-type: none"> Children will be eating their lunch in their groups together regardless of whether they have packed lunch or school dinners. Timings will also be staggered to minimise the number of children in the hall at the same time If you are entitled to Free School Meals or UIFSM, the children will continue to receive these if you wish them to. All other school meals must be paid for in advance via sQuid If children are having packed lunch, please ensure they can open the contents as easily as possible to reduce the close contact with an adult. The box/container should be cleaned every day on return home
Uniform	<ul style="list-style-type: none"> Children should wear their uniform or school PE kit. CHILDREN MUST NOT WEAR TIES AT THIS POINT IN THE YEAR. We ask that uniform is washed at the end of each day, whenever possible. Children are not expected to wear usual school shoes but rather shoes that they can undertake active tasks in. This helps to avoid the need to change in school and bringing in additional clothes/bags etc
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Advice for schools is that PPE affords little benefit in reducing the transmission of Covid-19 for adults and children in school. However, if the advice changes we will reconsider this PPE will be provided for staff if a child falls ill whilst in school with any symptoms which indicate possible Covid-19 Staff will also wear PPE should they need to support any child with their personal care In general face masks will not be worn by the adults although there may be times when it is appropriate to do so. It is not recommended that children wear face masks
Cleaning	<ul style="list-style-type: none"> Additional cleaning of the toilets and classrooms will take place during the day with a focus on hot spot surfaces, door handles, etc. After the children have gone home, our Site Team will be cleaning the rooms that have been used by the children ready for the next day

Please remember that school will close from 1.15pm on Wednesdays for all year groups. Those in the Key Worker bubbles will remain on site until their time of 3.00pm.

Illness

Should a child exhibit any symptoms of Covid-19 during the school day we will remove them from the classroom and place them apart from their peers (we'll keep an adult with them!) until they can be collected by their parent/carer. They will then require a Covid-19 test to determine whether or not they have this virus. At this time all household members will be required to self-isolate until the results are known. The current list of symptoms includes raised temperature, persistent cough, loss of taste and smell.

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

Where the child, young person or staff member tests positive for Covid-19, the rest of their class or group within their childcare or education setting should 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, young person or staff member they live with in that group subsequently develops symptoms.

We will also take advice from our local contact for Public Health England who will advise on any further action.

Other Arrangements

Please do not enter the school reception area unless it is extremely urgent. Messages should be sent in via email to office@goatlees.kent.sch.uk or telephone as the school phone system continues to be available (01233 630201)

I appreciate this is a lot of information and I hope it helps you to have a better understanding of what the phased return may look like.

In the meantime, do stay safe and we look forward to seeing lots of you in the coming weeks.

Kind regards

T A Adams

Headteacher