



ARCHBISHOP COURTENAY CHURCH OF ENGLAND PRIMARY SCHOOL

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Executive Headteacher: Mrs J Ashley-Jones

Acting Head of School: Mrs S Bone

Chair of Governors: Mrs R Linn

15th July 2020

Return to school - September 2020

Dear Parents/Carers,

I certainly did not think this would be one of my very first letters to you all, I had hoped that by now we would have had the opportunity to meet and say hello, but that is not to be. Nevertheless, please rest assured I am working closely with the entire staff at Archbishop Courtenay Primary School. Our intention is to make the transition for all the children as smooth and welcoming as possible and I am very much looking forward to greeting you all in September.

Last week the government announced plans to have all children back to school by the 1st September 2020. The senior leaders have been busy since then planning for a safe return for both children and staff.

As with all major announcements, we have tried to act swiftly to inform you of the school's intentions. The plans that I am going to share with you are still in the early stages, with more risk assessments to follow over the summer. Please note that all plans could change very quickly, dependant on government guidelines over the summer. If the guidance stays the same then the return to school will be as follows –

Bubbles

We will be welcoming back approximately 320 children within the school building from September. We are planning to split the children into four different 'Key-Stage Phase Bubbles' ; Reception (Wrens and Jays), KS1 (three Year 1/2 classes), LKS2 (three Year 3/4 classes) and UKS2 (three Year 5/6 classes). This will allow us flexibility across these classes to deliver a range of academic interventions for example phonics, reading and maths. These 4 Bubbles will have staggered start times, playtimes and lunchtimes. We will continue to restrict the movement of adults across Bubbles in order to maintain the high levels of safety already established for all our colleagues.

<u>Upper Key Stage 2 Bubble-</u> Goldfinch Class - Yr 5/6 - Miss Copley Redwing Class - Yr5/6 - Miss Flisher Heron Class - Yr 5/6 - Mr Biddlecombe	<u>Key Stage 1 Bubble-</u> Swift Class - Yr 1/2 - Mrs Jewell Chaffinch Class - Yr 1/2 - Miss Paul Swallow Class - Yr 1/2 - Miss Haines
<u>Lower Key Stage 2 Bubble-</u> Woodpecker Class- Yr 3/4 - Mrs Bourdillon Kingfisher Class- Yr 3/4 - Mr Hazelby Nightingale Class - Yr 3/4 - Mrs Irvine	<u>EYFS Bubble -</u> Wrens Class -Yr R - Mrs Eades Jay Class- Yr R - Miss Sutherland



Start and Finish times

Years 1-6 will return to school on Wednesday 2nd September.

Please follow the one-way system in place and adhere to social distancing rules.

School Marshalls will be on hand to guide and support you.

- We ask that if your child is accompanied to school, only one parent/carer should attend
- Year 6 children can walk to and from school without an adult, provided a consent form has been completed (the school office will give you a form)
- Yr 3 - Yr 6 parents will not have access to the playground at the start of the day
- Where possible, when collecting children from school prams and pushchairs should be left in the bike shed
- Please drop off and collect your child quickly - no waiting in the playground or gathering outside the school gates - In order to meet the government guidelines, the school will ensure School Marshalls move families on
- Please do not arrive before your allocated time

Bubble 1: UKS2 - School gates will open at 8:30am, school will begin at **8.40am and finish at 3:15pm**

Goldfinch Class, Redwing Class, Heron Class - Parents are asked to drop their children at the top of the steps, at the front of the school. Children will use the steps, entering school via the hall where they will be greeted by their class teachers.

Children will leave the same way as they entered the school so we ask Yr 5/6 parents to wait at the top of the steps to collect their children.

Bubble 2: LKS2 - School gates will open at 8:40am, school will begin at **8.50am and finish at 3:15pm**

Woodpecker Class, Kingfisher Class, Nightingale Class - Parents are asked to use the slope at the front of the school, using the social distancing markers. Children will enter the school via the playground gate and be greeted by their class teachers in the playground.

At the end of the day year 3/4 parents are asked to wait in the main playground and children will be dismissed into your care by their class teachers. Please exit the school site using the zig zag path.

Bubble 3: KS1 - School gates will open at 8:50am, school will begin at **9:00am and finish at 3:15pm**

Swift Class, Chaffinch Class, Swallow Class - Parents are permitted to enter the playground to take their children to their classrooms. Please follow the slope at the front of the school, using the social distancing markers and will enter the school via the playground gate. You will be greeted by your class teachers at the classroom doors.

At the end of the day teachers will dismiss the children from their classrooms. Please enter the outdoor KS1 area to wait for your children and leave the school site via the steps that run parallel to the zig zag path.



Illness

Important – Please do not send your child to school if they have symptoms of Coronavirus

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

For more information about testing please visit <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Daily Routine

All bubbles will continue to follow a similar routine that they were used to before lockdown.

Worship – Daily worship will take place in each classroom or via Zoom. The hall will not be used for whole school worship as we do not want to mix the bubbles.

Playtime – Each bubble will be allocated their own playtime slot within a specific playground

Lunchtime – All children in Reception and KS1 will be offered a free hot school meal. Hot school dinners are also available for all children from Year 3 to Year 6. We will advise you of the payment procedures in due course. All children who have a hot school dinner will eat in the hall on allocated Bubble tables. Children who choose to bring a packed lunch from home will eat in their classroom.

Handwashing – There will continue to be a focus on handwashing and the 'Catch it, Bin it, Kill it' campaign.

Breakfast Club – We will be offering the breakfast club facility as we feel our hall is big enough to accommodate a mixture of children from the various bubbles and every effort will be made to keep the children apart. If you would like to use this service, please contact Mrs Janman in the school office to book a place – 01622 754666.

After School Clubs – There will be no after school clubs for the first term, however we hope to offer sports opportunities for our bubbles after the October half term holiday. We will keep you updated.



The School Curriculum

The curriculum will look slightly different in September to the normal school timetable. We will need time to settle your children back into school life, so the emphasis on well-being will be vital. We will also need to assess the children academically to start to put a 'recovery' timetable into place if necessary. Some children will need this and others will not, but we will inform you of our plans and actions every step of the way.

What all children will need is a sense of belonging and to know that their teachers are there to support them and keep them safe. However, some children will have been at home for 6 months – which is a substantial amount of time to be away from school and may find the transition challenging – rest assured we will take great care of them as their welfare is paramount to us.

Enjoy your summer and try not to worry! Children are amazing, and with the continued support of you at home and planning from the wonderful teaching staff at Archbishop Courtenay Primary School, they will soon be back on track! After our initial assessment, we will invite you in for a meeting to discuss your child's academic pathway. Equally, we hope to continue to put the weekly planning onto the school website so that you can see what we are doing in school, and also so that we are prepared in the unfortunate event of a localised or national lockdown due to a second wave.

Attendance

We have been asked to tell you that all children must return to school in September. All of the children that have returned to school so far have had the best time, they have been happy and remained well – so I hope that you will feel safe enough to send your precious ones back in September. We promise to look after them – they have been missed! If you have concerns about September and would like to talk it through with me personally, then please telephone the office **01622 754666** and I will endeavour to call you back as I am not based at Archbishop Courtenay Primary School until September. Alternatively, you can contact Mrs Bone, the acting Head of School, who will be happy to discuss your son/daughter's return too.

Hopefully, you now have a better insight as to what September will 'look' like. We have taken the guidance and composed a plan that will best suit the children at Archbishop Courtenay Primary School. If you have any concerns at all then please call me or, if you prefer, email me **headteacher@archbishopcourtenay.kent.sch.uk**. It will be vital that you have access to the school website over the summer, as things may change very quickly.

As always, from the bottom of our hearts, thank you for your continued support.

Mrs Sue Heather



Headteacher

